1/28/53 Mr. S. A. Andretta Administrative Assistant Attorney General

Director, FEI

O Director, FEI

Dire

Attached hereto is the required number of copies of Standard Form 115 requesting authority to destroy the originals of records after they have been microfilmed.

It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action.

Attachment

PFO:fkr 66-3286

> 1-26-53 ADDENDUM:

On 12-31-52 the Executives Conference approved the microfilming of the "No Record Loyalty Forms" five or more years old.

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Statement of Microfilm Procedures

Each type or series of records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safe-keeping.

The film stock used complies with specifications of the National Pureau of Standards for permanent records.

Wy Eames

Chief, Records Section Federal Bureau of Investigation

GG-19087- 20X

: Mr. J. Edgar Hoover S.A. Andretta SUBJECT: This will refer to your memorandum of June 17, 1952 in which you request authority to dispose of certain records in your bureau. 66-3286-478 On June 26, 1952, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records after the lapse of the period of time specified. (H. Rept. 2471, 82d Congress, 2d Session.) A copy of the disposal schedule as approved by Congress is attached for your information. 66-14081-20 424431 FILE PROCESSED Find MALCASE IN CIVIL DISCUVERY

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2. Cames

Chief, Records Section Federal Bureau of Investigation

424434

66-19087-20

Office Memorandum • United States Government

TO : MR. LADD

MR. ROSEN W.

SUBJECT: MICROFILMING, RECORDS SECTION

DATE: June 10, 1952

The attached memorandum from Mr. W. G. Eames to Or. Nichols dated May 23, 1952, recommends the microfilming of additional inactive criminal classifications whenever the cases are over ten years old.

The Investigative Division has no objection to this procedure providing the following restrictions are placed on this program:

l. No file should be microfilmed where socials have been placed in file during the past ten years. This restriction is believed necessary in order to retain a limited number of files which are frequently needed for review in connection with certain important or unusual cases. One such case is the Lorius case, which has long been closed, but concerning which frequent correspondence is received. A similar case is the Lindburgh kidnaping case where the same situation exists, and reference to the file is occasionally necessary. No Big Major Case Should by incredit

2. No file should be microfilmed even though closed for ten years and no subsequent serials have been filed, if the sentence imposed on the subject has not expired. This exception is believed necessary to take care of files in which the subjects received long prison terms. In many such instances, subjects file habeas corpus proceedings even after the lapse of ten or fifteen years, so that it becomes highly important to have complete files readily available. Illustrative of such situations are the Touhy case, which is currently active many years after the original conviction, and the Stolnap case in which the subject currently has petitions before the Court more than fifteen years after his original conviction.

ACTION RECOMMENDED:

With your approval, it is recommended that this memorandum be referred to the Records Section for their information concerning the proposal of microfilming additional criminal classifications.

Attachment OJK:sal

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lir. S. A. Andretta Administrative Assistant Attorney General

June 17, 1952

RECORDED-77

DISPOSAL OF RECOIDS

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Attached hereto are the required number of copies of Standard Form 115 requesting authority to destroy the originals of records after they have been microfilmed.

It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action.

Attachment PF0:mjh

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OVERNMENT : Mr. J. Edgar Hoover Director, F.B.I. Fors. A. Andretta Administrative Assistant Attorney General This will refer to your memorandum of April 16, 1952 in which you request authority to dispose of certain records On April 29, 1952, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal ofthese records after the lapse of the period of time specified. (H. Rept. 1924, 82d Congress, 2d Session.) A copy of the disposal schedule as approved by Congress is attached for your information. RECORDED - 122

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Memorandum UNITED STATES GOVERNMENT

MR. NICHOLS

4-16-52 DATE:

FROM :

🐍 G. EAMES 🗲

SUBJECT:

FROPOSED MICROFILMING OF PLANT SURVEY MATTERS, 99 CLASSIFICATION RECORDS SECTION

To advise that Plant Survey Matters, classification 99, has been inactive since 1942 and to recommend that this material be microfilmed in order to assist in alleviating the congestion problem in the Records Section.

Which too line

BACKGROUND: --

The Bureau, prior to the World War II at the request of the Navy and War Departments, surveyed the security of industrial plants having contracts for these Departments. After January 5, 1942, the responsibility for surveying the security of industrial plants was vested in the War and Navy Departments. The Bureau ceased making plant surveys as of that date.

PRESENT STATUS OF PLANT SURVEY FILES:

There are 7,694 case files occupying 47 filing calinets in the 99 classification. These files are very seldom reviewed in connection with name check work, and we receive only infrequent requests for the files themselves. It is estimated that these records can be microfilmed in slightly over two weeks' time at a cost of \$720 for film. When the project is completed the microfilm can be filed in less than one half of a filing cabinet as contrasted with 47 filing cabinets at the present time. We do not contemplate microfilming those records pertaining to policy matters or supervision of plant surveys (file 66-6200-99).

RECONNENDATIONS:

That the 99 classification pertaining to Plant Survey Matters be microfilmed.

That the attached SF-115, Request for Authority to Dispose of Records, after the records have been microfilmed be formarded to Mr. S. A. Andretta in the Department.

PFO:mjh :Attachment

Ur. S. A. Andretta April 16, 1952 Administrative Assistant Attorney General LUNDED-Mirector, FBI Attached Kereto are the required number of copies of Shondard Form 115 requesting authority to dispose of records. This request covers files pertaining to Plant Survey Matters conducted by the Eureau prior to World War II, which are to be microfilmed in order to conserve space. It is requested that this request be forwarded to the National Archives Service of the General Services Administration for appropriate action. PF0:mjh \
66-3286 COMM - FBI Pp 1 8 2732 MAILED 28

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FOVERNMENT

MR. "ICHOLS\/

DATE: 2-14-52

M. G. EATES 2

SUBJECT: DESTRUCTION OF OLD TERMAN, SECTION, TICELLAMEOUS BUREAU SECTION, TIC. FILES FOLLOWING THEIR MICROFILMING RECORDS SECTION

Reference is made to the attached copy of a schedule submitted for the destruction of the above files which reflects the necessary approval from both the National Archives and the Committee of Congress. We are now in a position to go shead it with the destruction of portions of these files as quickly as they are microfilmed. Already approximately one-third of the Old German files are filmed and are ready for destruction.

Because of limited incinerator facilities in this ? building which limits destruction of file material to approximately two boxes per night, an alternate plan is proposed which involves burning in the City incinerator at First Street and O Street, S. E. It has been ascertained that . this may be done discreetly and with perfect safety through an arrangment with a contact of the Washington Field Office handled by Special Agent Karl Voelker. This Agent can carrange for the burning of this file material between 7:00 and 8:30 P. M., and Pureau trucks can be utilized to take the homes of material to the incinerator where they will be completely burned in the presence of the Records Section y personnel handling the matter. In this way a large quantity of material can be handled with a minimum of trouble and in a very short time. It is felt this can be accomplished discreetly and with perfect security and freedom from danger of publicity. If approved, we will go ahead with the plan from time to time as the need arises in order to get rid of the original records and make additional valuable space available.

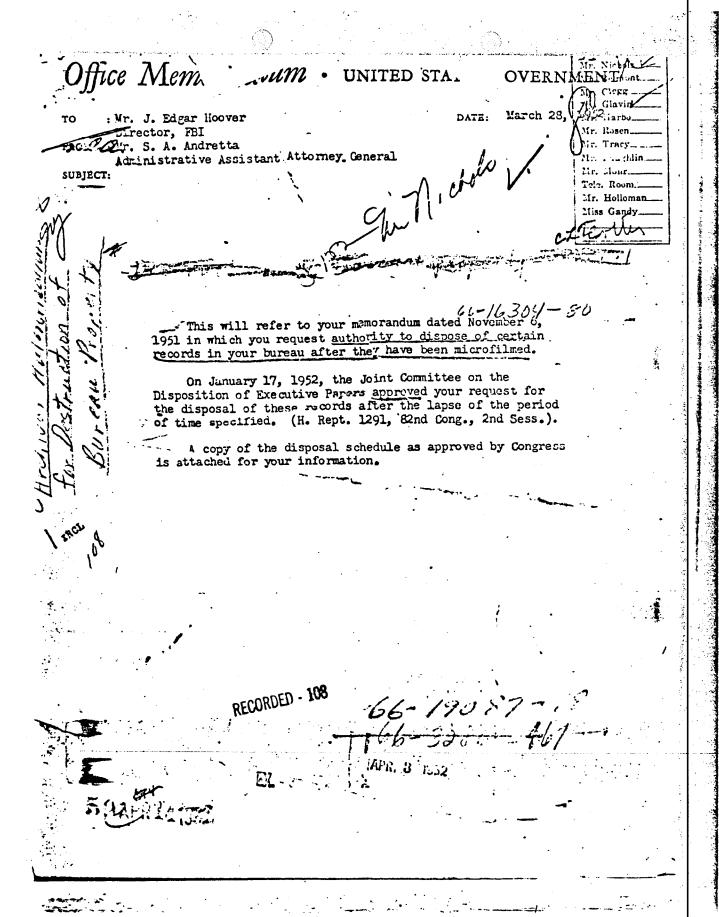
RECOMMENDATION:

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- nucleo 111 That the above method for the destruction of captioned records be approved.

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REQUEST FOR AUTHORTY TO DISPOSE OF RECORDS—Continuation Sheet

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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to be followed on Job No. 352 - S228

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For each type or series of records the records will be microphotographed in a normal and orderly sequence.

Each roll of film will contain an identification of its contents adequate for meeting reference needs thereon.

The records will be microphotographed with a reduction not to exceed 24 diameters.

A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping.

The film stock used complies with specifications of the National Bureau of Standards for permanent records.

C. L. Trotta,

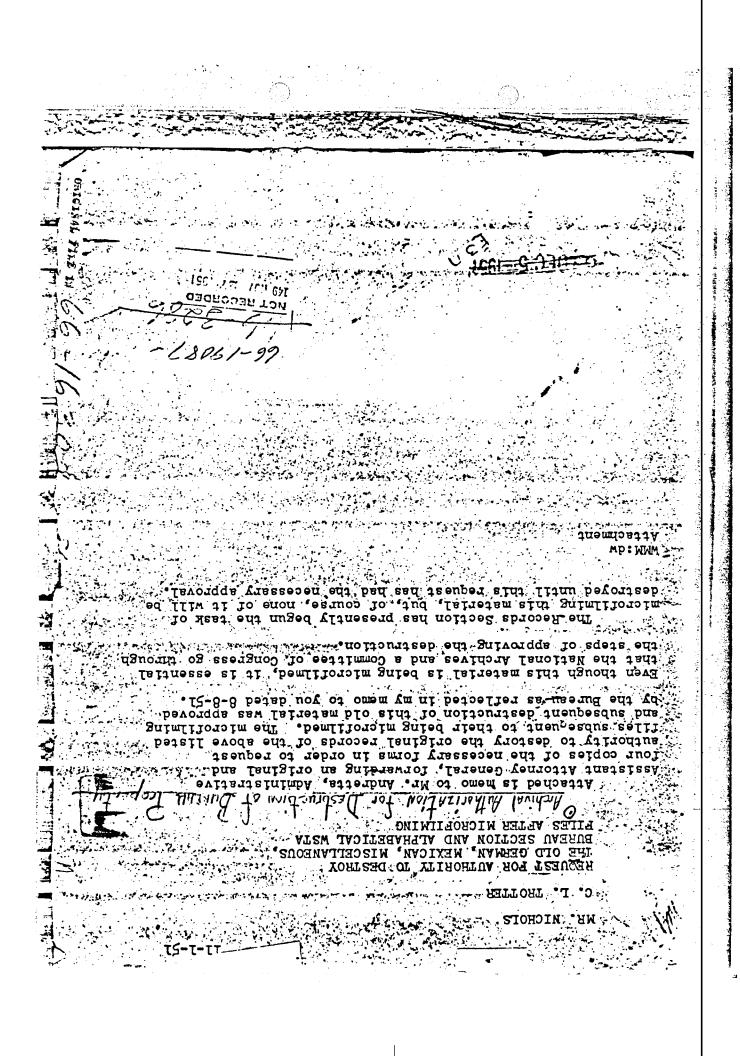
RP 5.7

Approval recommended:

Item 1-5, because the microphotographic copies will suffice for all administrative, legal, research, or other purposes which the paper records now serve or might serve in the future. The carrying out of the procedures in microfilming the records which the PBI has stated it will follow (as per the attached statement) should be an adequate implementation of the regulations of the was a Mational Archives Council designed to assure that the microphotographic copies will be adequate substitutes for the original records. The agency has made provision for the preservation of tographic copies will be adequate substitutes for the original a security copy of the film in fire-proof type metal cabinets.

Hardee IIIIn
Hardee Allen
January 15, 1952 BJ

Chief Archivist
Diplomatic and Judicial Records Branch



Mr. S. A. Andretta Administrative Assistant Attorney General Director, FBI Request for Authority to Destroy the Old German, Mexican, Miscellaneous, Bureau Section and Alphabetical WSTA Files after Microfilming Attached hereto are the required number of copies of Standard Form 115 requesting authority to dispose of records. This disposal list covers five categories of old files in possession of the FBI, which files are to be microfilmed to con-Serve space. It is requested that this material be forwarded to the National Archives for appropriate action.

metrative Assistant Attorney General John Sigar Hoover, Director Pederal Eureau of Investigation Disposition of Certain Fertill on Criminal Identification Cards RECORDED - 26 rade to your memorandum of January 3, 1952, concerning the above entitled matter, transmitting a communication from the National Archives oonderning a request for autiority to dispose of Bertilla priminal identification cards of this Bureau and its precessors from 1896 to 1924. You are advised that this Bureau has no objection to the destruction of these resords. The enclosures transmitted with your communication are returned herewith COMM - FBI ... JAN 1'0 1952 MAILED 20

(3.5.2)	
= Office Memorandum	2 • UNITED STATES GOVERNMENT
To Mr. J. Edgar Hoover	Mr. Belmont
FROM : Ur. S. A. Andretta	
Administrative Assistant	
The state of the s	in Bertillon criminal identification cardair. Mon. rizations for Destruction Tele Room.
is proposed to submit to	inication from the National Archives, it Miss Gardy
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SERVICES ADMINISTRATION



National Archives and Records Service Washington 25, D.C. December 26, 1951

Mr. Salvador A. Andretta" " Administrative Assistant Attorney General Department of Justice Washington 25, D. C.

The Archivist of the United States proposes to submit to Congress a request for authority to dispose of Bertillon criminal identification cards of the Federal Bureau of Investigation and its predecessors for the years 1896-1924. These records, which are in his legal custody, do not appear to him to have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government. A copy of the request, which has been assigned National Archives job No. 352-84, is enclosed.

In accordance with section h of the act of Congress approved July 7, 1943 (57 Stat. 380), the written consent of the Attorney General to the submission of this request to Congress is requested. : 1 4 ...

Philip . Brooks Chief Archivist

Diplomatic and Judicial Records Branch

RECORDS BEATON MR. dl GIROLAMO

THE A	re instructions of the use of this form see National Archives Manual on the Disposition of Federal Records). RCHIVIST OF THE UNITED STATES, ATIONAL ARCHIVES, WASHINGTON 25, D. C.	DEC 1 4 DATE APPROVED 12/26/51 AP	PB . 35	52 - 8 4
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Disposal Job No. 352-84

Approval recommended

Item 1, because these records, which consist of Pertillon criminal identification cards made by Federal and State prisons and local police departments under the obsolete Bertillon, or anthroponetric, System of Identification, have for many years had no administrative value, and no service requests of any kind have been made for them. They have been declared by officials of the Federal Bureau of Investigation to be without administrative value to that agency, and the Department of Justice has stated they are not needed in its transaction of current business. They possess no value for leval purposes, for protection of private rights, or for documentation of the work of an agency, and it is believed that a small sample of them would be adequate to meet any research use to which they might be put.

The cards were accumulated by the Bureau of Criminal Identification of the Department of Justice (whose records and functions were transferred to the Bureau of Investigation in 1923) and by the National Pureau of Criminal Identification of the International Association of Chiefs of Police, which presented its cords to the Department of Justice in 1923. The cards were made a part of the records of the Pureau of Investigation, which later became the Federal Bureau of Investigation. The Bertillon System of Identification gradually became choolete and by 1924 the Eureau of Investigation was taking fingerprint records only. Correspondence and other material in the predecessor records of the Federal Eureau of Investigation and in the Annual Esport of the Attorney Coneral of the United States record in some detail the replacement of the Bertillon System by the finger-

There are an estimated 191,000 of these cards (usually 51 × 60), with the following data; photograph of criminal, usually front and profile views; Sertillon measurements, covering some twelve parts of the anatomy; descriptive and vital information; same and criminal record; fingerprints and fingerprint classification in some eases; and marks, such as scars, moles, and tattooing.

A portion of the Bertillon cards (one linear foot) is to be retained, selected to represent the various offices and locations at which they were created, the different forms used, and to preserve cards for the several

years during which they were being created. It is believed that the soluction made will be adequate for any research use that might be selection made will be adequate for any resource use to made of these records by criminologists or others.

Calsolle Korner

December 21, 1951

Chief archivist
Diplomatic and Judicial Records Franch

Office	Memo.	m. united s	GOVERNMENT	
TO. Ur.	J. Edgar Hoover Director, F.B.	I.	DATE: February 26, 1951	
SUBJECT:		torney General	Mr. III	
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Records and Co-	"DISPOSAL APPROVED" IN COLLIMN IQ
I S TEL SON) Rigned
- We Waikart	2-20-51 Marcus W True
6. CERTIFICATE OF AGENCY REPRESENTATIVE:	Archivist's Representative.
I hereby certify that I am authorized to act for the head of this agency in matters pertaining and the	A Property of
	usposal of records, and that the records described by les list or
ceased to have sufficient value C Ti	he records will have second as
rence of the event or indicated or on the occur-	the records will have ceased to have sufficient value to warrant tention in their original form by virtue of the fact that the irrophotographic copies, made in accordance with standards of the National Archives Council, will be affect that
	ne National Archives Council, will be adequate substitutes for se original records.
(Date) 1951 Showdretta	Carin Ch
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Administrative Assistant Astorney General the Santa December 29, 1950 for Authority to Dispess of Records

3286-167 66-19087-147

1 are 1 conies of Standards Attached are 4 copies of Standard Form No. 115, requesting authority to destroy *extra* copies of fingerprint cards of persons who have died. A master fingerprint card Is to be retained as well as a record of the fingerprint cards which would be destroyed. U. S. Irchives. WMM:eo

	Instructions on the use on the Dispo	sition of Federal Records				
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Uffice Niemorundum • united states government
FROM: G. J. Engert 7
SUBJECT: DEAD FINGERPRINT FILE IDENTIFICATION DIVISION Amhival Authorization for Dranctical of Bureful Tropicity Reference is made to my memorandum of December 21, 1950, in connection with the destroying of fingerprint cards of deceased individuals. Mohr
I have talked with SA W. M. May of the Records Section who is handling the assignment for contacting the officials of the National Archives in connection with this matter. There is attached fingerprint jacket FBI—#372485. These are the fingerprint cards which are to be considered for destruction and this jacket, FBI-#372485, is being submitted for transmittal to the National Archives for their consideration.
Attachment Ditato of 10/1/2 to a fraction Question 12/2/60 16-19087-14/2
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Ojji: Me	UNITI	ERNMENT
TO Mr. J. Edgar Ho	over	Mr. Lodd
Mr. S. A. Andrei	7.B.I. 35914	TE: De comber 15, 1050a
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	Retention periods Until contents noted and posted to		
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5.	Inventory sheet, form CC-103, and all papers properly filed therwith. All record sopies, however, information is posted to permanent record tends.	7	approved
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7. FTEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETRITION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	Administrative files of individual personnel containing such papers as property receipts, duplicate copies of wouchers and memoranda concerning persons to be notified in case of energency. Does not include papers of a personnel nature concerning efficiency or conduct.		disposed
	Retention periòd: 1 year.		2114. Ten
8.	Monthly administrative report, form FD 29, 29s, 29b and all papers properly filed therewith. Originals retained at the Seat of Covernment. Retention periods 1 years	X	disposa
9.	Daily reports of Special Agents in field divisions, form FD 28 and all papers properly filed theresith. All record copies. Retention periods 3 year.		digwood.
× 30.	Automobile register form TD 73 and all papers properly filed theresith. All record copies.	I	disposed
	Rotention periods I year.		Tag
11.	Pield effice sutombble files containing reports on condition and maintenance, inspections, repair orders, cost of maintenance reports and related papers on Fal automobiles. All record copies.	.	approved
	Retention poriods 1 year, from date of most recent paper in file for automobiles disposed of. 3 few for automobiles in use.		dinasi
2.7	Purchase suthority form GC 188 and all papers properly filed theresith. Retention periods 1 years.	X	parone
	The state of the s	-	

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23. ✓	Field effice charge out records of non-expendable property including form Fo 79 and all papers properly filed therealth.	X	apperored
	Retention period: 1 year.		
14.	Field office momorands of an administrative nature, the purpose of which are to give instructions or information to field office personnel. This material is printed or duplicated and the substance of information therein is carried in other files. All record copies.	x	approved
	Retention periods 1 year.	•	
15.	Meld-office register humber 2, recording arrivals and departures of personnal end all papers properly filed theory with fellower held ligitum and register #3 recording tails arrivals it intermits and departures of the hitimate. Fill lives and all papers properly heteration pariods 3 years filed intermits.	*	aproved
16.	Field Office files containing latters from Seat of Government transmitting War Savings Bonds and/or pay checks for employees whose names are listed thereon.	X	disposa
	Inforzation posted on records at Seat of Government. Retention periods 1 years		
17.	Correspondence in field office files concerning office supplies and equipment, including but not restricted to, ediressograph plates, requisition force, assumition, plature films, stc.	X .	disposes
E	Retortion periods l year. Field office assignment cards on investigative cases	**************************************	disposa
	which have been olored. All record copies.		approne

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	Retention period: 1 year after bese eleged.	•	
	Marie the second of the second		
19.	Meld office correspondence regarding office forms used, and including samples of obsolete and current forms	X	disposed
,;;	used and all papers properly filed therewith.	***	
5. 5.	Rotertion poriots 1 year,		
	માં કહાર્યું કરાયા છે. કુમારા છે. ક્લારાક માટે કહારાક હોય કરી કરી તેને પોતાનો માટે છે. માટે માટે માટે માટે માટે		- inal
20.	Field-office files containing instructional matters and correspondence pertaining to the use of government	x	approved
	transportation requests and all papers properly filed therewith. Record copies exist at Seat of Covernment.	*	1
\$50.°	Botention period: 1 year.		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		•	Lusson
ar•	Correspondence to and from the Sest of Government ru- lating to the F.B.L. Recreational Association and all papers properly filed therewith.	X	approve
	Retention period: 1 years		
22.	Scientific training record form TO bl and all papers	X	disposa
	properly filed theresists.		approved
	Retention poriod: 1 your.	•	
			a singl
23.	Field office files containing sensends and correspondent concerning personnel scheduled for week-and and might	o I	approved
	duty and all papers properly filed therewith.		
	Rotention periods 1 years		
1			dusse
24.	The general administrative file of field offices con- taining correspondence and papers relating to the ad- ministration of the office as a mode rather than to	X	apprones
	individual personnel. Does not include papers of a		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN L
	paraconal nature relating to efficiency or conduct.		approved
	Retention period: 3 years.		
25. 🗸	Field office files containing formspondence and papers regarding the procurements, maintenance, in-	X	approved
٠٠, ٠٠	Declarit grad spenerity for the same of th		
	Reteretion periods 3 years.		
		-	Land
26. /	Field office files containing exprespondence and papers concerning the transportation of employees household goods and all papers properly filed thorough.		ajegored
	Retention periods 3 years.		
્રથ∙ √	Field affice files containing reports, correspondence and papers relating to inspection of all phases of the	X	approves
300	deffice, such as condition of equipment, efficiency of methods and personnel, delinquencies, etc. Rucard		
	espies maintained at the Seat of Covernment. Retention periods 3 years.		
/			
25.	Field Office files containing correspondence, instruc- tions and papers relating to jails approved for the	x	approves
	referrior of federal prisoners. Retention period: 3 years.		
	Field office files containing correspondence and in- structions relating to leave matters in general.	X	approved
	Estantion periods 3 years.		
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THE NO. Tield office files containing correspondence, instruction and papers relating to photographia, photostatic, radio and technical equipment of all kinds maintained in the office. Esternize period: 3 years.			•	
tions and papers relating to photographic, photostatic, radio and technical equipment of all kinds maintained in the office. Betweening period: 3 years. Biold affice files containing receipts for non-expendable property charged to personnel of the office, including form CC-5 and related papers. Estention period: 3 years. Pield effice files containing Reserving Slipe, form FD 12 and 13 and all related papers conserving exceptable and non-expendable property. Retention period: 3 years. Field effice files containing form FD-11 (Sunder 1 required plantage and departures of effice personnel and all papers properly filed therewithe file record copies, but information is posted to time and attendance cards at fest of Overnant. Field office files containing correspondence, instructions and attendance cards at fest of Overnant. Field office files containing correspondence, instructions and appears concerning salary matters and all papers properly filed theresithe. Retention period: 3 years. Field office files containing speech material for public relations work, including write-ups of interesting case. Field effice files containing open material for public relations work, including write-ups of interesting case and any other salar and open of one copy of each interesting case and any other salar and end of continuing interesting case and any other salar and end of containing interesting case and any other salar and end of containing interests.			9. SAMPLE OR JOB NO.	
Held affice files containing receipts for non-expandable properly charged to personnel of the effice, including form CU-5 and related papers. Retention period: 3 years. Field effice files containing Reserving Slipe, form FD-12 and 13 and all related papers concerning expendable and mon-expandable property. Retention period: 3 years. Field effice files containing form FD-11 (Number 1 register/limiticating daily errivals and departures of affice personnel and all papers properly filed therewiths all record copies, but information is posted to time and attendance cards at feat of Covernment. Astention period: 3 years. Field office files containing correspondence, instructions and papers concerning salary metters and all papers properly filed therealth. Retermion period: 3 years. Field affice files containing speech material for public relations work, including write-ups of interesting case and any other material decay of each interesting case and any other material decay of continuing interesting case. End my other material decays of continuing interesting case and any other material decay of continuing interesting case.	30.	tions and papers relating to photographic, photostatic, radio and technical equipment of all kinds maintained	x	approved
Alls properly charged to personnel of the effice, including form CC-5 and related papers. Retention period: 3 years. Pland affice files containing Reserving Slipe, form FD 12 and 13 and all related papers concerning expendable and mon-expendable property. Retention period: 3 years. Retention period: 3 years. Pland affice files containing form FD-31 (Number 1 register) indicating daily serivals and departures of affice personnel and all papers properly filed therewith All record copies, but information is posted to time and attendance cards at Seat of Covernments. Pland office files containing correspondence, instructions and appears concerning salary setters and all papers properly filed therewith. Retension period: 3 years. Pland affice files containing speech material for public relations work, including write-ups of interesting case and any other material decays of containing interests.		Retention periods 3 years.		
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Field office files containing speech material for public relations work, including write-ups of interesting cases and any other material deaced of containing interests.		Notention periods 3 years,		·
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Retention period: 3 years. Retention period: 3 years. Field office files containing speech material for yuhlic relations work, including write-ups of interesting case. Ing cases. Excluding one copy of each interesting case and any other material deeped of continuing interest.	ا ملا	Field office files containing correspondence, instruc-	x	duporal
Field office files containing speech material for yould relations work, including write-ups of interest- ing eases. Excluding one copy of each interesting case and any other material deeped of continuing interest		payers properly filed theresith.	•	
ing cases. Excluding one copy of each interesting case and any other material deemed of continuing interest		versureren bearlogs 3 lestat		
ing cases. Excluding one copy of each interesting case	E.C.	Field affice files containing speech material for	x	desposal
and value to the Tield office.		ing cases. Excluding one copy of each interesting case and any other material deened of continuing interest	- William William And America	approved
		and value to the Tield office.	· .	and the second second

Four copies, including original, to be submitted to the National Archives

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7. ITEM NG.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10, ACTION TAKEN
	Netention poriods 3 years.		
34. /	Field office files containing miscellaneous correspondence with the Sest of Government and with public individuals concerning speeches and the giving of speeches, including all papers properly filed therewith.	x	disposa ajupioned
	Retention period: 3 years.		
37.	Field office files containing correspondence and papers relating to the training of police and low enforcement officers including the FII Estimal Academy personnel.	3.4	arterores
	Retention period: 3 years.	·	_
ار ۱۵۰	Field office files containing correspondence, reports and papers relating to FDI laboratory matters including examinations performed for other law enforcement agencies.	x	disposal
	Rutention period: 3 years.		
39.	Field office files containing copies of various vouchers, including standard forms 1012s, 1034s, 1043, 1030s and all papers that specifically support the expenditures. Record copies maintained at the Seat of Government at least 5 years and originals with General Accounting Office.	I	disposes
,	Estantion periods 3 rears.		
i.	Field office files containing correspondence and papers relating to research authors, or the gathering of general background information about persons or things to identify them but entirely separate from investigative activities. Copies on record at fest of Government.	X	disposed

7. EM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	SAMPLE OR JOB NO.	10. ACTION TAKEN
	Returbion period: 3 years,		
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S. A. Andretta Administrative Assistant Attorney General Firector, FBI

September 13, 1950

Testruction of FBI Records live for Destruction of Busenu Tropenty

Attached are copies of a disposal schedule prepared for submission to Archives which lists 40 different categories of records for destruction. The majority of items pertain to administrative material accumulating in our field offices and which is duplicated in whole or in substance at the Seat of Government. Where indicated representative samples are attached.

Attachments MEM: rmb

anoual Archives	TO 1 POSE OF RECORDS - DATE	.EIVED	JOH BOL	
(For in	nstructions on the use of this form see National Archives Manual on the Disposition of Federal Records) DATE	APPROVED		
	HIVIST OF THE UNITED STATES. IONAL ARCHIVES, WASHINGTON 25, D. C.	CONGE	SSIONAL AUTHORIE	ZATION :
· - ·	R ESTABLISHMENT) HOUSE	E REPORT NO.	CONSEC	
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NOR SUBDIVISION	MINERAL BUSSAU OF INVESTIGATION CONTROL	GRESS HAS AUT	THORIZED DISPUSAL D'IN COLUMN 10.	
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hereby certify th	to warrant further retention on the expiration of the period of time indicated or on the occur- rence of the event apecified.	ords will have on in their origi	reased to have sufficient form by virtue	iescribed in this list cient value to warra of the fact that t sine with standards equate substitutes i
(Datr)	(Signaturo of Agency Representative)		(Ala)	
7.	8, DESCRIPTION OF ITEM		9. SAMPLE OR	10.
	AMERICAN DESCRIPTION PERIODS			
TEM NO.	WITH INCLUSIVE DATES OR RETENTION PERIODS) Uniform Crime Reports from Felice Departments and Emforcement Agencies and all papers properly fil therewith. These reports are incorporated into dated reports, copies of which are propered for	od ccasali-	JOB NO.	
TEM NO.	Uniform Crime Reports from Palice Departments an Emforcement Agencies and all papers properly fil theresits. These reports are incorporated into	ed ecaseli- permen- nicros-	x	-
TEM NO.	Uniform Crime Reports from Felice Departments and Enforcement Agencies and all papers properly fil theresitin. These reports are incorporated into dated reports, copies of which are propared for ent retention. All record copies. Retention periods Until such time as data and i	od ecosoli- permon- nicros- micros- police cermin; erini- ried termi,	x	
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TEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	case status and follow-up latters, the holding of police schools and emferences, the making of speaches before various public groups, the severant of personal and supply and equipment. This correspondence is of no value after information is posted to personal records or the necessary action is taken. All record copies.		
	Butantian period: Until contents noted and posted to personant record cards or necessary action term.		_
L.	faily algo-in register sheets, form CC 15k and all papers properly filed therewith. All record copies, however, information is posted to then and attachance error.	*	
	Rotanijos period:) years.		
. 5•	Inventory wheat, form (1-10), and all papers properly filed therewith. All recent copies, however, information is posted to permanent record cards. Retention periods: 3 years.	İ	
<i>د</i> ـ	Riscollansous correspondence with the public as re- solt of requests and implifies generally of a routine nature and usually involving the supply of duplicated informative natural to the implicate. Involves no administrative action, no policy decisions and no special compilation or restance for reply. (Similar to make a schedule humber), item 6). All record copies.	X	<u> </u>
V	Retention merica: Until enner has been ande. INDEX 7 INCOME LO TERRITA TO FIXED CAPTUR FILED IN WHICH THE RETURNS TO LONGICATED ACTUALLY OR IN SUB- STATUT AT THE STATE OF G. WITHEREN.		

Four copies, including original, to be submitted to the National Archive

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7. ITEM NO.	DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7• .	Administrative files of individual personnel containing such papers as property receipts, deplicate copies of vouchers and newerends concerning persons to be natified in case of energency. Does not include papers of a personnel nature concerning efficiency or conduct.		
	Ectention periods I year.		
8.	Routhly administrative report, form TD 29, 25%, 25% and all papers properly filed therewith. Originals rathined at the Seat of Covernaciate	ĭ	
•	Petention period: 1 year.	•	
9.	Telly reports of Special Agents in field divisions, form 75 25 and all papers properly filed therewith. All record copies.	x	
-	Petention poriod: 3 years.		
10-	Automobile register form 10 73 and all papers properly filed theresith. All record copies.	٨	
	Extention poriod: 1 year.		
n.	Field effice enterabile files containing reports on condition and maintenance, inspections, repair orders, cost of maintenance reports and related papers on Fill automobiles. All record copies.	.	
	Retartion period: 1 year, from date of most recent paper in file for automobiles disposed of, 3 years for automobiles in use.		
12.	Purchase authority form CC 183 and all papers properly filed theresitis.	2	<u>-</u>
1	Patention periods 1 years		

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10-50428-1 GPC

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	Field office charge out records of non-expendable property including form FD 79 and all papers properly filed theremits. Retention periods 1 year.	· x	·
<u>Uio</u>	Field office momoranda of an administrative nature, the purpose of which are to give instructions or information to field office personnel. This material is printed or duplicated and the substance of information therein is carried in other files. All record copies. Retention periods 1 years	¥	
15.	Field office register /2 recording arrivals and departures of personnel between Field Divisions and register /5 recording daily survivals, it increases and departures of Agents within the Field Division and all papers properly filed therewith.	X.	
16.	Retention periods 3 years. Finld office files commaining letters from Scat of Coversant transmitting Ear Savings Honds and/or pay checks for employees whose names are listed thereon. Information posted on records at Seat of Coversment.	λ	
17.	Retention period: 1 year Correspondence in field office files concerning office supplies and emipsent, including but not restricted to, addressograph plates, requisition forms, assumition, picture files, etc. Retention period: 1 year.)	
10.	Field office sanignment cards on investigative cases which have been closed. All records copies.	1	
∜			

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Hotention period: 1 year after rese closed.		
19.	Mail office correspondence regarding office force work, and including samples of obsolete and current force work force when the theresish.	*	
	Reservation portain 2 years		
20.	Pichi-effice files containing instructional ratters and correspondence pertaining to the use of government transportation respects and all papers properly filed theresish. Record copies exist at Seat of Covernment.	x	.=
	Rotentian period: 1 year.		
21.	Correspondence to and from the feat of Consument re- lating to the F.B.I. Recreational Association and all papers properly filed therewith.	ľ	
	Returnico periole 1 year.		
22.	Scientific training record form FD til and all papers properly filed theresith.	ı	
	Retention pariods 1 year.		÷ •
23.	Fick! office files containing necessaria and correspondent concerning personnel scheduled for weak-and and night daty and all papers properly filed theresith.	a î	
	Recention periods 1 year.		
24. Fac	The general administrative fils of field affices our- taining correspondence and papers relating to the ad- ministration of the office as a whole rather than to individual personnel. Does not include papers of a		

Four copies, including original, to be submitted to the National Archive

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