REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	pursonnel mature relating to efficiency or commute.		
	Intention periods j years.		
భ.	Field office files containing diffesependance and papers requiring the promoteers, . maintenance, in- spection and condition of firearms and all papers properly filed therewith.	ĭ	-
	fateretin period: 3 years.		٠
25.	Field office files containing correspondence and papers concerning the transportation of exployees' household goods and all papers properly filed therewith.	I	*
	Betestim period:) years.		
27.	Field office files containing reports, correspondence and papers relating to inspection of all phases of the office, such as condition of equipment, efficiency of methods and personnel, deliverancies, etc. Pacers copies maintained at the feat of Covernment.	x	
	Retention period: 3 years.		
23.	Tield Sylice files containing correspondence, instruc- tions and papers relating to jule approved for the deviation of federal priomers.	Ĩ	
	Betweeten periods 3 years.		
29.	Field office files containing correspondence and in- structions relating to leave matters in general.	1	
i same	Retortion periods 3 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	Tield office files eminining correspondence, instruc- tions and papers relating to photographic, photogratin, radio and technical equipment of all kinds soluteinal in the office. Intention period: 3 years.	x	
	· `		
'n.	Mold office files emiabring receipts for non-expand- able property charged to personnel of the office, in- cluding form CC-5 and related papers.	X	-
	Detention period: 3 years.		*
32.	Field office files containing Receiving Clips, form FO 12 and 13 and all related payers concerning ex- pendable and non-expendable property.	x	
	Retention period: 3 years.		
•			
33.	Field office files exclaiming form FD-11 (Number 1 register) indicating daily enrivals and departures of office personal and all papers properly filed there-with. All record copies, but information is posted to time and attendance cards at Seat of Covernment. **Retention periods** 3 years.	I	
بناز	Field office files containing currespondence, instrus-	x	li sari
<i>_</i>	those property filed theresith.		
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35.	Meld office files containing speech natorial for public relations work, including write-ups of interesting cases. Froluding one copy of each interesting case and any other natural decised of continuing interest and value to the field office.); 	

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	ACTION TAKEN
	Retention period: 3 years		
36.	Field office files containing miscellaneous correspondence with the Seat of Government and with public individuals concerning speeches and the giving of speeches, including all papers properly filed therewith.	x	
	Retention period: 3 years.		
37•	Field office files containing correspondence and papers relating to the training of police and law enforcement officers including the FBI National Academy personnel.	X.	
	Retention period: 3 years.		
- 38.	Field office files containing correspondence, reports and papers relating to FBI Laboratory matters includ- ing examinations performed for other law enforcement agencies.	х	
	Retention period: 3 years.		
39.	Field office files containing copies of various vouchers, including standard forms 1012a, 103ha, 10h8, 1080a and all papers that specifically support the expenditures. Record copies maintained at the Seat of Gowernment at least 5 years and originals with General Accounting Office.	2	
	Retention period: 3 years.		
10.	Field office files containing correspondence and paper relating to research matters, or the gathering of general background information about persons or thing to identify them but entirely separate from investigative activities. Copies on record at Seat of Government.	s	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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Mr. S. A. Andretta
Administrative Assistant
Attorney General July 7, 1950 Director, FBI DESTRUCTION OF FILES RECORDED - 89 Reference is made to your memoranda dated June 20, 1950 concerning the suggested resubmission to National Archives of the disposal list previously submitted by this Bureau. Pursuant to the suggestion of National Archives, there is submitted herewith an ammended disposal list concerning war Relocation Authority correspondence for transmittal to Archives. FWW:gs

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July 6, 1950

LINDRANDUM FOR: ... NICHOLE

DISPOSAL OF MAR RAL MATION AUTHORITY LATERIAL O, Jay,

Pursuant to the attached request by Methodal Archives relayed tack to us through in the Department, there is submitted herewith an sumended request for disposal of the captioned material presently in possession of the field.

As will be noted, the new description places a more strict limitation on the scope so the natorial to be destroyed. This will not materially effect our original purpose, however, it will limit our authority very strictly in connection with her Relocation Authority only.

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Office Memorandum • UNITED STATES GOVERNMENT

FROM S. A. Andretta, Administrative Assistant
Attorney General

The National Archives has found it necessary to return the disposal list submitted by you on June 2, 1950 covering certain records in your custody. The description of the records for which disposal authorization is sought, needs to be more specific as regards the types or subject matter content of the communications and forms referred to thereon. The date span of the records should also be indicated.

If you desire to resubmit a request for authorization to dispose of records of the nature indicated by the samples which were submitted with the disposal request, the following description would suffice:

Copies of communications received by the Federal Bureau of Investigation from the War Relocation Authority, the War Department, and other agencies of the Federal Covernment concerning the interment, arrival, departure, leaves of absence, travel authorizations, and similar matters pertaining to Japanese internees within the United States. Record copies of these documents are found in the files of the originating agency. Dates

If, however, a more general authorization is sought, the description of the records in question should be sufficiently specific to leave no doubt concerning the precise materials to be disposed of.

The Forms-115 and accompanying samples are returned herewith.

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EX-32

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	-		·		
1.	Various copies of forms	and communication	s from the		
	War Relocation Authorit	w and other govern	ment agencies		
_	index cards pertaining	thereto. The atta	ched samples		
į	relate to the movement	of Japanese interr	ees within the		I
:	United States. Sole re	ecord copies in the	F.B.I., How-		į
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Ace Memorandum • United STALES GOVERNMENT

MR. NICHOLS

May 23, 1950

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relact

F. W. WAIKAR

SUBJECT:

DESTRUCTION OF FILE MATERIAL SALT LAKE CITY DIVISION

Michigal Hall or or to be to be the hint of Rylling You a let

Reference is made to a letter from the Salt Lake City Office dated May 9, 1950 forwarding samples of file material in that Office relating to War Relocation Authority matters and securing Eureau authority to destroy. This material was dated from January, 1943 to July, 1945 and occupies three drawers of a file cabinet in the Salt Lake City Office.

_For your information the Bureau secured Archival authority to destroy some 14,000 of War Relocation Authority forms known as Departure and Admission Advices in September, 1945 and these were destroyed at the Seat of Government. (100-194487-2186)

The five representative forms submitted by the Salt Lake City Livision_comprise similar material but are not apparently covered by specific Archival authority. Two of the five types originated with the Army rather than the War Relocation Authority. Inasmuch as this material is on record in the Salt Lake City Office it is believed desirable to secure Archival authority to destroy these and similar forms no longer of value to the Eureau. Accordingly, a list has been prepared for transmittal through the Department to the Archives which should provide sufficient latitude, if approved, to allow the Bureau to bring about the destruction of considerable obsolete file material in existence both here and in the field.

There is also attached a letter to the Salt Lake City Division to notify them that Archival authority is needed prior to destruction of these. forms.

In line with recent Executive Conferences approval, a rather comprehensive program of scheduling is being prepared to bring the Sureat's destruction program up to date. This will be submitted in the near future.

RECOMMENDATION:

If the Bureau approves, that the attached correspondence to Mr. Andretta of the Department of Justice and to Salt Lake City Office be sent.

CFWALE gs Attachments \ CC-328E-4L:-100-194487

RECORDED - 96

INDEXED - 96

June 2, 1950

Mr. S. A. Andretta Administrative Assistant to the Attorney General Director, F.B.I.

66-19087-11X1 DESTRUCTION OF FILES

There are attached original and three copies of Standard Form #115 constituting a list of some material no longer considered to be of any value to the F.B.I. as part of the permanent records. The authority for destruction is requested through appropriate channels. There are attached representative samples of the material in question.

You may wish to consider whether this material may be of any future value or interest to the Department in connection with the evacuation program. On the other hand, it is understood that the intact War Relocation Authority files are in custody of the National Archives and are available for review at any time.

Attachmen

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	•• •••	OF RECORDS	DAIL HELE	/ED	JOB NO.	į
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	deral Bureau of Investigat	loa	CONGRESS "DISPOSAL	HAS AUTHO	PIZED DISPOSAL O	OF ITEMS MARKED
MINOR SUMDIVIS	cords and Commications in	ivision				
NAME OF PERSO	N WITH WHOM TO CONFER	5. TEL. EXT.				
P. W. Kaikert C51			(Date)		Archivist's	Kepresentativo
I hereby certify edule of The reco	to warrant of the period of time ind	icated: ("X" only one) o have sufficient value stion on the expiration it ated or on the occur-	C The records a	rill have cen heir origina aphic copies Archives Co	sed to have suffici I form by virtue made in accorda	escribed in this list of icnt value to warrant of the fact that the nee with standards of quate substitutes for
(Date)	(Signature of Ar	ency Representative)			(Tith)	
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TO : MR. NICHOLS			ril 27, 1950
FROM : MR. WAIKART	•		701800
FROM : MR. WALLACIA	· -		01.025
SUBJECT: REQUEST FOR AUTHOR	RITY TO DISPOSE OF R	ECORDS	Glavin
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records may be destroyed gated by Congress under t	he Pecords Disposal	Act, approved July	7, 1943 as
gated by Congress under tamended July 6, 1945. Un	der this Act the Na	tional Archives Coun	il has set
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of Federal Records".	20 101111111		
OI Redelat records .			tal to Archived
1 Standard Form No	o. 115 (original and	3 copies) is submit	COURT OF THE
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White Slave Traffic Act a "scheduling" of these authority to the Bureau in the future once they	to dispose of any f	urther records in th	ese classifications
in the future once they	have been microfilm	8d. // -/-/-	7-16-1
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April 27; 1950

Memo to Mr. Nichols Re: Request for Authority To Dispose of Records

Such a memorandum has been prepared and is attached. Archives does not ask for samples of the microfilm and does not request to view the records or the film.

There is attached for your approval a memorandum to S. A. Andretta, Special Assistant to the Attorney General, forwarding the form No. 115 and the statement of procedures referred to.

April

 ${\cal B}$

RECORDED .92 Mr. S. A. Andretta The Assistant to the Attorney General Request For Authority To Dispose Of Records Attached herewith are 4 copies of Standard Form No. 115 itemizing material being microfilmed and requesting authority to destroy the originals upon the completion of microfilming. This pertains to the National Motor-Yehicle Theft Act and White Slave Traffic Act investigative files on cases developed during the Traffic Act investigative files on cases developed during the years 1922 through 1942. There is likewise attached a statement concerning procedures to be followed in preserving the integrity of the original records, which statement is requested by the United States Archives according to the pamphlet, "Disposition of Federal Records". It is requested that the attachments be forwarded to the United States Archives.

April 27, 1950

MEMORANIUM

Re: Integrity of Records

The following pertains to the microfilming of the FBI case files involving the National Motor Vehicle Theft Act and White Slave Traffic Act cases investigated between the years 1922 and 1942.

Film and equipment were procured from the Remington Rand and the Recordak Companies which likewise processed their respective film and otherwise supervised the quality of the pictures taken. Title targets and reel numbers proceds each 100 foot reel of film and a certification of the camera operator concludes each reel. All reels are carefully reviewed upon return from processing for any deficiencies as to photographs or omnissions that would affect the adequacy of the microfilm as a substitute for the original record. Where necessary records are rephotographed and the retakes spliced to the beginning of the reel.

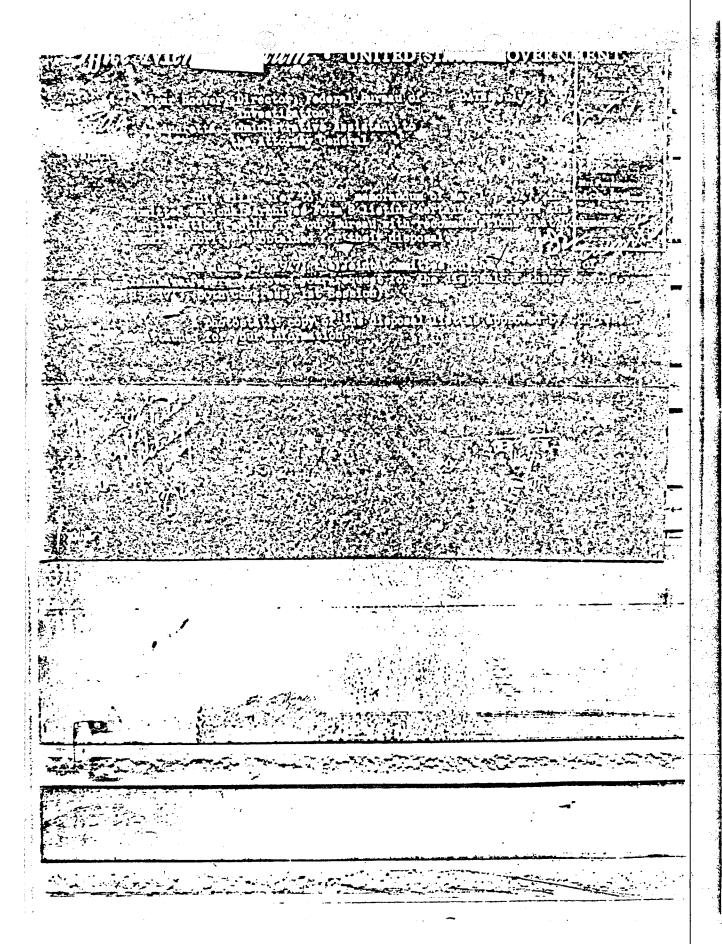
In every case a duplicate reel has been made for retention as a security measure. These security reels are stored in fire proof type, metal cabinets and will not be subjected to ordinary use.

The original files are arranged in simple numerical order beginning with "1" for the first file and running consecutively. A classification "26" precedes the National Motor Vehicle Theft Act files and "31" the White Slave Traffic Act files. The key to finding material is supplied by a central alphabetical index giving classification, file and sorial numbers on indexed names. This identical arrangement has been retained in the microfilming so that any 100 foot roll of film contains a group of files in consecutive sequence. The index card which constitutes the key to finding the file material, remains in the central index as before. The reel carton provides the range of file numbers contained on the reel.

W. M. May/rmb

66-19081-11X

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ecertment of Justice	Date received June 9, 1947
(4(e×7)	Assignment No. GF47-59
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Location of the records: Identification Division

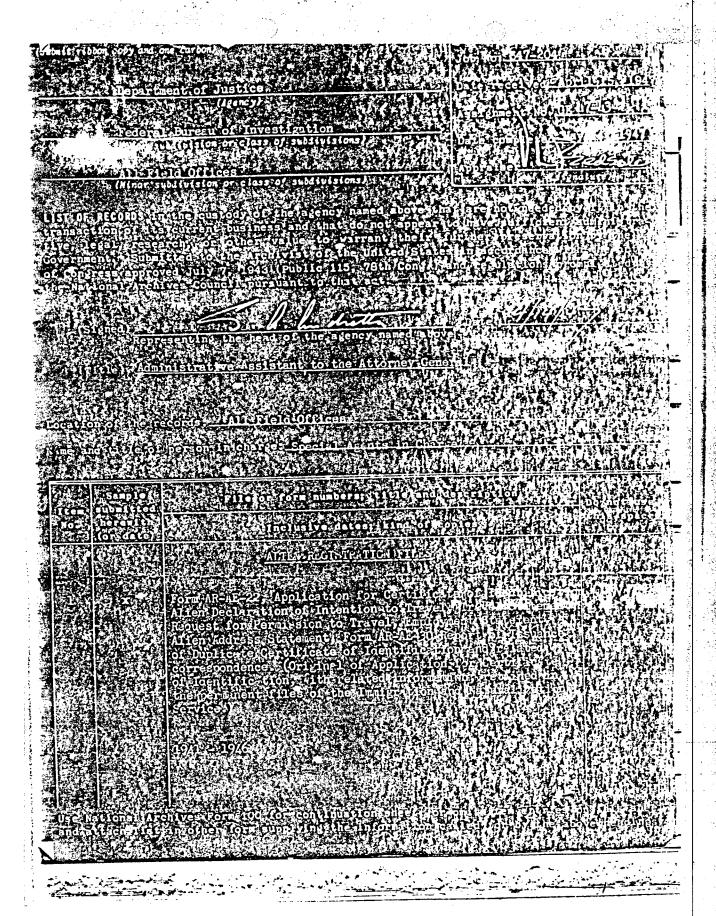
hame and title of person in charge: S. J. Tracy, Assistant Director, FEI

	Sample submitted	File or form numbers; title and description	Do not use	i
Ho.	herewith (or date)	inclusive dates; kind of copies	this space	-! -
1	x	OLD BERTILLON CARDS	NI	į.
		These old Bertillon cards contain criminal data and Bertillon measurements. These cards served as an index of criminal information which was maintained by the International Chiefs of Police prior to the time of the inauguration of the Identification Division in 1924. These cards have served no useful purpose and have not been used to obtain any information. These cards cover a period of		
	1 .	approximately 1903 to 1924. There are approximately		
1.		approximately 1903 to 1924. There are approximately 115,000 of these cards.		ť

1903-1924.

Use National Archives Form 100 for continuation sheet, or smit item entries status sheet and attach list in other form supplying the information called for by the attach to heat the continues of the continues o

! Offic	ce Mem	orandum	· UNITE	ED STATES	GOVERN	Mr. Clegg.
то :	J. Fdgar Hoov	er, Director, 1		of DATE	: June 16, 1	Mr. North
FROM, L	Mr. Andrett	Investigati a, Administrati	ive Assistant	to the	X	Mr. Trocy
SUBJECT:	Archival Auth	Attorney Ger arization for	Dastruction	of Bureau tr	cpar by	Mr. Guruce
	submitted Nat offices of you	l refer to you ional Archives ur Bureau with or their dispos	Form 8 listing recommendation	g certain red	ords in the	f Me Nease
	Papers approv	10, 1947, the Jed your request, lst Session).	t for the disp	e on the Disposal of these	cosition of E records. (H	R. 554,
	A photos sttached for	tatic copy of t your information	the disposal l	ist as approv	ved by Congre	
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UNITED STATES GOVER. DATE: April li, SUBJECT: Reference is made to the attached memorandum of the Impositives Conference dated March 18, 1947, in which approval is given for the dastruction of a large accumulation of ilion Mnemy Registration Forms and Correspondence in the Field offices. Before this material may be actually destroyed, authority first must be secured from the National Archives through the Department. A memorandum for Mr. Ambretta, attention Mr. Di Girolano, with appropriate disposal forms together with three samples of files are attached for your approval. ittachment BECOKDED.

66-11087-10X1.

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UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EMPOUTIVES CONTERNING

SUBJECT: METER BEILLY REGISTRATION FORMS AND CORRESPONDENCE

The Joint Committee and the Executives Conference recommended in the flavorably that the files containing Alien theny Registration forms and recommended in field offices to destroyed but before finally acting upon the fig. it was believed that this matter should be referred to a number of field offices for the opinion of the SADs there. This was done. The Dureau received from the following SAOs unemimously favorable recommendation that these records be destroyed: SAOs at Buffelo, Cleveland, Detroit, Chicago, Seattle, San Francisco, Ico Angeles and New Orleans. SAOs Scheidt and Momes at New York and Newark respectively had previously approved the suggestion.

The Descrives Conference therefore recommended that field offices be instructed to destroy these files, which are but colden referred to and which take up a great amount of space. It was believed that the index cards about remain in the general indices of the offices and since each one of them have the notation that they are Alien Demy Registration Cards this will be sufficient flag to indicate that the files have been destroyed and that any required information should be shown by undeveloped lead to the office covering Immigration and Naturalization, headquarters now at Philadelphia. It was light that each field office should place a memorandum in its administrative files showing that these forms had been destroyed and thus the index card would be an automatic flag as to the aveilability of duplicate records in the Immigration Service.

In view of the fact that there was some original correspondence with United States Attorneys and with the Aliens in some of these files concerning matters of travel and the like during the war, kin. Michals was of the opinion that first authority must be obtained from the irehivist.

The Conference on Merch 15, 1947, those present being Messus. Tolon, E. A. Term, Hendon, Tracy, Clavin, Michals, Medd, Rosen, Merch and Clays, recommended that if this authority to destroy the records could be obtained that they should be destroyed as above outlined.

Respectfully,
For the Conference

Clyde Talson

E. A. Tamm

cc - Lr. Hondon

ir. Clegg

MMC:PJ

THE PERSON NAMED IN

ENCLOSURE

Mr. Salvador A. Andretta - Administrative April 12, 1947 Assistant to the Attorney General John Edgar Hoover - Director, -Attention Mr. Di Girciamo 0 Pederal Bureau of Investigation Destruction of Records Oprehive Authorization for Destruction of Bureau Property There are attached, hereto, the original and two copies of National Archives Form 8, containing the necessary data, three samples of files containing forms and correspondence descriptive of certain Field Division records of this Bureau which it is desired to destroy. It is requested that the attached disposal Form 8 together with file samples be submitted to the National Archives for appropriate approval to destroy. Attachment RFC:mam 23 NOV 1 COMMUNICATIONS SECTION MAILED 9 APR 11 1947 P.M. FEDERAL BUREAU OF INVESTIGATION U. S. DEPARTMENT OF JUSTICE XEROX 1957

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Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach list in other form supplying the information called for by the above headings.

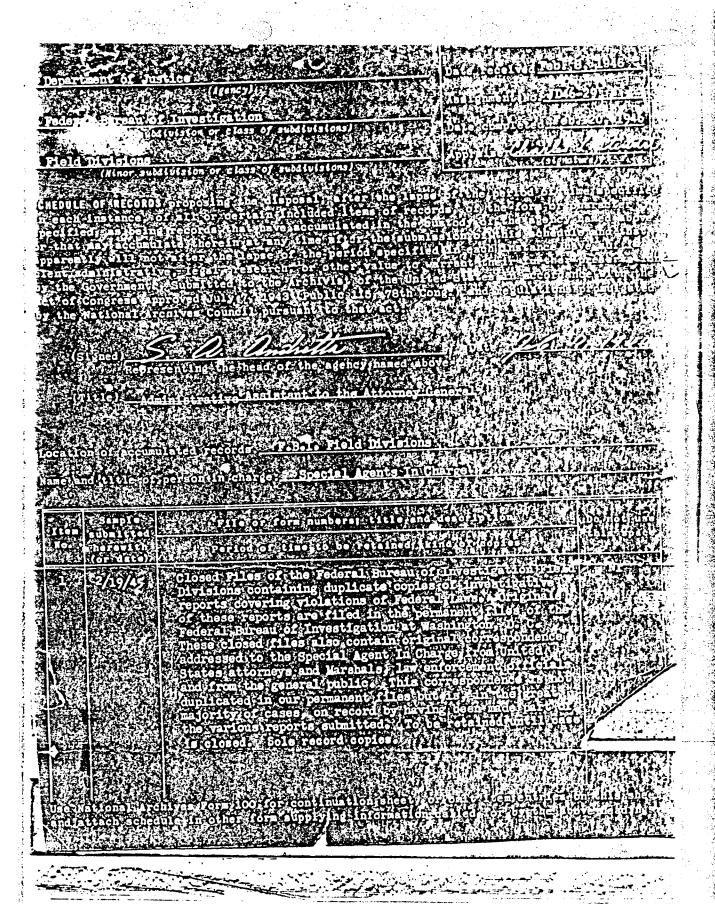
Constitution Con 11087 - 121

LYLUTTUI ATLAUTIL • UNITED ST. TES GOVERNMENT TO : THE DIRECTOR FROM : THE EMECUTIVES CONFERENCE The Executives Conference, consisting of Mesors. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Glavin, Rosen, Harboy Mohr, and Tracy, considered a suggestion that the 115,000 old - Bertillon 3 X.5 index cards in the Identification Division be destroyed. These cards have served no useful purpose and are never referred to. The Conference unanimously concurs in the recommendation and if approved, appropriate steps will be taken to destroy the cards through proper official channels.// For the Director's information there is transmitted herewith a sample of the index cards referred to. Respectfully, For the Conference cc - Mr. Clegg SJT:r

MR. EMIVARIES ANTHUMENA Administrative Assistant to the Attorney General John Edgar Hoover, Director, FRI ATTENTION: ER. DI GIROLAND GG-19087-10X There are attached hereto the original and two empires are attached mereto the original and the company of Estional Archives Form 8 containing the mo employ of mational archives form a contaming the necessary data and three samples of filed Bertillon record cards which it is desired to destroy. " RECORDED form together with samples be submitted to the Mational roun robernar with sumping on minuiting to the Attachments 180 COMMUNICATIONS SECTION **DCT 10 1967**(77/3)

CIVILED STATES GOVERNMENT : Mr. J. Edgar Hoover, Director, Federal Bureau DATE: March 8, 1946 of Investigation S. A. Andretta, Administrative Assistant to
the Attorney General Problem of Hithorization: for
weal of Records

Destruction of Bureau Proper subject: Disposal of Records Reference is made to your memorandum of January 29, 61946, 26 -210 submitting National Archives Form 108, covering recommendation for the scheduling of certain records in your Bureau. On March 5, 1946, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H. Report 1620) 79th Congress, 2d Session). "RESCRIPTION IT A photostatic copy of the Schedule is attached



$=$ $\Omega C - \Lambda I$
Office Memorandum • UNITED STATES GOVERNMENT
RFC:MFC
TO : MR. MICHOLD DATE: 1-28-46
FROM : R F CAPTEDT GUT
FROM : R. F. CARTHRIGHT
Mr. Caret
SUBJECT: DESTRUCTION OF OBSOLETE RECORDS
Er. Peter Inches
Archival Authorization for Destruction of Bureau Property Hospitalist 1
The man the man the state of th
Some months ago after conclusion of an inventory of all field records
we presented a request to the National Archives for authority to dispose of
closed Field Eivisions! files which had been transferred from offices of the
Bureau previously closed to other offices. For example, the Chicago Field Div-
ision was in possession of six file cabinets full of closed cases transferred
from the Milwaukee Field Division around the year 1925. Other offices had
material in a similar category. There was a total of about 108 cabinets of
such files throughout the field and the period covered by these files in
various offices was from the years 1910 to 1938.
$\mathbf{N}_{\mathbf{k}}$
Approval was received from the National Archives during April 1945,
for the destruction of this material and letters were forthwith written to the
field offices concerned instructing that the files be destroyed. At this
point all offices have advised of destruction except New York, Philadelphia, and Portland and letters have been submitted to the latter three offices re-
questing advice as to the situation at this time.
The same and see one store of our states of the
Since the inventory was made last year a number of letters from
various field divisions have been received suggesting destruction of obsolete
material, destruction of extra copies of Bureau reports, etc. These suggestions
are motivated evidently by space and file cabinet equipment conditions. West of
them have been of a piecemeal character. For instance, the suggestion that extra Z
copies of Bureau reports be destroyed, which has come from various sources, is
not, I believe, tenable from time and cost considerations. No doubt the deletion
from the field files of extra copies of reports would reduce them substantially
in size but the procedure of going over these files for that purpose would be
lengthy, cumbersome, and costly from an employee's time standpoint.
In whatever direction we move on the problem of field files it will be
necessary first to obtain approval from the National Archives Council for their
destruction. I believe that whatever approval we need for the destruction of
closed Field Divisions' files would be forthcoming on the basis that they are
duplications of the original reports which are maintained in the central files
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The inventory of field files developed last year as of May 1, reflected that up to January 1, 1924, we had 6,805 classified files; as of January 1, 1940, we had 593,495 classified files; and as of May 1, 1945, we had 2,560,568 classified files. It can be seen that the vast preponderance of our classified files have been accumulating since January 1940.

In addition to the classified files, that is, those files set up under the Bureau's present classification system, there are throughout the field some amounts of older, unclassified material dating back to years prior to 1924, such as the miscellaneous and old German categories. From the inventory reports received from the various field divisions much of this material is in very poor condition in the field, is unindexed and consequently of very negligible value. It is believed that the Bureau may wish to take action in the matter of destruction of this material possibly after review by inspectors or other qualified personnel sent out to the field divisions for that purpose.

In any event it is felt that in the course of the ensuing months it may become necessary to greatly reduce all our older files in the field to make room for current expansion needs.

RECOMMENDATION:

It is accordingly recommended that the attached memorandum be sent to the Administrative Division of the Department of Justice attaching National Archives form #108, requesting approval for the destruction of all closed field divisions' files on the basis they are duplicates of the original files maintained at the Seat of Government. If such approval is obtained the Eureau will be under no obligation to destroy all its closed field files but can, at its discretion, destroy whatever categories or types it desires. If this recommendation is approved consideration can then be given the actual destruction of certain field files pending authority of the National Archives.

ADDENDUM; LBN:hbm; 2-1-46

The foregoing was unanimously recommended by the Executive's Conference consisting of Messrs. Tolson, Rosen, Mum-ford, Clegg, Hendon, Harbo, Glavin and Nichols.

BH 2

ASSISTANT TO THE ATTORNEY GENERAL JOHN ADJAR HOOVER, DIRECTOR FEDERAL BUREAU OF INVESTIGATION DESTRUCTION OF OLD RECORDS There are attached hereto the original and three copies of National Archives Form #108 containing the necessary data of certain field division records of this Bureau which it is desired to destroy. As is pointed out in the Estional Archives Form \$108 attached, the originals of all investigative reports are on record in the Bureau here in Washington. The original correspondence from law enforcement officials and the general public is not duplicated in our files at the Seat of Government but is, in the great majority of cases, substantially on record by having been made part of the various reports submitted.

It will be appreciated if a decision in this connection could be reached ar harly date.

Pedural Bureau of Investigation	Sate received
(Nation of Association	
Field Divisions	Date completed
SCHEDULE OF RECORDS proposing the disposal, after the lapse of	(signature)
in each instance, of all or certain included items of records specified, as being records that have accumulated in the custoor that may accumulate therein at any time after the submissions.	, of the form or character ody of the agency named above
apparently will not after the lapse of the period specified in cient administrative, legal, research, or other value to warraby the Government. Submitted to the Archivist of the United Sact of Congress approved July 7, 1943 (Public 115, 78th Cong.	n each instance have suffi- ant their further preservation

Representing the head of the agency named above

Location of accumulated records. F.B.I. Field Divisions

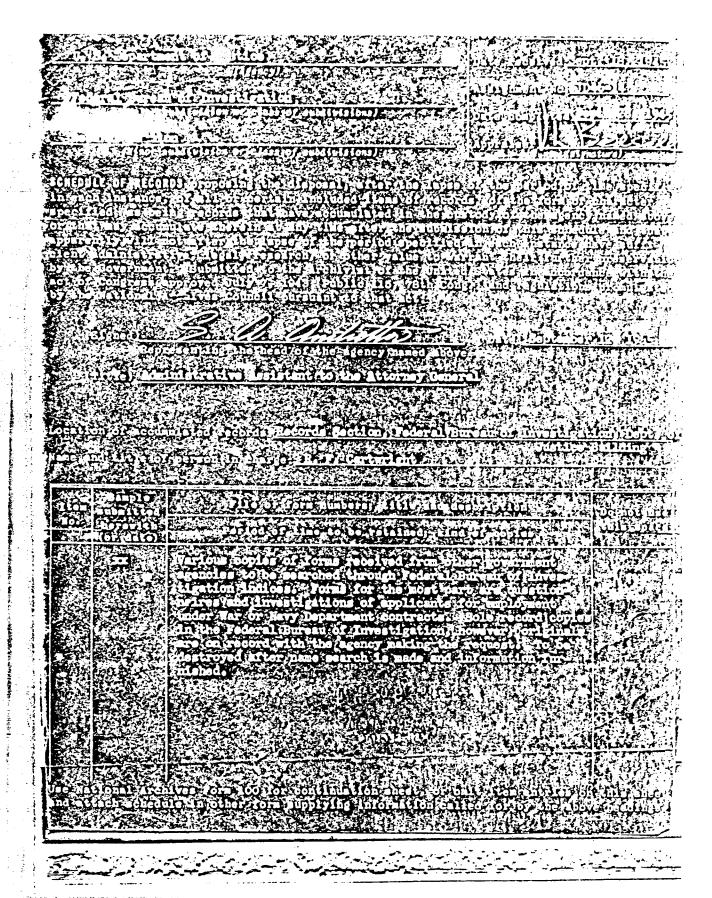
Name and title of person in charge: Special Agents In Charge

7			
Item	Sample / submitted	File or form numbers; title and description	Do not use
Noo	herewith (or date)	Period of time to be retained; kind of copies	this space
1		Closed Files of the Federal Bureau of Investigation Field	
1	y	Livisions containing duplicate copies of investigative	2
1.5		reports covering violations of Federal Laws. Originals	
	-, -, -, -, -, -, -, -, -, -, -, -, -, -	of these reports are filed in the percanent files of the	
35.7		Federal Bureau of Investigation at Washington, D. C.	
1 34		These closed files also contain original correspondence	
174		addressed to the Special Agent In Charco from United	
1 25		States attorneys and Marshals, law enforcement officials	
1 300		and from the general public. This correspondence is not	
2.5	4.	duplicated in our permanent files but is, in the great	
36		majority of cases, on record by having been made part of	
4		the various reports submitted.	4 12 38 16 16
12.7		11 ION OF CIVI	
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	\$	EMO Oction Assessment Assessment	

Use National Archives Form 100 for continuation sheet, or omitaitem entries on this sheet attach schedule in other form supplying information called for by the above headings

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JJ. CE IVICINOPWILLUMIN . UNITED STATES GOVERNMENT
TO : Mr. J. Edgar Hoover, Director, Federal Bureau DATE: October 22, 1945
FROM Mr. S. A. Andretta, Administrative Assistant to) the Attorney General subject: Disposal of Records
Reference is made to your memorandum of September 12, 1945, submitting National Archives Form 108, covering recommendation for the scheduling of certain records in your Bureau.
On October 18, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H. Report 1124,
79th Congress, lst Session). A photostatic copy of the Schedule is attached for your information.
Inclosure No. 88476 OCT 25 175 OCT 25 175
OCT 25 11 75 OCT 25 OCT 25 OCT 25 11 75 OCT 25



September 12, 1915

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ATTENTION: 'R. di GIROLAMO

There are attached horoto, two requests for the disposal of motoring Some submitted to the Federal Bureau of Investigation by other governmental vagencies during the past few years.

Intimal Archives Form 103 (3-13) covers a large accumulation of forms - Community to the employment of individuals on Mar and Many Espartment embracie. There so the employment of these persons, the forms were submitted for a chick was the ledgel Dureau of Investigation records. Since the check has a main a placed, Many are no longer of any permanent value in our files. The classical property is intended to cover not only the accumulation of forms always in the ter any bed commont enterial after appropriate action is taken.

incident irchives Form 8 (8-48) severe in assemblation of form a trible into the restriction of form a trible into the restriction of form and the first telephone in the relative first time form and the form and the form and the form the form the form the form the form the first time form, the obtained request covers only disposal of this product about now in the forms.

NOT RECORDED OCT 22 1970

UNARCONDED COPY FILED IN ACCOUNT

UNITED STATES GOVERNMENT

OFMICE LEMONANDANA FOURTH

MICHOLES

DATE: November 2, 1945

FROL:

R. F. CARTWEIGHT

SUPJECT: NAME SHANCH FORMS

Reference is made to the attached memorandum dated October 22, 1945, from S. A. Andretta, Administrative Assistant to the Attorney General, transmitting approval for the disposal of accumulated Name Search Forms in the Records Section. This authority also covers the disposal of current forms as they are received by the Bureau.

As approved by the Executive Conference, under date of August 30, 1945, we are going ahead with the destruction of the accumulated forms. At the present time, four employees are assigned to this project and it will take approximately one month to complete it. There are almost a million forms to be disposed of.

In addition, contact has been made with the various supervisors and officials handling current "ame Search requests from other government agencies concerning immediate disposition of these forms as they are recoived.

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FEDERAL TUTTO TOTAL STORY

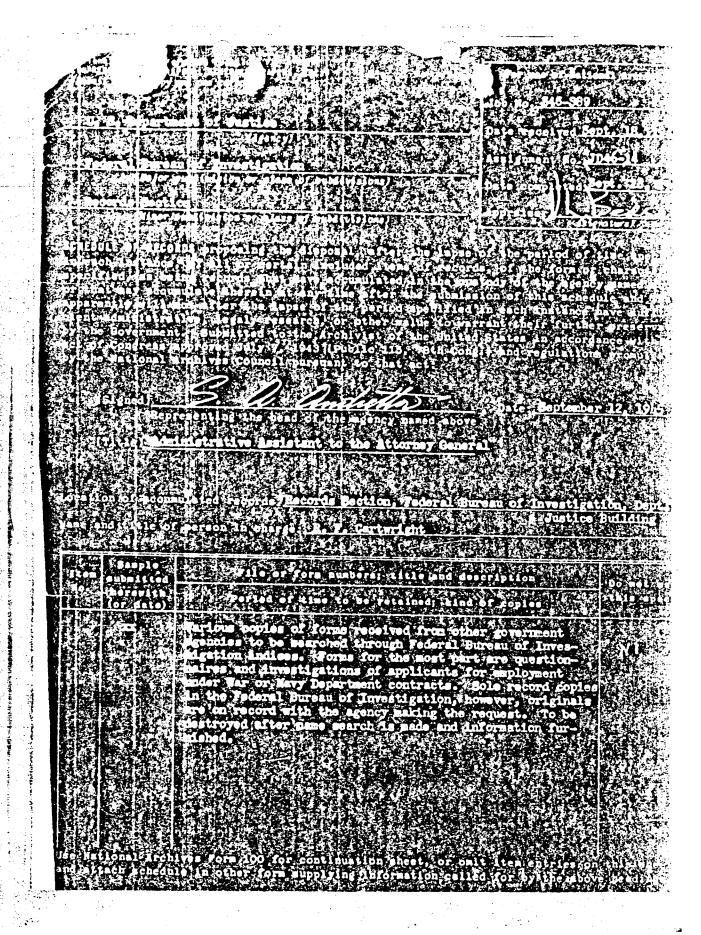
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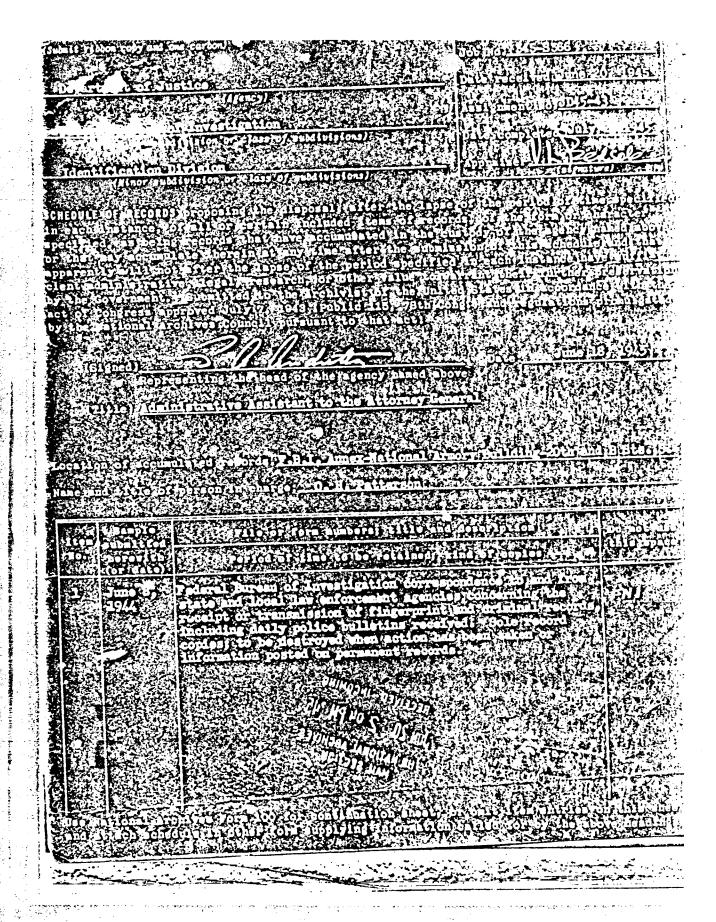
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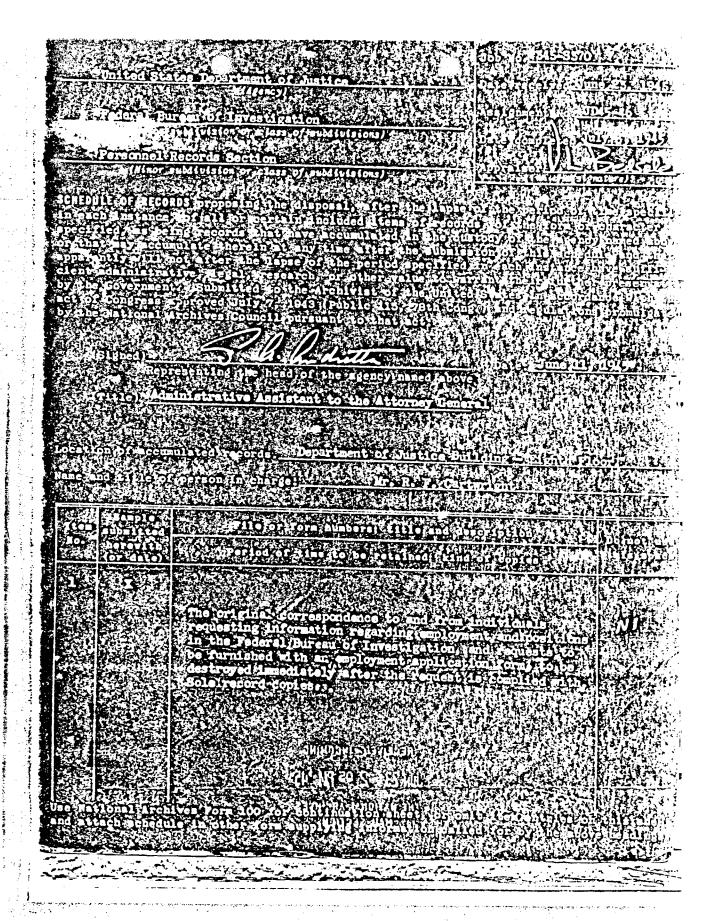
ONIOO SUNDOUND . ONITED SILIES GOVERNMENT Dagar Hoover, Director, Federal Bureau DATE: November 1, 1975 of involtigation rattu, Administrative Assistant the Attornog General and of records - WILL AUTHIFIZATIONS FOR DESTRUCTION Electrical Professional Archives Form to, requesting authority to discuse www.corbiar cocords in your custody. On October 29, 1945, the Joint Committee on the Disposition of importance Papers approved the request for the disposal of these records (H. Report 1152, 79th Congress, 1st Session). A photostatic copy of the Disposal List as submitted to Compreis attended for your information / LICLOSURE Inclours Ho. 66478 66-19087 NOT RECORDED OCT 22 1970



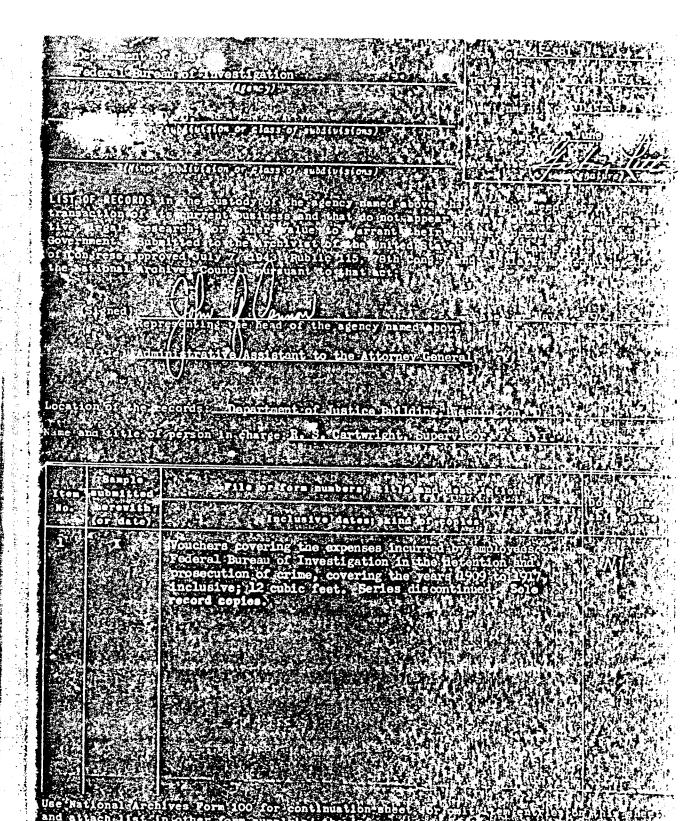
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	On July 19, 1945, the Joint Papers approved the request for talapse of the period of time specialst Session).	Committee on the Disposition of Executive he disposal of these records after the fied therein (H Report 928, 79th Congress,
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TO FROM SHAPE	Bureau of Mr. S. A. And Attorney CT: Attorney	Authoriza	tions for	Destruct	-	
	by your office	ference is made be dated May 4, a 8, requesting our custody.	1945, and ex	ecuted on Nat	ional/	riper
6/29/45 ell destra	Disposition of the disposal lst Sess.).	June 14, 1945, of Executive Pap of these record	pers approved is (H. Rept 7	the request 50, 79th Cong	for	87-
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Tice IVLemoranaum. United States Government . Mr. J. Edgar Hoover, Director, Federal Bureau June 26, 1945 - of Investigation iir. Mandretta, Administrative Assistant hive Authorization for Destruction of Attention: Mr. L. B. Nichols Assistant Director The question has arisen as to whether several identical copies of a Bureau report maintained in the same file folder are considered to be all record copies and Congressional authority is required for the destruction of all but one of the said copies. Whenever more than one copy of a Bureau report is maintained within one file folder, only one is considered tobe the record copy"; all other copies are "extra copies" maintained for convenience purposes only and, therefore, can be destroyed at the discretion of the agency without Congressional authorization. This, of course, applies to all other documents and correspondence provided that they are exact duplicates and maintained within one file folder for the sole purpose of convenience. JUL 11 1945 ...

TO MR. N	ICHOLS /		DATE: June 9, 191	17. E. A. T
	ARITHICHT M	138	74 1 1 1 mm 1	Mr. Coffey Mr. Coffey Mr. Clavin Mr. Ladd Mr. Nich Is
P	UCTION OF IDENTIFICAT	ION FILES		Mr. Roser Mr. Tric Mr. Votr Mr. Carson Mr. Henden
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As yo	how Congressional	authority has been	dven for the dispos	sal 🔔
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There	is attached a propos	ed memorandum for M		of the
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