

UNITED STATES GOVERNMENT

Memorandum

18

- Assoc. Dir. _____
- Asst. Dir. _____
- Adm. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

TO : Mr. McMichael

DATE: 11/10/75

FROM : Gloria L. Bear

SUBJECT: DESTRUCTION OF RECORDS - *general*

There is listed below a list of items that are routinely destroyed:

Special Employee type Credentials

Clerical Identification Cards

Agent Credentials

FBIRA Cards

Government Operators Identification Cards

FBI Employees Handbooks

Control cards for clerical Identification Cards with numbers assigned with Hoover on reverse

Copies of letters accepting resignations

Copies of letters forwarding manuals, handcuffs, stopwatches, Agent Badges, ect., after property receipts have been received and all records noted

Copies of routing slips forwarding Clerical Identification cards, Government Operators Identification Cards, etc., after property receipts have been received and all records have been noted.

Covers of completely used books of GTR's after noting in control book that they have been used

MA

REC-58 66 3216-117
EX-112
11-19-75

117

NOV 26 1975

GLB
(2)

OVER.....

57 11/13/75

3/11

Memorandum Gloria L. Bear to Mr. McMichael
Re: Destruction of Records

Correspondence regarding completely used GTR's

Top Card of Agent Credentials when there is a title
Change

Correspondence regarding Agent Credentials after 6 months

Negatives and extra prints of clerical employees that
are not sent to file

Copies of FD-207 regarding name changes

Extra copies of New EOD clerk classes - form 3-566

Tickler copies of letters and routing slips to Field
Offices

Copies of FD-107 after they have been up dated on new
FD-107's

Letters and routing slips from Field Offices forwarding
property receipts for various items after records noted
and property receipt sent to file

Copies of 3-452 (stock replenishment form), purchase
orders, FD-369's, and 0-11's when items received in stock

Extra copies of FD-218 when supplies are acknowledged

Copies of 0-11 when items received in unit

Copies of letters, routing slips, purchase orders,
memos, FD-369's after all action has been taken
regarding inventory changes and no need to send to
file

Following is a list of items that are periodically
destroyed:

Work sheets for typewriters 1 month after completion
of action

Memorandum Gloria L. Bear to Mr. McMichael
Re: Destruction of Records

DESTROY - 1 YEAR AFTER DATE OF COMPLETION OF ACTION

Property cards for Clerical Employees resigned
Copies of letters to Field Offices transmitting
Identification Cards for FBI Employees
Clerical appointment lists
Form 0-50, after submission of current Division Inventory
Stock Shipments Received Form 3-14 - Fiscal year basis
Back order lists (weekly lists made up)

DESTROY - YEARLY BASIS (Records retained 2 years from
date of completion or disposition prior to destruction)

Stock Issue Records
Rosters for New Agent and National Academy Classes
Agent Property Cards for employees resigned
Control Cards on typewriters, dictating and transcribing
machines, except lost or stolen
Nonexpendable Inventory forms FD-222 (2 years from
inventory date)

DESTROY - FISCAL YEAR BASIS (Records retained 2 years
prior to destruction)

Supply Requisitions acknowledged

DESTROY - 2 YEARS FROM DATE OF SUBMISSION

Personal inventory forms FD-107 or after completion of
subsequent inventory check

DESTROY - AFTER 1 YEAR HAS ELAPSED FROM PREPARATION OF
NEW RECORDS

Historical record cards (new cards usually prepared
every 4 years)

RECOMMENDATION:

That approval be granted to continue destruction
of above as listed.

EU/RGH