

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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Dec. 2/7/78

JOB NO

NCI-446-77-2

DATE RECEIVED **7 FEB 1978**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Date _____ Archivist of the United States _____

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEFENSE INVESTIGATIVE SERVICE

2. MAJOR SUBDIVISION
LOGISTICS AND SERVICES DIRECTORATE

3. MINOR SUBDIVISION
ADMINISTRATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MRS SHIRLEY A. ALLEN

5. TEL EXT
693-5012/3

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 27679	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Shirley A. Allen</i>	E. TITLE DIS RECORDS MANAGER
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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
5-20	<p>CHARACTERIZATIONS OF ORGANIZATIONS: File of FBI responses to requests for organizational characterizations (including positive and negative replies).</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy 1 year after the date it was last used.</p> <p>JUSTIFICATION: Request this file series be added to attachment 5, DISM 28-2, as item 5-20.</p> <p>As a Personnel Security Investigative Requirement, DIS must obtain characterizations of organizations from the Department of Justice on a case by case basis. Recently the FBI noted duplicative requests, and requested assistance in eliminating this problem. To eliminate subsequent requests for the same organizations, request authority to maintain a complete file of FBI responses. The response will be considered valid for one year after the date it was last used. At the end of that year, the FBI response will be destroyed and a new request will be submitted as warranted.</p>		

Returned to agency