

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-60-93-7</i>	DATE RECEIVED <i>1-19-93</i>
1. FROM (Agency or establishment) <i>Department of Justice</i>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION <i>Office of Intelligence Policy and Review</i>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Mary C. Lawton</i>	5. TELEPHONE <i>202 514 5600</i>	DATE <i>9-28-93</i>	ARCHIVIST OF THE UNITED STATES <i>Arudy Hickamp Peterson</i>
<b>6 AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>01-14-93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached		
<i>Copies sent to agency, NW, NNT, NIA 10/1/93</i>			

OFFICE OF INTELLIGENCE POLICY AND REVIEW

1. Investigations Review Unit (predecessor) Files.  
Subject, reference, and administrative files relating to the establishment and activities of IRU and OIPR. Representative topics include budget, civil disorder, Congressional oversight, FCI guidelines, and operational support. Inclusive dates are 1976-82; total volume is 4-5 cubic feet. Highest level of classification: TOP SECRET.  
Disposition: PERMANENT. Retire to NARA secure storage upon approval of this schedule. Transfer to NARA when most recent record is 30 years old.
  
2. Foreign Intelligence Surveillance Act Files, ca. 1979 to the present.  
The Foreign Intelligence Surveillance Act, which entered into effect in 1979, authorizes the Attorney General to authorize certain electronic surveillances and to approve applications to a special court to authorize other surveillances. It requires annual public reports to Congress and the Administrative Office of the U. S. Courts, and semi-annual classified reports to the Congress. Applications and certifications are kept by calendar year and numbered sequentially. The applications have been microfilmed and the hard copy destroyed for 1979-92; for 1993 and continuing, the paper record will be considered the record copy.
  - a. Attorney General certifications authorizing electronic surveillance. Arranged numerically.
    - (1) Microfilm record, 1979 to 1992. Current volume is approximately 10 reels. Highest level of classification: SCI.  
Disposition: PERMANENT. Retire to NARA secure storage when no longer needed for current business. The silver original microfilm will be stored in accordance with 36 CFR part 1230.20. Transfer microfilm to NARA when 30 years old.
  
    - (2) Microfilm record, 1993 and continuing.  
Disposition: Destroy when no longer needed.
  
    - (3) Paper records, 1993 and continuing.  
Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to the National Archives when 30 years old.

b. Applications to the court for electronic surveillance and court orders authorizing surveillance. Circa 1979 to present. Arranged numerically.

(1) Microfilm record, 1979-92. Current volume is approximately 85 reels. Highest level of classification: SCI. Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. The silver original microfilm will be stored in accordance with 36 CFR part 1230.20. Transfer microfilm to NARA when 30 years old.

(2) Microfilm record, 1993 and continuing. Disposition: Destroy when no longer needed.

(3) Paper records, 1993 and continuing. Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA when 30 years old.

c. Letters of Approval from the Director of Central Intelligence and National Security Advisor. Circa 1979 to the present. These letters approve proposed National Security Agency surveillance targets and FBI agreements to provide operational support. Arranged chronologically. Volume is approximately one cubic foot. Highest level of classification: SCI.

Disposition: PERMANENT. Cut off annually. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

d. Classified and unclassified reports. These reports concern numbers of electronic surveillance. Arranged chronologically. Volume is presently one cubic foot. Highest level of classification: SCI.

Disposition: PERMANENT. Cut off annually. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

3. Foreign Counterintelligence Operations Files.

Pursuant to statute and Attorney General directive, the FBI is required to obtain approval for certain counterintelligence operations from the Attorney General or the Counsel for Intelligence Policy. These include initiation of mail covers, undercover leases and purchases of property, certain travel and physical searches. Highest level of classification: SCI.

a. Real estate purchase requests and approvals. 1977 to present; volume for 1977-87 is approximately five inches.

Disposition: PERMANENT. Cut off every five years. Transfer to NARA in five-year blocks when most recent record is 30 years old.

b. Other counterintelligence operation requests and approvals. Circa 1979 to present; volume to 1987 is approximately three cubic feet.

Disposition: PERMANENT. Cut off every five years. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

4. Domestic Security Case Files. The FBI periodically reports to the Attorney General on domestic security investigations it is conducting. These reports are submitted to OIPR for review and comment as appropriate. The records are arranged in three alphabetical files for 1976-83; records after that date are filed chronologically. Volume is approximately eight cubic feet. Highest level of classification: TOP SECRET.

Disposition: PERMANENT. Cut off every five years. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

5. Operations Unit Chronological File.

Reading file of unit correspondence and memoranda to the Attorney General, FBI Director and other members of the intelligence community. The file contains the only copies of OIPR's approval recommendations for FISA applications. Volume from 1979 to present is approximately nine cubic feet. Highest level of classification: SCI.

Disposition: PERMANENT. Cut off annually. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

6. Intelligence Policy Directives and Background Papers.

OIPR is involved in the development of Executive Orders, National Security Council Documents, intelligence agency procedures, and Attorney General directives relating to intelligence and national security matters. Background memoranda and analyses are usually included with the actual directive. Arrangement is alphanumeric; estimated volume for 1979 to present is 5-6 cubic feet. Highest level of classification: TOP SECRET.

Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.

7. Intelligence Community Operations Files.  
This series includes proposals from intelligence community agencies seeking Attorney General authorization, approval or concurrence on a variety of operational matters, including covert actions, electronic surveillance and physical search abroad, testing of equipment in the United States and use of new technologies. Arrangement is alphabetical; estimated volume for 1979 to present is 4-5 cubic feet. Highest level of classification: SCI.  
Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.
  
8. Emergency Preparedness Documents.  
OIPR participates in the emergency preparedness program and is involved in reviewing policy documents, issuing opinions of law, and in exercises which test preparedness. Arrangement is alphabetical; volume for 1979 to present is approximately two cubic feet. Highest level of classification: SCI.  
Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.
  
9. Legal Opinion and Analysis Files.  
OIPR issues legal opinions and policy analyses on a variety of questions posed by intelligence community agencies or components of the Department dealing with the intelligence community. These generally serve as a reference library for the Office and are frequently consulted as related issues arise, unless and until statutory changes render them obsolete. Arrangement is alphabetical; volume for 1979 to present is approximately 25 cubic feet. Highest level of classification: SCI.  
Disposition: PERMANENT. Retire to NARA secure storage upon accumulation of one cubic foot. Transfer to NARA in five-year blocks when most recent record is 30 years old.