

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

REC 218/481/44

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

LEAVE BLANK	
JOB NO	NC1-60-81-10
DATE RECEIVED	April 21, 1981
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
5-26-81 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Criminal Division

3. MINOR SUBDIVISION
Internal Security

4. NAME OF PERSON WITH WHOM TO CONFER
Bruce Waddon

5. TEL. EXT.
633-2697

[Handwritten: Asst. Dir. for Admin.]

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 2 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 <u>4-14-81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert M. Wahn	E. TITLE Chief, Records Maintenance and Disposition Section/RMG/RPS
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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
	<p>The following records, maintained by the Criminal Division, constitute the Foreign Agent Registration files which date from 1942 to the present.</p> <p>The non-classified closed case files will be microfilmed in accordance with standards and guidelines set forth in FPMR 101-11.506. The film stock used conforms to Federal Standard No. 1250 and is standard base, triacetate or polyester, panchromatic safety film, meeting specifications of ANSI 1.28 and PH 1.41. All silver halide film processing shall be monitored for archival quality in accordance with ANSI PH 4.8, methalane blue method. The processor(s) employed in this project shall be tested two times weekly. The silver original microfiche will be stored in facilities meeting the standards set forth in FPMR 101-11.507.1. The silver original microfiche will be inspected every two years of their scheduled life in accordance with FPMR 101-11.507.2.</p>		

115-107

*Closed Out: 5-27-81: K.T.J.
Copy to Agency & NNF*

1 item

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>File Componets - Supplemental statements, exhibits A & B, short-form amendments, agreements and contracts.</p> <p><u>Disposition of hard copy (paper record);</u></p> <p>Will retain until acertained that reproduced copier or recordings have been made in accordance with GSA regulations and are adequate substitutes for paper records. Destruction of closed case files to commence after inspection of the microfiche indicates that a clear, legible print of the film is available and the microfiche has been verified for completeness and accuracy.</p>		