

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The monitoring and recording of information voluntarily and knowingly provided to the FBI by individual callers is an appropriate administrative means to:</p> <ul style="list-style-type: none"> (1) retrieve and review calls during which information is provided too quickly for FBI switchboard personnel to manually record, (2) preserve as evidence for prospective, prosecutions those conversations in which callers threaten FBI space and/or personnel, or (3) preserve as evidence for prospective prosecutions the location from which the calls were made, or any other evidence the caller provides that relates to the commission of a crime. <p><u>DISPOSITION</u></p> <ul style="list-style-type: none"> 1) Segregated excerpts, including transcripts (if extant), from tapes of continuing value pertaining to emergencies, threats or to criminal activity. <p>Place in FBI case file and retain/destroy commensurate with provisions of NARA approved disposition schedule.</p> <ul style="list-style-type: none"> 2) Cassette tapes with no information of continuing value. <p>TEMPORARY: Destroy/recycle when 30 days old or when administrative needs have expired, whichever is later.</p>		

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per phone conversation with Mackefford on 2/9/00 M. Rotorn