

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 NI-65-00-1	DATE RECEIVED 10/14/99
1. FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	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 Federal Bureau of Investigation			
3. MINOR SUBDIVISION Information Resources Division			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE (202) 324-6903	DATE 3-29-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
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 2 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,

is not required; is attached; or has been requested.

DATE 09/13/1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE FBI Archives Specialist Information Management Section
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">FEDERAL BUREAU OF INVESTIGATION SWITCHBOARD MONITORING AND RECORDING SYSTEMS</p> <p>Records are cassette tapes resulting from the operation of the recording and monitoring of incoming calls to the various FBI switchboards for operational purposes, i.e., to preserve possibly significant information pertaining to emergencies, threats or criminal activity.</p> <p>Recording equipment automatically begins recording once the receiver is lifted and terminates recording once the switchboard employee hangs up. The system also captures call transactional data, i.e., if the number is published or not otherwise blocked by the subscriber. The main purpose of this system is to preserve possibly significant information pertaining to emergencies, threats or to criminal activity which may otherwise be lost because of the exigencies of the situation. such as the hurried or incoherent fashion in which communications of this nature are often conveyed. Procedures have been established which limit the recordings to those conversations which relate solely to the stated purposes.</p>		

Agency, NWML NR

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>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

The monitoring and recording of information voluntarily and knowingly provided to the FBI by individual callers is an appropriate administrative means to:

- (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.

DISPOSITION

1) Original Digital Audio Tape (DAT) recording which is being preserved as evidence for prospective prosecutions and cassette tape copy with segregated excerpt(s), including transcripts (if extant), which pertain to emergencies, threats or to criminal activity.

Place in Washington Field Office (WFO) Office of Origin investigative case file and retain/destroy commensurate with provisions of NARA approved disposition schedule as NARA Job Number NC1-65-82-4.

2) Cassette tape, maintained by FBI Headquarters (FBIHQ) Telephone Center with segregated excerpt(s), including transcripts (if extant), which pertain to emergencies, threats or to criminal activity.

Place in FBIHQ Telephone Center administrative case file and retain/destroy commensurate with provisions of NARA approved disposition schedule as NARA Job Number NC1-65-82-4.

3) Cassette tape, maintained by FBIHQ Telephone Center, for reference primarily for expeditious review of prior calls and possible identification of repeat telephone calls.

TEMPORARY: Destroy when 1 year old or when administrative needs have expired, whichever is later.

4) Additional cassette tapes, distributed for informational purposes, to FBI Police Force and the Strategic Information and Operations Center.

TEMPORARY: Destroy when 10 days old or when administrative needs have expired, whichever is later.

5) Cassette tapes with no information of continuing value. OF RECORDINGS WHICH DO NOT CONSTITUTE A CRIMINAL ACT OR EMERGENCY

TEMPORARY: Destroy/recycle when 30 days old or when administrative needs have expired, whichever is later.

per phone conversation with Stankoff on 2/8/00 M. Rotom