

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>N1-65-00-3</i>	DATE RECEIVED
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>4-2-01</i>	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 1 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 2/4/2000	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center">BUREAU-WIDE INFORMATION PROGRAM</p> <p>Instituted in November, 1973, the Bureau-Wide Information Program (BWIP) was established as a means of communicating information throughout the FBI. Primary purpose of BWIP was to communicate 1) matters of interest to all Field Offices, particularly the Special Agents In Charge (SAC); 2) matters which require expeditious dissemination to the Field Offices; and 3) information on matters which would be useful to SAC in answering public or media inquiries. Information was received from FBI entities and screened by the External Affairs Division (predecessor to the Office of Public and Congressional Affairs) prior to the Bureau-wide release. Communications disseminated under the BWIP were numbered according to the calendar year and distribution order. For example, 75-7 would have been the 7th communication in calendar year 1975. BWIP was discontinued in 1989.</p> <p>1. Bureau-Wide Information Program (Headquarters) Bureau case file 62-115768. PERMANENT. Transfer to NARA when ²⁵50 years old.</p> <p>2. Bureau-Wide Information Program (Field Office) Files within the Field Offices are copies of all information disseminated by the External Affairs Division.</p> <p align="center"><i>UPON APPROVAL OF SCHEDULE</i></p> <p>DESTROY when 5 years old or when administrative needs have expired whichever is later.</p> <p><i>Per + info changes made per phone conversation with Bill Shackelford. M. Norova 12/14/00</i></p>		

Copy to: agency, NWMD, NWMWA, NR 4/13/01 clb