

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-65-00-5</i>	DATE RECEIVED <i>8-31-2000</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 08/29/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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>The Federal Bureau of Investigation (FBI) is the recipient of approximately 27,000 teletypes per month from other government agencies (OGA). These OGA teletypes are received electronically and uploaded into a control file within the Electronic Case File (ECF) function of the Automated Case Support (ACS) System. Annually a new control file is been opened to maintain the OGA incoming teletypes.</p> <p>Until 2/24/2000, an "original" hard-copy teletype was generated from the electronic format and filed in a "hard-copy" control file with the appropriate file and serial number markings. Inasmuch as the serial number for each individual teletype was generated by ACS, this "hard-copy" control file was secondary to the ECF within ACS. Uploading of these OGA teletypes allows for full text retrieval by authorized FBI personnel within the substantive division for review and appropriate action.</p> <p>Effective 2/23/2000, the FBI discontinued the filing of "original" hard-copy teletypes into the designated OGA control file. Established ACS controls do not allow a document to be altered and additional controls have been put in place in order to prevent the deletion of records from the electronic version of the OGA teletype control file.</p>		

Copy to: agency, NWMD, NWMW, NWME +NR 4/11/01 clb

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO. N1-65-00-05	PAGE 2 OF 2
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)
	<p>At the present time, the FBI is maintaining approximately 1,250 linear feet, comprising 7,432 sections of "original" hard-copy OGA teletypes within control files 62F-HQ-C1266116 (Calendar Year 1998), 62F-HQ-1273531 (Calendar Year 1999) and 62F-HQ-C1310201 (Calendar Year 2000). This material is duplicate of the ECF within ACS for the same time periods.</p> <p>Classification 62</p> <p>(8) Liaison With Agencies Of The Federal Government, States, Cities, Penal And Other Institutions</p> <p>(a) Teletypes Received From Other Government Agencies</p> <p>1) Textual Records - Prior To 2/24/2000</p> <p style="padding-left: 40px;">DESTROY immediately</p> <p>2) Electronic Control File Within ACS</p> <p style="padding-left: 40px;">a) 62F-HQ-C1266116 (Calendar Year 1998)</p> <p style="padding-left: 40px;">b) 62F-HQ-1273531 (Calendar Year 1999)</p> <p style="padding-left: 40px;">c) 62F-HQ-C1310201 (Calendar Year 2000)</p> <p style="padding-left: 40px;">d) Subsequent control files created for each calendar year</p> <p style="padding-left: 40px;">DISPOSAL NOT AUTHORIZED</p> <p>(b) All Other Case Files (N1-65-82-04 CLASS 62, ITEM 8)</p> <p style="padding-left: 40px;">PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p>		