

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>N1-65-01-3</i>	DATE RECEIVED <i>1-11-2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10	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>5-4-01</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 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 01/10/2001	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 style="text-align: center;">RAP SHEETS USED TO IDENTIFY CASE FILES FOR COURT ORDER EXPUNGEMENTS</p> <p><i>ITEM 1</i> Criminal arrest records (rap sheets) received from the Criminal Justice Information Services Division which are used for administrative purposes by the Information Resources Division to identify case files, or any portion of their contents, mandated by Court Order for destruction, expungement or sealing. Continued maintenance of the "rap sheets" may conflict with the provisions of the Privacy Act of 1974, (Title 5, United States Code, Section 552a), as amended.</p> <p>A. Rap sheets where complete search of the HQ Central Records System indices and/or Field Office indices determines that case files exist which are identifiable with individual whose criminal arrest record has been mandated by Court Order for destruction, expungement or sealing.</p> <p style="padding-left: 40px;">DESTROY one year after final processing of case files.</p> <p>B. Rap sheets where complete search of the HQ Central Records System indices and/or Field Office indices fails to determine that case files exist (No Record).</p> <p style="padding-left: 40px;">DESTROY after 90 days.</p> <p style="text-align: right;"><i>Agency, NWMB, NWMU</i></p>		