

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-065-02-2	DATE RECEIVED 3-22-2002
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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	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 Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE 202-324-6903	DATE 9-27-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 03/20/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE Archives Specialist Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>ALIAS/FALSE IDENTIFICATION (A/FID) INFORMATION PROGRAM</u></p> <p>A. Textual Records</p> <p>The FBI continues to utilize undercover techniques in selective operations with ever-increasing success. Innovative operations utilizing competent undercover Special Agents (UCA) acting in undercover roles have penetrated criminal elements heretofore thought to be immune from criminal prosecution. In order to insure the personal safety of UCA involved in these activities, it is often necessary to equip them with alias/false identification. The use of false identification in ferreting out crime is widely known and has been noted by various courts in our judicial system. FBI uses of fabricated identification, legitimate identification in a fictitious name, and fictitious arrest records for our UCA has been made known to the Attorney General.</p> <p>Alias or false identification would include, but not limited to, any fabricated and/or legitimate items of identification obtained in an alias/false name e.g., birth certificates, driver's licenses, credit cards, bank accounts, and fictitious arrest records. The need for such documentation is obvious since the deliberate or accidental disclosure of the true identity of a UCA can seriously endanger his safety and the security of an entire undercover operation.</p> <p>A/FID is any identification document which is issued in an alias or false name. An identification document is any official document or record, whether counterfeit or genuine, created by any agency of the federal, state, local government, or bank or financial institution, or any credit card, license,</p>		

cc Agency NWMW

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
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	<p>or other document which is accepted as proof of identity.</p> <p>Official A/FID documentation is maintained as a paper-based system. Use of the Electronic Case File (ECF) and the Universal Index (UNI) components of the Automated Case Support (ACS) System is limited to those records which are generated through the use of electronic mail and word processing systems and uploaded into ACS.</p> <p>Currently, correspondence generated from the processing and issuance of A/FID is being held at FBI Headquarters, as well as, in the field offices indefinitely. Once an A/FID document has been returned to the entity which issued it and it has been determined that the information will not be needed for prosecutorial reasons, all correspondence relating to the document becomes obsolete and is no longer needed.</p> <p>DESTROY seven years after A/FID document has been returned to the entity which issued it and after determination that the information will not be needed for prosecutorial reasons.</p> <p>B. Automated Records</p> <p>1. Electronic Case File (ECF)</p> <p>DELETE seven years after A/FID document has been returned to the entity which issued it and after determination that the information will not be needed for prosecutorial reasons.</p> <p>2. Universal Indices (UNI)</p> <p>DELETE all information associated with the A/FID document, including alias names, indexed in UNI of the ACS, that are no longer utilized after a period of seven years, concurrent with the destruction of the A/FID document.</p> <p>C. Electronic Records</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by Item A of this schedule.</p> <p>DISPOSITION: Temporary. Destroy within 60 days after the record-keeping copy has been produced.</p>		