

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-065-02-4
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED	05-15-02
2. MAJOR SUBDIVISION Federal Bureau of Investigation [FBI]		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Criminal Justice Information Services [CJIS] Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Kimberly E. Rogers	5. TELEPHONE EXT. (304) 625-3624	DATE 8/22/02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary

B. DATE 5/14/2002	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Archives Specialist Records Management Division		
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 GRS OR SUPERSEDED JOB CITATION	10.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>CRIMINAL JUSTICE INFORMATION SERVICES [CJIS] DIVISION RECORDS [Revision To NARA Job N1-65-95-03]</p> <p>Fingerprint records/jackets containing fingerprint cards, rap sheets and related material, alphabetical name indices, which were generated in connection with the background investigations of military personnel and certain Federal civilian job applicants. The contents of these jackets/ records have been provided to the FBI CJIS Division [1992 successor to FBI Identification Division], as a result of Federal employment, applications, military service, and/or requests by individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.</p> <p>1. Manual Records</p> <p>(a) Civil Fingerprint Cards / Records</p> <p>Fingerprint cards and related manual indices generated in connection with background investigations of military enlistees, civilian applicants for Federal positions, etc.</p> <p>DESTROY all fingerprint cards and other corresponding manual indices when the records indicate that the individual has reached 75 years of age</p> <p>Superseded by Job / Item number: <u>N1-065-10-16 item F.2.a.2.</u></p> <p>Date (MM/DD/YYYY): <u>08/12/2010</u></p>		N1-65-95-03 Item 1 (a)	

cc NRMW, DR, Agency