

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-05-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-2-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 RECORDS MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey	5. TELEPHONE NUMBER 202-324-1613	DATE <i>2-9-05</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 <u>2</u> page(s) are not needed now for the business for 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 <i>10/22/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</i>		TITLE Assistant Director
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 GRS OR SUPERSEDED JOB CITATION	10.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">FIELD OFFICE SWITCHBOARD RECORDINGS</p> <p>FBI field offices utilize electronic devices to record incoming switchboard calls. Field offices create and preserve recordings in varying fashions. Some field offices only record certain calls, such as threats, while other offices record all incoming calls. In some field offices, recording equipment automatically begins recording as soon as the receiver is lifted and terminates once the switchboard employee hangs up or transfers the call. In other offices, the recording is manually activated. Some recording systems are capable of capturing transactional data such as the telephone number from which the call was placed.</p> <p>In general, those field offices that record all incoming calls require switchboard employees to sign consent forms, which are retained in a control file during the employee's tenure.</p> <p>Recordings are preserved on a variety of media including audio cassettes, compact disks (CDs), and digital video disks (DVDs).</p> <p><i>cc Agency, NR, NRMW, NWS</i></p>		

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	<p>The main purpose of the switchboard recordings is to preserve possibly significant information related to emergencies, threats, or criminal activity. The monitoring and recording of information voluntarily and knowingly provided to the FBI by individual callers is an appropriate administrative means to:</p> <ol style="list-style-type: none"> (1) retrieve and review calls during which information is provided too quickly for FBI switchboard personnel to manually record, (2) preserve as evidence for prospective prosecutions those conversations in which callers threaten FBI facilities or personnel, or (3) preserve as evidence for prospective prosecution the location from which the calls were made or any other evidence that the caller provides that relates to the commission of a crime. <p>Switchboard personnel forward recordings related to emergencies, threats, and criminal acts to the appropriate agent supervisory personnel for resolution.</p> <p>DISPOSITION:</p> <ol style="list-style-type: none"> (1) Original recordings and transcripts (if extant) pertaining to emergencies, threats, or criminal activity, which are preserved as evidence for prospective prosecutions <p>Place in the appropriate Office of Origin (OO) investigative case file. RETAIN/DESTROY commensurate with the provisions of NARA Job No. NC1-65-82-4.</p> <ol style="list-style-type: none"> (2) Original recordings, which contain no evidence of emergencies, threats, or criminal activity <p>DESTROY/RECYCLE when 30 days old or when administrative needs have expired, whichever is later.</p>		

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	<p>(3) Copies of recordings made and distributed for informational purposes</p> <p style="padding-left: 20px;">DESTROY when 10 days old or when administrative needs have expired, whichever is later.</p> <p>(4) Consent to monitor forms</p> <p style="padding-left: 20px;">DESTROY upon separation or reassignment of switchboard employee.</p> <p>NOTE: Disposition instructions for FBI Headquarters switchboard recordings are included in NARA Job No. N1-65-00-01.</p>		