

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-065-06-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-16-2005</i>	
1. FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3. MINOR SUBDIVISION <b>CRIMINAL JUSTICE INFORMATION SERVICES DIVISION</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5. TELEPHONE NUMBER <b>202-324-1613</b>	DATE <i>6/18/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alma W. ...</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>  1  </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>11/9/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Foston</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached provides disposition instructions for Department of Justice (DOJ) Order 556-73 sufficient request records.		
<i>cc Agency NR Numa Numa</i>			

## **Department of Justice Order 556-73 Sufficient Request Records**

### **Department Order 556-73, Sufficient Request Records**

The Federal Bureau of Investigation's (FBI's) Criminal Justice Information Services (CJIS) Division is responsible for the FBI's compliance with Title 28 CFR Part 16, Subpart C, "Production of FBI Identification Records in Response to Written Requests" (Order 556-73). In accordance with Order 556-73, written requests are sent via mail to the FBI for processing. Records include, but are not limited to: forms used for processing the order, original, signed request and supporting documents, such as the return envelope, money order or cashier's check, fingerprint card, and other related correspondence.

### **Disposition**

1. Hard Copy: TEMPORARY.

DESTROY the hard copy sufficient request records after verification of a successful scan.

2. Scanned Copy: TEMPORARY.

Cut-off files at the end of the fiscal year. DELETE/DESTROY electronic images of sufficient request records three years after the file cut-off.

3. Electronic Records: 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 Items 1 and 2 of this schedule.

DELETE/DESTROY within 60 days after the record keeping copy has been produced.