

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-18</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/7/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>11/20/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. Wertz</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 ___0___ 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>9/5/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Rootor</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Administrative Standard Operating Procedures (SOP) and Instructions Procedural documentation developed at the Division or Office level to provide instructions for carrying out the Bureau's non-mission related responsibilities. These records do not establish policy, but rather are instructions for implementing policy in a consistent, effective, and efficient manner. Records include standard operating procedures developed to implement policies formalized by the Office or Division which governs workforce administrative activities; instructional bulletins; and related memoranda. <i>This is a media neutral schedule per 9/24/07</i> DISPOSITION: Temporary. Destroy when superseded or when obsolete.		
<i>re 1/25/08 copies sent to agency, NWMW, & NR</i>			