

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-65-10-32</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/8/10</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disposition request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 703-504-0328	DATE <i>9 Nov 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>7/13/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen Anne O'Flaherty</i>		TITLE ACTING SECTION CHIEF
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Electronic Surveillance Indices Submissions</p> <p>Prior to the automation of the Electronic Surveillance (ELSUR) Recordkeeping System (ERS), the Federal Bureau of Investigation (FBI) maintained a manual system of index cards. The cards were arranged alphabetically and/or numerically by the subject, location, or the FBI symbol-source number assigned to the ELSUR. Field offices would prepare transmittal forms such as the FD-664 (ELSUR card submission) and forward to Headquarters (HQ) a list of names to be indexed into ERS. The HQ ELSUR Unit would prepare index cards and file the cards in the manual system. The transmittal forms were then serialized and uploaded into subfiles that were maintained for each field office. The field offices also routinely filed a copy of the transmittal form in a field office Classification 66 control file as well as the related case file.</p>		

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	<p>The proposed disposition covers submission forms maintained by HQ in Classification 62 files as well as copies of forms maintained by field offices in Classification 66 files Any transmittal forms filed in the related investigative case file will assume the retention period approved for that case file.</p> <p>Disposition: Temporary. Delete/destroy immediately upon schedule approval.</p>		