



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-65-11- 22	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/16/11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Kevin S Wright, Sr	4 TELEPHONE NUMBER 703-504-0334	DATE MAY 11	ARCHIVIST OF THE UNITED STATES 
5 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 5/11/2011	SIGNATURE OF AGENCY REPRESENTATIVE Debra Anne O'Clair 		TITLE Section Chief
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Classification 63 – Miscellaneous Non-Subversive (See attached)		

Classification 63 – Miscellaneous Non-subversive (supersedes NC1-65-82-04)

This schedule covers Classification 63 case files opened up to October 15, 1995

Classification 63 contains records starting in 1953 and covers a large variety of cases. The miscellaneous nature of the Classification requires that the National Archives and Records Administration (NARA) must select the permanent cases on a case by case basis.

Headquarter Files

1 00 – Policy Files

DISPOSITION PERMANENT Transfer to NARA when 25 years old

2 0 – Administrative Files

DISPOSITION Temporary Screen files and remove policy and procedural records and file in “00” file and follow disposition in item 1. Destroy remaining records when 20 years old.

3 Significant case files related to policy and procedures, organized labor, organized crime, Jimmy Hoffa, relationship with Congressional committees, cases in which the Director took significant personal interest, and cases about famous people, events, and notorious offenders. Also, includes examples of chronic correspondence, crank mail, and civil matters. Files are selected by NARA.

DISPOSITION PERMANENT Transfer to NARA when 25 years old

4 Routine case files consisting of routine requests for publications, autographs, and photographs, routine investigations requested by a U S Attorney in a civil matter such as Soldiers and Sailors Civil Relief Act of 1940, the Tariff Act, and estate settlements, crank mail, mail from chronic correspondents, routine Congressional constituent mail, requests from citizens for FBI investigations which do not fall under the jurisdiction of the FBI, preliminary investigations that contain little or no documentation of an investigation. Files are identified by NARA.

DISPOSITION Temporary Destroy when 20 years old