

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-65-86-25

DATE RECEIVED

7-1-86

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Federal Bureau of Investigation

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Robert W. Scherrer

5 TELEPHONE EXT

324-2307

DATE

7-1-86

ARCHIVIST OF THE UNITED STATES

Frank S. [Signature]

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7/1/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	D TITLE Section Chief, Records Section Records Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices consisting of four record categories for which disposition authority has been amended by Order issued on June 10, 1986, by the U. S. District Court for the District of Columbia. Five amended pages have been prepared to account for the permanent retention of the record categories. (This is an amendment to Job No. N1-65-85-1, approved November 7, 1984. Amended pages 233, 234, and 287-289 should be inserted within the comprehensive disposition schedule which was approved by the Archivist of the United States and submitted to the Court on November 9, 1981. Instant Job supersedes Job No. N1-65-86-16, dated March 18, 1986, relating to field office "00" (policy) files, the disposition of which has been amended.)		

Copy to agency under cover letter of July 3/86. Copy to NNF, 7-11-86, emh

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;"><u>PART C</u> GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES</p> <p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to insure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p> <p>1. "OO" Files.</p> <p>The character of the "OO" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 50 years old.</p> <p>2. "O" Files.</p> <p>The character of the "O" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p> <p>3. Exceptional Cases.</p> <p>a. Field office cases, wherever located, corresponding to the case files designated for permanent retention in Part A, Item 3, classified as "named exceptional cases" on individuals, organizations, and/or activities. These cases were identified by NARA archivists or recommended by historians, social scientists, and other experts outside the Federal government.</p> <p><u>PERMANENT</u>. Excluding informant and informant-related cases, offer to NARA in 10 year blocks when 50 years old.</p>		

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	<p>b. Office of origin cases and extant auxiliary office files to be identified by employing 12 exceptional case criteria developed by NARA and cited in Part A, Item 3 a-1, to supplement the above-named exceptional cases.</p> <p><u>PERMANENT</u>. Excluding informant and informant-related cases, offer to NARA in 10 year blocks when 50 years old.</p> <p>4. Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations, including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p> <p>5. Office of Origin Case Files.</p> <p>a. Criminal Case Files.</p> <p><u>DESTROY</u> when 10 years old.</p> <p>b. Security Case Files</p> <p><u>DESTROY</u> when 20 years old.</p> <p>6. Auxiliary Office Case Files.</p> <p><u>DESTROY</u> when 1 year old.</p> <p>7. Legal Attache Case Files.</p> <p>All case files for Mexico City and Hong Kong:</p> <p><u>PERMANENT</u>: Offer to NARA in 10 year blocks when 50 years old.</p> <p>All other case files may be destroyed when 1 year old unless disposition instructions call for retention.</p>		

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	<p>g. National Security Electronic Surveillance Card File.</p> <p>h. Top Echelon Criminal Informant Program.</p> <p>i. Top Ten Program File.</p> <p>j. National Security Electronic Surveillance File.</p> <p>k. six additional indexes which titles are classified and therefore are not listed in this records disposition schedule.</p> <p>l. Extremist Informant Index.</p> <p>m. Extremist Photo Album.</p> <p>n. Key Extremist Program Listing.</p> <p>o. Security Informant Index.</p> <p>p. Symbionese Liberation Army Index.</p> <p>q. Wanted Fliers File.</p> <p>r. Weatherman Photo Album.</p> <p>s. National Security Electronic Surveillance Statistics File.</p> <p><u>PERMANENT</u>: With the exception of 2b, c, g, h, j, k, l, o, and s, offer to NARA in 10 year blocks when 50 years old.</p> <p>t. Electronic Surveillance Index (ELSUR).</p> <p><u>PERMANENT</u>: With the exception of individual items, the disposal of which is governed by court order of a court of competent jurisdiction.</p> <p>u. all other indexes and albums.</p> <p><u>DESTROY</u> when all administrative needs have expired.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>Specialized Indexes and Albums: Field Offices</p> <p>a. Electronic Surveillance Index (ELSUR)</p> <p><u>PERMANENT</u>: With the exception of individual items, the disposal of which is governed by court order of a court of competent jurisdiction.</p> <p>b. Remaining indexes and albums.</p> <p><u>DESTROY</u> when all administrative needs have expired.</p>		
4.	<p>Interesting Cases.</p> <p>a. Summaries of investigative cases which the Bureau considered as having unusual interest. The summaries were prepared for distribution to the news media.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 10 years old.</p> <p>b. Headquarters and field office case files corresponding to the interesting case summaries.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 30 or 50 years old, commensurate with the authorities established for the respective file classifications.</p>		

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5.	<p>Abstracts.</p> <p>Brief summaries abstracted from "recorded" documents in the Bureau's case files and personnel and applicant folders. Abstracts contain absolutely no information not appearing in the abstracted recorded document. Information captured includes type of document, date, source and/or destination, preparer (in case of outgoing items and incoming reports), subject, and file number. Only 40 percent of the documents in the case files were recorded. Hence, less than half of the case file records were abstracted. In 1979, the abstract system was replaced by a computerized system except for personnel and applicant matters, which are still being manually abstracted. Category also includes abstracts relating to the Special Intelligence Service, 1940-1948.</p> <p><u>PERMANENT.</u> Offer to NARA in 10 year blocks when 50 years old or with the related file collections, whichever is appropriate.</p>		
6.	<p>Budget Records.</p> <p>a. unclassified budget formulation records documenting the development of the Bureau's budget and its revision by the Department</p>		