REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 CONFERR
   Robert W. Scherrer

5 TELEPHONE EXT
   324-2307

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of the agency's records, that the records proposed for disposal in this Request of 1 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
   3/4/87

C SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D TITLE
   Section Chief, Records Section
   Records Management Division

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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<tbody>
<tr>
<td>1</td>
<td>Routine Correspondence Prepared Without File Yellow-Record System Justice/FBI -005</td>
<td>N1-65-86-14</td>
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Routine inquiries or requests consisting of the citizen's original letter and copy of response, which relate primarily to requests for, and transmittals of, publications, photographs, and other informational literature. The records lack substantive historical or record value and require no research, policy decisions or administrative action. A computer program has been established to fulfill a need for additional retention of the substance of the correspondence in order to respond to subsequent inquiries and improve the speed and efficiency of retrieval. (This is an amendment to Job No. N1-65-86-14 to extend retention of computer entries to 1 year.)

A. Original correspondence and copy of response.
   DESTROY when 3 months old or when no longer needed, whichever is sooner. (GRS #14, Item 3)

B. Related computer entry.
   DELETE after 1 year.

LEAVE BLANK

JOB NO
   N1-65-87-5

DATE RECEIVED
   3-5-87

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303(a), 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.

ARCHIVIST OF THE UNITED STATES
   [Signature]

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

NSN 7540-00-634-4064

115-108