

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-65-87-5	DATE RECEIVED 3-5-87
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Federal Bureau of Investigation		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Robert W. Scherrer	5 TELEPHONE EXT 324-2307	DATE 4/14/87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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 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 <i>Robert W. Scherrer</i>	D TITLE Section Chief, Records Section Records Management Division	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Routine Correspondence Prepared Without File Yellow-Record System Justice/FBI -005</p> <p>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.)</p> <p>A. Original correspondence and copy of response.</p> <p><u>DESTROY</u> when 3 months old or when no longer needed, whichever is sooner. (GRS #14, Item 3)</p> <p>B. Related computer entry.</p> <p><u>DELETE</u> after 1 year.</p>	N1-65-86-14	