

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-65-87-18</b>	DATE RECEIVED <b>8-26-87</b>
1 FROM (Agency or establishment) <b>Department of Justice</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Records Management Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Robert W. Scherrer</b>	5 TELEPHONE EXT. <b>324-2307</b>	DATE <b>12/9/87</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <b>8/6/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE <b>Section Chief, Records Section, Records Management Division</b>
7 ITEM NO <b>1.</b>	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> <b>Correspondence of the Identification Division.</b>  Correspondence, frequently accompanied by court orders, directed to and/or prepared by the Identification Division of the Federal Bureau of Investigation in response to citizen inquiries regarding court orders to expunge/destroy criminal records. The procedure of placing the correspondence on record in the Central Records System has resulted in the unintended and undesirable creation of a new criminal record. The correspondence is currently being retained in the Identification Division until administrative needs have expired. Annual growth is estimated at 1½ cubic feet.  A. Correspondence retained in the Identification Division.  <u>DESTROY</u> when 6 months old or when administrative needs have expired, whichever is later.  B. Correspondence filed in the Central Records System.  <u>DESTROY</u> as detected.	9 GRS OR SUPERSEDED JOB CITATION
		10 ACTION TAKEN (NARS USE ONLY)