

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-65-90-01

DATE RECEIVED

12-19-89

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Information Management Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5. TELEPHONE EXT.

202-324-6903

DATE

6/1/91

ARCHIVIST OF THE UNITED STATES

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 3 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
5/10/91		Section Chief Information Services Section Information Management Division

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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><u>IDENTIFICATION DIVISION RECORDS SYSTEM</u></p> <p>Fingerprint records/jackets containing fingerprint cards, rap sheets and related material, alphabetical name indices, which were generated in connection with the arrest of individuals or background investigations of military personnel and certain Federal civilian job applicants. The contents of these jackets/records have been provided to the Federal Bureau of Investigation (FBI), Identification Division, as a result of local/state/Federal arrests or incarcerations, Federal employment applications, military service, and/or requests by individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.</p> <p>A. <u>Civil Fingerprint Cards/Records</u></p> <p>Fingerprint cards and related manual indices generated in connection with background investigations of military enlistees, civilian applicants for Federal positions, etc.</p> <p><u>DISPOSITION:</u> Destroy all fingerprints cards and other corresponding manual indices when the records indicate that the individual has reached 75 years of age.</p>		

Copies sent to agency, NNT, NAK 6/11/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 3

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)
	<p>B. <u>Criminal Fingerprint Cards/Records</u></p> <p>1. Manual Records</p> <p>Identification records ("Rap Sheets"), fingerprint cards, and corresponding manual or automated indices generated in connection with the arrest or incarceration of individuals.</p> <p><u>DISPOSITION:</u> Destroy all fingerprint cards, manual record information, and corresponding indices when the records indicate that the individual has reached 80 years of age or 7 years have elapsed since the notification of the individual's death. (NOTE: Verification of death is established by comparison of the deceased individual's fingerprints with the fingerprints in the record.)</p> <p>2. Automated Records</p> <p>a. Identification Record or "Rap Sheet" Information</p> <p>The criminal history record information of an individual including notations of arrests, related court and custody information, and personal descriptive data.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to the National Archives and Records Administration (NARA) on magnetic tape at the end of the calendar year when the records indicate that the individual has reached 80 years of age or 7 years have elapsed since the notification of the individual's death. (NOTE: Verification of death is established by comparison of the deceased individual's fingerprints with the fingerprints in the record.)</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

3 OF 3

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	<p>b. Documentation</p> <p>Data system codebooks and record layouts identifying the logical and physical structure of the data provided on tapes sent to NARA.</p> <p><u>DISPOSITION:</u> Permanent. Transfer to NARA with the first transfer of related permanent records. Transfer system modifications annually with the transfer of related records.</p> <p>c. Fingerprint Cards, Fingerprint Minutiae, and Automated Indices</p> <p><u>DISPOSITION:</u> Destroy fingerprint cards, fingerprint minutiae, and automated indices when the records indicate that the individual has reached 80 years of age or 7 years have elapsed since the notification of the individual's death. (NOTE: Verification of death is established by comparison of the deceased individual's fingerprints with the fingerprints in the record.)</p> <p>d. Administrative Information</p> <p>Administrative/working segments include a hold area for reports, an audit trail, and a computerized records sent file.</p> <p><u>DISPOSITION:</u> Destroy administrative segments when no longer needed for current use.</p>	<p>GRS 23, Item 3</p>	