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
   FEDERAL BUREAU OF INVESTIGATION
   RECORDS MANAGEMENT DIVISION

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   William Shackelford

5. TELEPHONE EXT.
   324-6903

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 [2] 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
   3/9/90

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   Acting Section Chief
   Records Section
   Records Management Division

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

FBI AUTOMATED HEADQUARTERS GENERAL INDEX SYSTEM

This automated indices system constitutes the FBI's primary information retrieval system for its current criminal, security and applicant case files. Created between 1976 and 1982, the system contains locator information on individuals, organizations and codewords relating to all security and applicant case files generated after 1/1/58, and to all criminal case files generated after 1/1/73. Disposal of this indices system was not authorized by the National Archives and Records Administration (NARA) in 1980-81.

A. Automated Indices System

Contains index information on all active criminal, security and applicant case files.

1. Index information pertaining to permanent case files.
   PERMANENT. Transfer to NARA at such time as related case files are transferred. Records will be transferred in a format and on a medium acceptable to NARA at the time of transfer to NARA's legal custody.

2. Index information pertaining to temporary case files.
   TEMPORARY. Destroy at such time as related case files are destroyed.