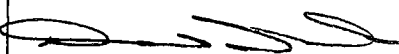



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>N1-65-90-4</i>	DATE RECEIVED <i>8-13-90</i>
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Federal Bureau of Investigation			
3. MINOR SUBDIVISION Information Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE EXT. 324-6903	DATE <i>10/15/90</i>	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 two 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 Section Chief Information Services Section Information Management Division		
7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>  <p style="text-align: center;"><u>OFFICE OF PLANNING, EVALUATIONS AND AUDITS</u> <u>WORKPAPERS/FINAL REPORTS</u></p> <p>The Program Evaluation Unit (PEU) of the Office of Planning, Evaluations and Audits (OPEA) is charged with assisting FBI management in identifying, analyzing and resolving program and organizational performance/policy issues. This is accomplished by means of recurring program evaluations, study of areas of specific concern to FBI management and through internally generated study initiatives designed to achieve organizational improvement. The evaluations/studies/initiatives are managed by the staff of the OPEA and are conducted throughout all components of the FBI. During the course of the evaluations, workpapers, which consist of survey questionnaires/results, rough draft proposals and a variety of correspondence are used in the creation of the final recommendations and report. The volume of workpapers vary with each evaluations. Upon completion of the evaluation/study/initiative, the OPEA staff prepares a concise final report which is forwarded, along with the workpapers, to the case file within the 62 classification.</p> <p style="margin-left: 40px;">A. <u>PEU/OPEA Workpapers</u></p> <p style="margin-left: 80px;"><u>DESTROY</u> after 5 years, or when agency use has been exhausted, whichever is later.</p>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)	

*agency copy delivered by post, 11-16-90*

*copy sent to NARS 10/15/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>B. <u>PEU/OPEA Final Reports and Annotated Draft Copies of Final Reports</u></p> <p><u>PERMANENT.</u> Offer to NARA in 10 year blocks, when 50 years old.</p> <p>NOTE: Above items will be incorporated into FBI Records Retention Plan and Disposition Schedules as an amendment to NARA Job Number NC 1-65-87-11; Part B, Item 62.</p>		