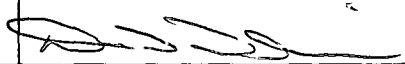


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>N1-65-91-3</i>	DATE RECEIVED <i>11-21-90</i>
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
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>3/11/91</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 one 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 <i>11/20/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Randolph A. Trillman</i>	D TITLE Section Chief Information Services Section Information Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p style="text-align: center;"><u>Field Office Special Surveillance Group (SSG)</u> <u>Daily Worksheets Files</u></p> <p>Daily worksheets of Field Office SSG teams, which maintain a continuing surveillance primarily for foreign counter-intelligence purposes. Files are arranged in monthly volumes by date and workshift. The purpose of the worksheets is to assist in the maintenance of statistics for administrative purposes. The volumes are non-investigative files. Any pertinent investigative information recorded on the worksheets is entered in the appropriate investigative case file(s) in the form of a report or letterhead memorandum. As field offices no longer need this type of internal reporting system, the daily worksheets have become obsolete.</p> <p style="text-align: center;"><u>DESTROY</u> when no longer needed for administrative purposes.</p>		

Copies sent to NNT 3/14/91
agency copy handwritten
2 FBI 6 Jot, 3-13-91