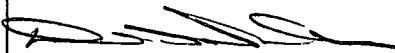


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-65-91-07	DATE RECEIVED 02-14-1991
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Bureau of Investigation		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Information Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. William Shackelford	5. TELEPHONE EXT. 202/324-6903	DATE 5/6/91	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 4 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 2/14/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p><u>Still Pictures</u></p> <p>a. Subjects which document the Federal Bureau of Investigation's mission and/or programs, such as photography pertaining to law enforcement, recruitment, high-level FBI officials, and media coverage.</p> <p>(1) Black and white photographs: Original negative and a captioned print.</p> <p>(2) Color photographs: Original color transparency (slide) with caption list or color negative, a captioned print, and an internegative, if one exists.</p> <p>(3) Slide sets: The original and a reference set, and the related audio recording and script if one exists.</p> <p style="text-align: right;"><i>Copies sent to agency, NNS, NNT 5/19/91</i></p>		

- (4) Other pictorial records, such as filmstrips and original artwork:

The original and a reference print.

- (5) Finding aids and production documentation:

Existing finding aids such as data sheets, shot lists, continuities, review sheets, catalogues, indices, lists of captions, and other textual documentation that are necessary or helpful for the proper identification, retrieval, and use of the records described above, and production case files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.

Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest material is 10 years old. (E.g., photographs taken in 1981 - 1985 would be transferred to the National Archives in 1991, photographs taken in 1986 - 1990 would be transferred in 1996, etc.) Transfer finding aids and production documentation with the records to which they relate.

b. Non-program/mission material.

- ~~1. Photographs of routine award ceremonies, social events, and activities not related to the mission of the Federal Bureau of Investigation.~~

~~Disposition: TEMPORARY. Destroy when one year old or when no longer needed. (GRS 21/1)~~

- ~~2. Personnel identification or passport photographs.~~

~~Disposition: TEMPORARY. Destroy when five years old or when no longer needed. (GRS 21/2)~~

- ~~3. Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.~~

~~Disposition: TEMPORARY. Destroy when no longer needed. (GRS 21/4)~~

2. Graphic Arts.

- a. Routine artwork for handbills, fliers, posters, letterhead, and other graphics.

Disposition: TEMPORARY. Destroy one year after final publication or when no longer needed.
(GRS 21/6)

- b. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

Disposition: TEMPORARY. Destroy when no longer needed for publication or reprinting. (GRS 21/7)

- c. Line copies of graphs and charts.

Disposition: TEMPORARY. Destroy one year after final production or when no longer needed.
(GRS 21/8)

3. Posters

Wanted posters, anniversary and recruitment posters, and other posters documenting the mission and programs of the Federal Bureau of Investigation.

- a. Ten Most Wanted posters.

Disposition: PERMANENT. Transfer 2 copies of each poster when produced by adding the National Archives to the distribution list and shipping the posters flat or in tubes to the Still Pictures Branch. (Presently, the address is National Archives - NNSP, Room 18E, Washington, D.C. 20408.)

- b. Other Wanted posters.

Disposition: TEMPORARY. Destroy when no longer needed.

- c. Posters documenting the major FBI programs, the Bureau's primary mission, and significant milestones within the FBI. (E.g., anniversary and recruitment posters.)

Disposition: PERMANENT. See 3a above.

- d. Posters which do not document the primary mission of the FBI and/or are acquired from sources outside the FBI. (E.g., security and safety posters.)

Disposition: TEMPORARY. Destroy when no longer
needed.