

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

8 NO

11-63-93-1

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

DATE RECEIVED

11-19-92

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

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.

(202) 324-6903

DATE

3/2/93

ARCHIVIST OF THE UNITED STATES

*Raymond A. Woodley*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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

02 18 1993

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Thomas B. Dudley*

D. TITLE

Records Officer - Information Management Division

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

OFFICE OF PUBLIC AND CONGRESSIONAL AFFAIRS  
MEDIA SERVICES UNIT  
AUDIO RECORDINGS

Cassette audio recordings generated by the Media Services Unit, Office of Public and Congressional Affairs, Federal Bureau of Investigation.

These are sound recordings of high-level FBI officials engaged in interviews with representatives of the print and broadcast media.

The Media Services Unit started the recording of these interviews, circa 1983.

The tapes accumulate at the rate of approximately 200 per year.

No access restrictions are requested by the FBI.

DISPOSITION: Permanent. Transfer original cassette recordings to the National Archives and Records Administration (NARA) when the tapes are two (2) years old.

During archival processing, NARA may segregate and destroy recordings lacking historical value, exhibiting poor quality, or containing duplicative information.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)