

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. *N1-65-93-03*

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

DATE RECEIVED  
*12-01-1993*

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION

Information Management Division [IMD]

4. NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5. TELEPHONE EXT.

(202) 324-6903

DATE

*5-24-94*

ARCHIVIST OF THE UNITED STATES

*Cindy Huskamp Petersen*

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 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

10 05 1993

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Thomas S. Dudgeon*

D. TITLE

Records Officer, IMD, FBI

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

FBI HEADQUARTERS ELECTRONIC SURVEILLANCE (ELSUR) INDICES RECORDS

I. Manual ELSUR Indices Cards

Arranged alphabetically and/or numerically by:

- 1) Subject of the ELSUR;
- 2) Location of the ELSUR; or
- 3) FBI symbol-source number assigned to the ELSUR.

All information from these cards has been or will be entered into the current Automated ELSUR Indices System, which was created on 9/18/91.

Reliability of the Automated ELSUR Indices System will be verified prior to destruction of "hard copy" index cards.

DESTROY upon verification that information has been converted to Automated ELSUR Indices System.

N1-65-87-11

*Copies sent NWT, NSO, NIA @ 5/26/94*

*Copy sent to agency 5/31/94 @*

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>II. Automated ELSUR Indices System</b></p> <p><b>A) Master File</b></p> <p>1) Information in PERMANENT Case Files</p> <p>(a) Information whose disposal is governed by a Court Order of competent jurisdiction</p> <p>DESTROY in accordance with Court Order or other Court directive</p> <p>(b) All Other Information</p> <p>(i) "Principal" Information</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.</p> <p>(ii) "Proprietary Interest" Information</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.</p> <p>(iii) "Overhear" and "Intercept" Information</p> <p>DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first</p> <p>(iv) "Consensual" Information</p> <p>DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first</p> <p>2) Information in TEMPORARY Case Files</p> <p>DESTROY when temporary Case File is destroyed</p> <p><b>B) Documentation</b></p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p>		