REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

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  10 05 1993
C. SIGNATURE OF AGENCY REPRESENTATIVE  Thomas M. DePuy
D. TITLE  Records Officer, IMD, FBI

HARD COPY PRINTOUTS OF FBI DIRECTOR WILLIAM SESSION’S E-MAIL
July, 1992 - July, 1993

Print-outs of Incoming and Outgoing E-Mail messages from the Office of the Director of the FBI. System implemented in the FBI Director's Office by former FBI Director William S. Sessions.

During the tenure of former Director Sessions, the E-Mail System was used within the FBI Director's Office as a routine administrative support tool.

Arranged chronologically. Volume is approximately 1/3 cubic foot.

PERMANENT: Transfer hard copy print-outs to NARA when newest piece of mail is 50 years old.