

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO.

NI-65-94-1

DATE RECEIVED

10-05-1993

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

DATE ACTING ARCHIVIST OF THE UNITED STATES

2/28/94

Raymond A. Marley

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 <i>Thomas B. Dickey</i>	D. TITLE Records Officer, IMD, FBI
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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>HARD COPY PRINTOUTS OF FBI DIRECTOR WILLIAM SESSION'S E-MAIL July, 1992 - July, 1993</p> <p>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.</p> <p>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.</p> <p>Arranged chronologically. Volume is approximately 1/3 cubic foot.</p> <p>PERMANENT: Transfer hard copy print-outs to NARA when newest piece of mail is 50 years old.</p> <p><i>Copies sent to NW-W, NNT, NIA 3/7/94</i></p>		