

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

LEAVE BLANK (NARA use only)

JOB NUMBER NI-65-94-2

DATE RECEIVED 12-13-1995

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Justice

2. MAJOR SUBDIVISION  
Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION  
Information Resources Division [IRD]

4. NAME OF PERSON WITH WHOM TO CONFER  
William Shackelford

5. TELEPHONE  
202-324-6903

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 4-17-95 ARCHIVIST OF THE UNITED STATES Arudy Hankamp Petersen

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <u>11/1/94</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>William Shackelford</u>	TITLE Archival Specialist, IRD, FBI
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>VIOLENT CRIME APPREHENSION PROGRAM [VICAP] NATIONAL CENTER FOR THE ANALYSIS OF VIOLENT CRIME [NCAVC] FBI TRAINING ACADEMY - QUANTICO, VIRGINIA</p> <p>Files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape. These records are maintained in the NCAVC and consist of initial requests for NCAVC assistance from local law enforcement officials, local police department reports, FBI investigative reports, research projects, profiling / consultation results, evidence submitted, photographs, autopsy reports, case records, news clippings, liaison between the FBI and law enforcement officials, and any other correspondence related to the case.</p> <p>In accordance with agreements negotiated between the NCAVC and the local law enforcement officials, no information will be given to any other government agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative / administrative use has been exhausted.</p> <p>Requested dispositions for VICAP records [Classification 252] maintained at the NCAVC are as follows:</p> <p><u>Copies sent to agency, NAT/NIA 4/24/95</u></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>1] CONTROL FILES</b></p> <p>Administrative files consisting of requests for assistance from the NCAVC and the acknowledgements by the NCAVC. The requests are arranged by State and thereunder sequentially.</p> <p style="padding-left: 40px;">DESTROY when 50 years old</p> <p><b>2] CASE FILES</b></p> <p>Case files document the assistance provided by the NCAVC and the FBI on individual requests assistance from other law enforcement offices. Case files are arranged by Universal Case File Number [UCFN].</p> <p><b>A] Case files corresponding to FBIHQ case files with 7 or more serials</b></p> <p style="padding-left: 40px;">PERMANENT: Transfer to NARA when 50 years old</p> <p><b>NOTE:</b> Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities</p> <p><b>B] Case files corresponding to Office of Origin case files with 10 or more serials</b></p> <p style="padding-left: 40px;">PERMANENT: Transfer to NARA when 50 years old</p> <p style="padding-left: 40px;">NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities</p> <p><b>C] All other case files</b></p> <p style="padding-left: 40px;">DESTROY when 50 years old</p> <p><b>3] ENCLOSURES BEHIND FILES [EBFs] / BULKY EXHIBITS</b></p> <p>Textual and Non-Textual materials that are too voluminous to be incorporated as part of the case file and consequently are maintained separately. These materials are assigned UCFNs corresponding to the case file UCFN.</p> <p style="padding-left: 40px;">DISPOSE of in accordance with the related case file EXCEPT for materials submitted by local law enforcement authorities, which will either be returned to the contributors or destroyed</p> <p><b>NOTE:</b> All EBFs / Bulkies which relate to permanent case files but which NARA determines do not have sufficient value to warrant archival retention will be destroyed at the time of transfer</p>		