

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-65-95-1

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

DATE RECEIVED
2-8-95

1. FROM (Agency or establishment)
DEPARTMENT OF JUSTICE [DOJ]

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
FEDERAL BUREAU OF INVESTIGATION [FBI]

3. MINOR SUBDIVISION
INFORMATION RESOURCES DIVISION [IRD]

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
WILLIAM SHACKELFORD

5. TELEPHONE
202-324-4844

DATE
6-21-96

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 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, 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 01 31 1995	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE ACTING RECORDS OFFICER, 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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center">APPLICANT MATTERS</p> <p>Applications For Employment - Field Office Files</p> <p>FBI employment application case files pertaining to unsuccessful applicants, declined offers [by applicants] for employment and related correspondence which are maintained within Classification 67 in the various FBI Field Offices. Material maintained by the Field Offices is duplicate of material maintained at FBIHQ inasmuch as FBIHQ is the Office of Origin and the Field Office is an Auxiliary Office in Classification 67 matters.</p> <p>A. Case Files wherein no appeal and/or litigation has been filed</p> <p>DESTROY when 2 years old or when all administrative needs have been met, whichever is later.</p> <p>B. Case Files wherein an appeal and/or litigation has been filed and which contain complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in Title 29, Code of Federal Regulations, Part 1613 Section 222 and resolved within the FBI, by Equal Employment Opportunity Commission or by United States Court[s].</p> <p>DESTROY 4 years after final resolution of the case in accordance with applicable provisions of General Records Schedule [GRS]</p>	<p>GRS Part 1 Item 25 (A)</p>	

115-109
JUL - 2 1996 *MW*

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PREVIOUS EDITION NOT USABLE

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