

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

LEAVE BLANK (NARA use only)

JOB NUMBER  
*NY-65-95-2*

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

DATE RECEIVED  
*2-8-95*

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

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  
 202-324-4844

DATE  
*6-21-96*

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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 GRS OR SUPERSEDED JOB CITATION	10.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"><b>TRAINING MATTERS</b></p> <p>General Training / Police Training / Firearms Training - Field Office Files</p> <p>Administrative case files containing inquiries, requests, schedules, authorizations, and approvals for short-term training session[s] at the FBI Academy located at Quantico, Virginia as well as training sessions offered in the immediate territory of a specific FBI Field Office. Material within the case files is utilized for individual registration applicant scheduling and attendance purposes only and serve no useful purpose to the Field Office after completion of the training session[s].</p> <p>Full administrative case files which serve as course-specific files by containing specific data related to the training session[s] such as synopsis/description or course syllabus and are also utilized for budgetary, annual scheduling, procedural operation and policy are maintained within the FBIHQ Central Records System.</p> <p>DESTROY when 5 years old or when all administrative needs have been met, whichever is later. Prior to destruction all volumes will be screened by the FBI in order that any personnel related material may be filed within the Official Personnel File [OPF] of FBI personnel or within the individual file of a FBI National Academy graduate.</p>		