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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br>N1-65-96-02  |   |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |  | DATE RECEIVED<br>9-30-96   |   |
| 1. FROM (Agency or establishment)<br><br>Federal Bureau of Investigation   |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 2. MAJOR SUBDIVISION<br><br>Information Resources Division   |  |  |   |
| 3. MINOR SUBDIVISION   |  |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>William Shackelford   | 5. TELEPHONE<br><br>202/324-6903   | DATE<br>12-16-96   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i> |
| 6. AGENCY CERTIFICATION<br>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 <u>three</u> 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,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |   |
| DATE<br>12/26/96   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>William Shackelford</i>   | TITLE<br>Archives Specialist   |   |
| 7. Item No.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                      |
| 1.   | <p>GENERAL DISPOSITION AUTHORITIES FOR HEADQUARTERS CASE FILES</p> <p>EXCEPTIONAL CASE FILES</p> <p>These case files document the FBI's investigation of a significant individual, event or organization; or evidence a precedent-setting program; or in some other way constitute a landmark case. A large number of Exceptional Case Files were identified by representatives of the Archivist of the United States during their review of FBI Case Files and of the Interesting Case File Summaries [See Part E, Item 4]. In addition, a number of potential Exceptional Case Files have been recommended by historians, social scientists and other experts outside the Federal government. This list of specific Exceptional Cases will be supplemented by any Case File that meets one (1) or more of the following five criteria, EXCLUDING Informant and Informant-Related Case Files. It is emphasized that imposition of any of the five General</p> | Supersedes<br>N1-65-93-6,<br>Part A, Item 3  |   |

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MTRcopy to: Agency  
NW DDB

Criteria should not require page-by-page review but should be imposed relatively easily and without a great amount of research. Moreover, the General Criteria should not be applied in Classifications where all Case Files are already scheduled for PERMANENT retention.

- (A) All Control Files other than "O" Policy Files
- (B) Ten Most Wanted Criminals
- (C) All Case Files, at Headquarters, that have one (1) or more separate Sections of newspaper clippings [Sub A]
- (D) Code Name or Code-captioned Case Files

All Case Files with either a Code-Name [CN] or Code-Word [CW] in the caption in which the intent is to conceal the type of operation or investigation. This does NOT include Bureau abbreviations for Violations or Case File Classifications [e.g., ITSP, SSA]

- (E) Multi-section Case Files with 20 Sections at Headquarters; 35 Sections in Offices of Origin; or 50 Sections in Auxiliary Offices

PERMANENT: With the Exception of Informant Case Files, transfer to NARA in 10 year blocks commensurate with the NARA-approved disposition of the specific Case File Classification [See Part B]

#### GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES

#### 2. EXCEPTIONAL CASE FILES

- ~~(a) Field office case files, wherever located, corresponding to the Case Files designated for permanent retention in Item 1 above [which corresponds to Part A, Item 3 of the FBI Retention Plan] classified as "Named Exceptional Cases" on individuals, organizations and/or activities. These cases were identified by NARA archivists or recommended by historians, social scientists and other experts outside the Federal government.~~

~~PERMANENT: Excluding Informant and Informant-related Case~~

~~Files, transfer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case File.~~

(b) Office of Origin Case Files and extant Auxiliary Office Case Files to be identified by employing the five Exceptional Case criteria cited in Item 1 above [which corresponds to Part A, Item 3(a)(1) of the FBI Retention Plan], to supplement the above "Named Exceptional Cases."

Supersedes  
N1-65-93-6,  
Part C,  
Item 3(b)

PERMANENT: Excluding Informant and Informant-related Case Files, transfer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case File.