

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-65-97-1
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED	3-24-97
2. MAJOR SUBDIVISION Federal Bureau of Investigation		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Resources Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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) 324-6903	DATE 6-26-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 03 20 1997	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE FBI Archives Specialist
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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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Work orders (FD-790) maintained by the Special Projects Section [SPS] of the FBI Laboratory Division. Work orders are prepared by the FBI employee requesting the services of the SPS. Services of the SPS include preparation of the following items:</p> <ol style="list-style-type: none"> <li>1) Artist's Conceptions</li> <li>2) Audiovisual Presentations</li> <li>3) Credentials and Certificates</li> <li>4) Exhibits and Displays</li> <li>5) Facial Reconstruction / Aging</li> <li>6) Illustrations and Diagrams</li> <li>7) Maps and Charts</li> <li>8) Special Equipment and Devices</li> <li>9) Trial Charts and Models</li> <li>10) Video Classifications</li> </ol> <p>Work orders, as maintained by the SPS, serve as a tracking and control records used solely to track the progress of the preparation of the requested items from receipt of request through delivery to the requester. Completed work orders are maintained in the SPS chronologically by date of receipt.</p> <p>DESTROY when 90 days old or when all administrative needs have expired, whichever is later.</p>		