

REQUEST FOR RECORDS DISPOSAL AUTHORITY

LEAVE BLANK

NI-65-97-3

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

6-20-97

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Information Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5. TELEPHONE EXT.

(202) 324-6903

DATE

8/11/98

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
06 13 1997		FBI Archives Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>NUMERICAL / ALPHABETICAL CASE FILE ABSTRACTS</p> <p>Brief summaries abstracted from "recorded" documents which have been placed on record within FBI criminal, security, applicant, personnel and administrative case files. Abstracts do not contain any information that is not detailed in full in the "recorded" document. Information captured includes: (1) Type of document; (2) Date; (3) Source and/or Destination; (4) Preparer [in case of outgoing items and incoming reports]; (5) Subject; (6) Case File Number.</p> <p>The FBI began preparing abstracts or summaries of individual documents in 1921. Each abstract was prepared in duplicate on 3x5 slips. Only 40% of documents in case files were recorded. In 1979, the abstract system was replaced by the Automation Incoming Mail Serialization [AIMS] computerized system.</p> <p>Abstracts can not be used for historical or research purposes without the corresponding complete document inasmuch as the information contained within the abstracts is in extremely abbreviated form.</p>		

SEP 21 1998 *MMW Withdrawn*

7 ITEM NO.	8 DESCRIPTION OF ITEM <small>(WITH INCLUSIVE DATES OR RETENTION PERIODS)</small>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <small>(NARS USE ONLY)</small>
	<p>Numerical / Alphabetical Case File Abstract System - continued</p> <p>1) Source/Chronological Set</p> <p style="padding-left: 40px;">DESTROY immediately.</p> <p>2) Case/Serial Set</p> <p style="padding-left: 40px;">(a) Abstracts corresponding to Permanent Multi-Section Case Files</p> <p style="padding-left: 80px;">DESTROY immediately.</p> <p style="padding-left: 40px;">(b) Abstracts corresponding to all other Case Files</p> <p style="padding-left: 80px;">DESTROY immediately.</p> <p>3) Special Intelligence Service [SIS] Program Set - circa 1940-1948</p> <p style="padding-left: 40px;">DESTROY immediately.</p> <p>4) Personnel/Applicant Case File Abstracts</p> <p style="padding-left: 40px;">DESTROY immediately.</p>		