

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-65-99-1	DATE RECEIVED 10-21-98
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Bureau of Investigation		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Information Resources Division			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE EXT. 202-324-6903	DATE 11/13/98	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, 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 <i>William Shackelford</i>	D. TITLE Archives Specialist
---------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	NORTH ATLANTIC TREATY ORGANIZATION DOCUMENTS / FILES Documents/files which originated with the member organizations and/or organizational management structure of the North Atlantic Treaty Organization (NATO) resident within an administrative file of the Federal Bureau of Investigation (FBI) -- [FBI file 62-98719]. Documents/files are furnished to the FBI routinely as part of a cooperative liaison agreement between NATO and the FBI. Ownership and full control of the material continues with NATO as originator of the documents/files. The security classification level of the documents/files is maintained at various levels. In accordance with NATO regulations non-NATO holders of the material are obligated to reduce their holdings on an annual basis. NATO regulation 112.a states as follows: "All holders of NATO classified material shall review their holdings at least annually to ensure NATO classified material is reduced to the maximum extent possible. Holders shall not permanently retire NATO classified documents." DISPOSITION: Review FBI file 62-98719 on an annual basis. Remove and destroy all NATO classified material when one year old or when all needs have expired whichever is later.		

National Archives at College Park



8601 Adelphi Road College Park MD 20740-6001

November 13, 1998

William Shackelford
Federal Bureau of Investigation
Room 4933
935 Pennsylvania Ave., NW
Washington, DC 20535

Dear Mr. Shackelford:

We are withdrawing and returning without action Job No. N1-65-99-1, covering North Atlantic Treaty Organization (NATO) documents. After reviewing these documents, appraisal archivist Mary Donovan concluded that the records are covered under Classification 62 (item 20, Liaison With Foreign Governments and International Bodies) and are correctly scheduled as permanent. If you have any questions she may be reached at (301)713-7110, ext. 257.

Sincerely,

WILLIAM LEFURGY
Supervisory Archivist
Life Cycle Management Division

Enclosure

Official File - NWML 1301-1a
Reading File - NWML

cc: Job No N1-65-99-1

File: FBI

Drafted by Donovan

Saved as: S:\wpfiles\65-99-1.mtd

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-65-99-1

Date sent: 10/26/98

Date Received: _____

Date due to sender: 11/6/98

Route To:
1. <u>NWCT</u>
2.
Return to: <u>Mary Donovan, NWML, Rm 2100, AII</u>

- A. This job has also been sent to: NWMD, NR, NWMWA
- B. NWML general comments on this job:
- C. NWML wishes assistance in appraising these records:

For stakeholder unit use. Check **all** boxes that apply.

- 1. NWCTC waives informal review for these records.
- 2. _____ wishes to participate directly in the appraisal of these items: _____
Please contact _____ Phone No. _____
- 3. _____ wishes to comment on SF 115 immediately. Comments are attached.
 Please contact _____ Phone No. _____
- 4. _____ wishes to review the appraisal report.
- 5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: _____

Date Sent: 11/2/98 SHU Signature: [Signature]

NWML Contact: (NWML Appraiser) Mary T. Donovan	Room number: 2100
	Phone No. (301) 713-7110 ext 257

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-65-99-1

Date sent: 10/26/98

Date Received: _____

Date due to sender: 11/6/98

Route To: <u>NWMLWA</u>
1.
2.
Return to: <u>Mary Donovan, NWML, Rm 2100, AII</u>

- A. This job has also been sent to: NR, NWMD, NWCT
- B. NWML general comments on this job:
- C. NWML wishes assistance in appraising these records:

For stakeholder unit use. Check **all** boxes that apply.

1. _____ waives informal review for these records.
2. _____ wishes to participate directly in the appraisal of these items: _____
Please contact _____ Phone No. _____
3. _____ wishes to comment on SF 115 immediately. Comments are attached.
 Please contact _____ Phone No. _____
4. _____ wishes to review the appraisal report.
5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: _____

Date Sent: 10/28/98 SHU Signature: J. Barnes

NWML Contact: (NWML Appraiser) Mary T. Donovan	Room number: 2100
	Phone No. (301)713-7110 ext 257

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-65-99-1

Date sent: 10/26/98

Date Received: _____

Date due to sender: 11/6/98

Route To: <u>NR</u>
1.
2.
Return to: <u>Mary Donovan, NWML, Rm 2100, AII</u>

- A. This job has also been sent to: NWMLWA, NWMD, NWCT
- B. NWML general comments on this job:
- C. NWML wishes assistance in appraising these records:

For stakeholder unit use. Check **all** boxes that apply.

- 1. _____ waives informal review for these records.
- 2. _____ wishes to participate directly in the appraisal of these items: _____
Please contact _____ Phone No. _____
- 3. _____ wishes to comment on SF 115 immediately. Comments are attached.
 Please contact _____ Phone No. _____
- 4. _____ wishes to review the appraisal report.
- 5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: _____

Date Sent: 10/28/98 SHU Signature: Scott Polyz

NWML Contact: (NWML Appraiser) Mary T. Donovan	Room number: 2100
	Phone No. (301)713-7110 ext 257

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-65-99-1

Date sent: 10/26/98

Date Received: _____

Date due to sender: 11/6/98

Route To: <u>NWMD</u>
1.
2.
Return to: <u>Mary Donovan, NWML, Rm 2100, AII</u>

- A. This job has also been sent to: NR, NWMWA, NWCT
- B. NWML general comments on this job:
- C. NWML wishes assistance in appraising these records:

For stakeholder unit use. Check **all** boxes that apply.

- 1. NWMD waives informal review for these records.
- 2. _____ wishes to participate directly in the appraisal of these items: _____
Please contact _____ Phone No. _____
- 3. _____ wishes to comment on SF 115 immediately. Comments are attached.
 Please contact _____ Phone No. _____
- 4. _____ wishes to review the appraisal report.
- 5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: _____

Date Sent: 10-27-98 SHU Signature: [Signature]

NWML Contact: (NWML Appraiser) Mary T. Donovan	Room number: 2100
	Phone No. (301)713-7110 ext 257

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.