

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED JUN 24 1975	JOB NO. NC - 65-75-8
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
7-14-75 <i>James E. O'Neill</i> (Date) <i>acting</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Federal Bureau of Investigation

3. MINOR SUBDIVISION
Files and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER
Homer R. Hauer

5. TEL. EXT.
4870

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.

6/3/75 *Homer R. Hauer* *Section Chief*
 Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Original fingerprint cards of individuals, forwarded to the Federal Bureau of Investigation by law enforcement agencies, penal institutions, military services, and government agencies with the exception that one "master" fingerprint card will be retained for verification purposes.</p> <p><u>MODIFICATION:</u> That the "Statement of Microfilm Procedures" provision, " A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping," be withdrawn. Original microfilm copy will be adequately stored for safekeeping and the "master" card will serve as the security record of the fingerprint, thereby eliminating costly processing for microfilm copy no longer required. Expenditures of \$58,000 to process the current backlog and \$16,000 annually to maintain the project would be averted.</p> <p><u>RETENTION:</u> Destroy "master" cards and film when individuals reach 80 years of age, or when administrative need for records has been met, whichever is earlier.</p>	II-NNA-2752	

*OK
Hauer
6/27/75*

Copy to Agency 7/16/75