REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

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:
   Homer R. Hauer
   Acting Chief

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

7. ITEM NO.
   1

8. DESCRIPTION OF ITEM
   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.

   MODIFICATION: 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"A security microphotographic copy will be made and housed in storage facilities adequate for its safekeeping," be withdrawn.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.

   RETENTION: Destroy "master" cards and film when individuals reach 80 years of age, or when administrative need for records has been met, whichever is earlier.

9. SAMPLE OR JOB NO.
   II-NNA-2752

10. ACTION TAKEN
    

   (Signature of Agency Representative)

   (Title)

   4/3/75

   Homer R. Hauer
   Acting Chief

   7-14-75
   Archivist of the United States

   Date

STANDARD FORM 115
Revised January 1973
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