

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-65-76-6	
DATE RECEIVED AUG 17 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-9-77</i> Date	<i>James E. O'Neil</i> Archivist of the United States

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
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
William L. Bailey

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/16/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Bailey</i>	E. TITLE Section Chief
---------------------------	---	----------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Administrative memoranda in headquarters divisional and field office inspection files maintained at Federal Bureau of Investigation Headquarters. The substance of all administrative material relating to the various aspects of the inspection is incorporated into final summary form which will be retained indefinitely. The summary is prepared to uniformly record the results of the inspection; i.e.; physical condition and maintenance, investigative operations, special divisional operations, administrative operations, and personnel matters; (To propose revision of "Part I, Retention Plan For Records Of The Federal Bureau of Investigation, Department of Justice", page 2, item 2d (preliminary draft), to delete "...with related papers..." as applied to the summary reports on inspections.)</p> <p>Related administrative memoranda: will be retained for a period of 2 years or until administrative needs have been fulfilled, whichever is less. PERMANENT. Offer for transfer to NARS with related summary reports when 75 years old.*</p> <p><i>Sent to agency, NNF-MNB-5/10/77 TO</i></p>		<i>1 item</i>

115-107 * Change in disposition standards authorized by James W. Awe per meeting of Apr. 25/77.* *AW*

Permanent item: additional descr. of items + info on volume + arrangement of records in NCD memo, 22 Sep. '76.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4