

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James W. Awe

5. TEL EXT

4185

LEAVE BLANK	
JOB NO	NC 1 65 77 2
DATE RECEIVED	10 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>6-22-77</u> Date	WITHDRAWN Archivist of the United States

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 7 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>5/4/77</u>	<u>James W. Awe</u>	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 align="center">"Central Records System"</p> <p><u>Description of content & arrangement of records</u> The FBI utilizes a "Central Records System" of maintaining its investigative, personnel, applicant, administrative, and general files. This System consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file.</p> <p>For example, all information on a given subject matter or case is channeled into one file. In order to facilitate control for the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (a) general classification and nature of violation, (b) the individual case file in this category, and (c) serialization of individual pieces of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification. The FBI has 191 classifications in its basic filing system.</p>		WITHDRAWN <i>7 items</i>

Withdrawn: 3-24-81: K.T.D.

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	<p>They pertain primarily to the Federal violations over which the FBI has investigative jurisdiction. However, included in the 191 classifications are personnel, applicant and administrative matters to facilitate the overall filing scheme. Attached as an enclosure is the classification list identifying the 191 classifications.</p> <p>The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, State, local, and foreign agencies and to private citizens and Congressional offices where the right and need to have access to this information exists.</p> <p>The "Central Records System" is explained in further detail as a system of records (System 002) in the Federal Register, Volume 41, Number 181, dated 9/16/76 (Page 39997) which was published in accordance with the Privacy Act and amended in Volume 42, Number 4, dated 1/6/77 (Page 1313).</p> <p>A. <u>Administrative files for permanent retention</u></p> <p>In the beginning of each classification there is a double zero (00) file for the purpose of collecting in one place all policies and procedures that refer to that particular classification or violation category. For example, in the Kidnaping (7) classification there will be a 7-00 file that will be filed prior to any case numbers within that classification. Each time there is a basic change in policy or procedure regarding this category the document indicating the change will be placed in this file.</p> <p><u>DISPOSITION:</u> PERMANENT. Offer for transfer to National Archives and Records Service after files are 15³⁰ years old.*</p>		<p>WITHDRAWN</p>

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B	<p><u>Investigative files for permanent retention</u></p> <p>Files for significant investigations or cases, selected by the Records Management Division in conjunction with those having direct supervisory responsibility for the category involved, according to the criteria listed below. It is noted the criteria is general in nature and selection is basically a matter of informed judgement.</p> <p><u>Selection Procedures:</u></p> <p><u>(For existing closed files that meet age criteria)</u> Files with 5 or less volumes would generally not meet the criteria for a significant investigation or case and will be destroyed after a review, to insure compliance with criteria, by an experienced employee. Files more than 5 volumes will be reviewed by seasoned employees using their best judgement in applying the criteria for destruction or retention. A quality control spot check will insure a high degree of reliability in judgement. The disposition of the file governs disposition of index cards.</p> <p><u>(For future closed files)</u> At the time a file is closed, the case agent will provide a recommendation regarding retention in accordance with this criteria. This recommendation will be subject to reevaluation prior to disposition to insure initial appraisal has remained accurate.</p> <p>Files will be selected and designated for permanent retention if they meet one or more of the following criteria for significance:</p> <ol style="list-style-type: none"> 1. The investigation or case has significant impact on law enforcement policies or procedures, agency rules or regulations, or investigative and intelligence techniques; 		WITHDRAWN

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	<p>2. The investigation or case involves an actual or potential breakdown of public order (civil disturbance) of major proportions;</p> <p>3. The investigation or case directly involves a full-field investigation for: (a) a subversive or extremist organization, with or without foreign connections; or (b) a person or persons holding a major leadership position within such an organization;</p> <p>4. The investigation or case directly involves a person, element, or organization whose activities are deemed to pose a substantial and compelling threat to the conduct of national defense or foreign policy.</p> <p>5. The investigation or case is significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional committee or the Executive Office of the President, or (b) a high degree of national media attention.</p> <p><u>Disposition:</u> PERMANENT. Offer for transfer to National Archives and Records Service 75⁵⁰ years after closing.</p> <p>C. Investigative files other than those described above under Items 1a and 1b.</p> <p>1. Criminal investigative cases and supporting retrieval devices after 10 years of no relevant activity, including microfilmed cases.</p> <p><u>Disposition:</u> DESTROY 10 years after no relevant activity or after administrative needs have been served, whichever is later.</p>		<p>WITHDRAWN</p>

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	<p>2. Security investigative files with supporting retrieval devices after 30 years of no relevant activity. (See attached classification list).</p> <p><u>Disposition:</u> DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.</p> <p>3. Applicant investigations and supporting retrieval devices after 30 years of no relevant activity. (See attached classification list.)</p> <p><u>Disposition:</u> DESTROY 30 years after no relevant activity or after administrative needs have been served, whichever is later.</p> <p>4. Investigative files, in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974, 5 USC 552a (e) (1), (5), and (7).</p> <p><u>Disposition:</u> DESTROY regardless of age if found to be irrelevant to FBI operations, information is not timely, or retention is not justified or warranted. Files will be evaluated on an individual basis.</p> <p>D. <u>Items other than those described above under 1a, 1b and 1c.</u></p> <p>1. Transitory documents such as airtels, teletypes, memoranda, etc., the substance of which has been included in prosecutive reports or other permanent communications which provide the basis for retention according to the prescribed disposition of the respective file.</p>		

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	<p><u>Disposition:</u> DESTROY after action has been taken and transitory document no longer serves a useful purpose.</p> <p>NOTE: Separate authority has been granted for the destruction of field office records on the basis that the records are contained in Headquarters files in whole, substance, or summarization. Destruction resulting from this disposal schedule will not compromise current authority granted for the destruction of field records.</p> <p>Time periods for retention were selected to meet current needs; however, this criteria will be reevaluated from time to time to ensure that information maintained is essential and relevant. Adjustments may be needed in the future, especially as it relates to: (1) the FBI's obligation under Executive Order 10450 for the Security of Government Employees and (2) future Department of Justice guidelines for information gathering and retention policies for investigative data.</p> <p>The following classifications are excluded from disposition standards for criminal, security and applicant investigative files. National Archives and Records Service will, upon examination, apply separate criteria for disposition in these classifications: 1, 32, 33, 34, 43, 62, 63, 64, 66, 67, 80, 91, 94, 100, 101, 122, 188 and 191 and any other classification created hereafter. A supplemental SF 115 will be submitted regarding these classifications after the National Archives and Records Service determines specific retention guidelines which will then allow for the destruction of obsolete material in these classifications.</p> <p>A copy of this request is being made available to the Department of Justice for the Attorney General's information so he will be aware of the FBI's Retention Plan. This will enable the Department to also make this data available to the Senate Select Committee on Intelligence before the plan is implemented to insure no data is destroyed for which there is a Congressional interest. Additionally, particular care will</p>		

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	<p>be taken to be sure no material is destroyed for which there is pending litigation or otherwise restricted because of a special request.</p> <p>The provisions of this schedule do not supersede the retention standards of Federal Records Schedule 14, Items 16-30, developed by Department of Justice and General Services Administration Legal Counsel, for records relating to the administration of the Freedom of Information and Privacy Acts.</p> <p>In the attached classification list the applicant-related classifications are identified by one (*) and the security-related classifications by two (**); all other classifications are criminal-related or administrative in nature.</p>		