

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|---|---|
| LEAVE BLANK | |
| JOB NO NC 1 65 78 35 | |
| DATE RECEIVED 31 MAY 1978 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |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>6-9-78</i> Date | <i>James E. O'Neill</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
James W. Awe

5. TEL EXT
4185

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 4/26/78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James W. Awe</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. | Computer transaction log tapes which contain records of every National Crime Information Center (NCIC) and NCIC Computerized Criminal History (CCH) transaction. Approximately 2,800 of the former and 500 of the latter have accumulated since their respective inceptions in January, 1967, and November, 1971. In addition to the storage problems and the cost involved in purchasing replacement tapes, it has been determined that the proposed retention period is adequate for current and future Bureau needs. (General Records Schedule #20, Part III, Master Files, Item 1, "Housekeeping System Master Files," permits disposal in accordance with instructions applicable to other files documenting the same process, transaction, or case. Retention of NCIC records varies from 90 days to indefinite period, therefore, GRS #20 cannot be applied to disposal of transaction tapes.) NCIC Record System, Justice/FBI-001 (attached), contains further clarification under "Safeguards"; Item 1e, page 53378. Dispose after 6 years or when administrative needs have been met, whichever is later. | | <i>1 item</i> |

sent to agency, and NNA - 6/12/78