

Ret No 15720784

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 65 79 10
DATE RECEIVED	18 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-27-79 Date	<i>[Signature]</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 3 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		
12/15/78	<i>[Signature: James W. Awe]</i>	Section Chief		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This is an amendment to previous Jobs approved for Federal Bureau of Investigation (FBI) Field Office files to insure that Field Office destruction authority is commensurate with current Field Office procedures and to permit the retention of record material beyond a designated time period if needed for investigative reference. Under the authority granted for Field Office file destruction, it is presumed that all significant aspects of an investigation have been forwarded to FBI Headquarters.</p> <p>Listed hereafter are the previous items approved for Field Office file destruction and the revised retention periods:</p>			5 items

Copy sent to Agency : 3-19 : *[Signature]*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 OF 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>CLOSED FILES OF FBI FIELD OFFICES</u></p> <p>A. FILES OF OFFICE OF ORIGIN (CONTROLLING OFFICE)</p> <p>Closed files maintained in FBI Field Offices which contain investigative reports, inter- and intra-office communications, related evidence, notes, photographs, documents and correspondence prepared, collected or received during the course of public business in accordance with the FBI investigative mandate. The originals, duplicates, or summarizations of substance from closed files are contained in the Central Records System at FBI Headquarters until further disposition is made in accordance with authority contained in the Records Control Schedule.</p> <p><u>DISPOSITION OF SECURITY AND APPLICANT FILES</u></p> <p>DESTROY 10 years after date of case closing or when administrative needs have been met, whichever is later.</p> <p><u>DISPOSITION OF CRIMINAL FILES</u></p> <p>DESTROY 5 years after date of case closing or when administrative needs have been met, whichever is later.</p> <p>B. FILES OF AUXILIARY OFFICE (SUPPORTING OR LEAD OFFICE)</p> <p>Closed files maintained in FBI Field Offices containing results of leads covered which are referred to Office of Origin.</p> <p><u>DISPOSITION</u></p> <p>DESTROY 6 months after date of case closing or when administrative needs have been met, whichever is later.</p>	<p>NCl-65-76-3 NCl-65-77-11</p> <p>NCl-65-76-3 NCl-65-77-11</p>	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 of 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1. (Con't.)	<p>C. CASES NOT REPORTED TO HEADQUARTERS</p> <p>Files, index cards, and related material which are maintained in FBI Field Offices pertaining to cases in which there was no prosecutive action undertaken; perpetrators of violations not developed during investigation; or investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the Bureau. These investigations closed in Field Offices and correspondence not forwarded to FBI Headquarters. Files no longer possess sufficient reference or evidentiary value to merit retention.</p> <p><u>DISPOSITION OF SECURITY AND APPLICANT FILES</u></p> <p>DESTROY 10 years after date of case closing or when administrative needs have been met, whichever is later.</p> <p><u>DISPOSITION OF CRIMINAL FILES</u></p> <p>DESTROY 5 years after date of case closing or when administrative needs have been met, whichever is later.</p>	<p>NC-65-75-2</p> <p>NC1-65-77-11</p>	