

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd NCD, 30 Aug 80 HJ

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
Robert W. Scherrer

5. TEL EXT
4185

LEAVE BLANK	
JOB NO NCI-65-79-28	
DATE RECEIVED August 22, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	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 12 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
7/2/80	<i>Robert W. Scherrer</i>	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>UNIFORM CRIME REPORTING (UCR) RECORDS</p> <p>The UCR, under the leadership of the International Association of Chiefs of Police (IACP), initiated this voluntary national data collection effort in 1950, at which time the Federal Bureau of Investigation (FBI) was organized by Congress to serve as the national clearinghouse for statistical information on crime. However, to date, the FBI has ceased collecting data directly from individual law enforcement agencies. Instead, completed information from these agencies is forwarded to the national program through the state data collection agency, which is based on uniform classification and procedures of reporting. The annual publication of the FBI, "Crime in the United States," and the "Quarterly UCR Reports" (preliminary release) are compiled through the use of reports from over 15,000 operational state-level law enforcement agencies, of which statistical data is submitted by city, county, and state.</p>		WITHDRAWN

32 items

Withdrawn: 3-24-81: K.E.D.

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	<p>Other annual publications containing crime statistics are compiled through the cooperation of various law enforcement and Government agencies. As part of its responsibility to agencies, the FBI provides internal procedures of editing and reviewing individual agency reports for both completeness and accuracy. Since a good records system is essential for accurate crime reporting, the FBI, upon request, conducts training programs and workshops throughout the country as well as within the state on law enforcement records crime-reporting procedures. In an effort to resolve the significant number of problems encountered, FBI Headquarters personnel visit the contributor to provide assistance.</p> <p>The microfilm process related to this program was initiated in 1959-60. The process of using magnetic tape began in 1960 and continues to the present. This schedule will broaden the disposal schedule (Job No. 351-S114), approved 12/11/50, to encompass all records created or received in conjunction with the UCR program.</p> <p>A. <u>"Crime in the United States."</u> Annual publication which incorporates all facets of crime offenses received from law enforcement agencies by narrative and charts. Crime trends and rates by locality; urban, suburban, and rural arrest trends by age, sex and race; and law enforcement employees assaulted or killed by population group. 14 cubic feet.</p> <p><u>Published:</u> MONTHLY from January, 1930 to December, 1931 QUARTERLY from 1932-1941 SEMI-ANNUALLY from 1942-1957 ANNUALLY from 1958 to present Special TEN-YEAR INDEX edition for the years 1930-1939 Special Issue in 1958</p>		<p style="text-align: right;">WITHDRAWN</p>

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	<p style="text-align: center;"><u>DISPOSITION:</u> <u>PERMANENT</u>. Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>B. <u>The Quarterly UCR reports (preliminary release).</u></p> <p>Published quarterly to provide crime trends in the U. S., regions, counties and cities and crime counts within cities with 100,000 or more inhabitants. Since the releases are followed by the annual publication, lengthy retention periods are unnecessary.</p> <p style="text-align: center;"><u>DISPOSITION:</u> Destroy with exception of current and previous year.</p> <p>C. <u>"Crime in the United States" manuscript.</u></p> <p>Prepared by UCR in handwritten copy, typed copy, and data processing printouts with proof/edit symbols. Manuscript is used by the Government Printing Office to compile the annual publication and returned. 5 cubic feet.</p> <p style="text-align: center;"><u>DISPOSITION:</u> Destroy 5 years after publication of annual.</p> <p>D. <u>UCR handbook</u></p> <p>Published to aid contributors to the UCR Program in the preparation of Uniform Crime Reports. Publication is revised and reprinted whenever significant changes in definitions become effective. Related records include the manuscript. Less than 1 cubic foot.</p> <p>1. <u>DISPOSITION of handbook: PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>2. <u>DISPOSITION of manuscript:</u> Destroy after subsequent edition is printed.</p> <p>E. <u>The Return A Reports.</u></p> <p>The Return A Report is used to coordinate efforts of state law enforcement personnel in submitting their crime data either to the FBI or through their state UCR program. This cumulative report created in 1959-60, continuing to date, contains the seven Crimes Index offenses: murder and non-negligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny-theft, and motor vehicle theft. An eighth, arson, will follow in 1980. Arranged alphabetically, elements in this report include agency, region (state, city, county), the number of actual offenses, the number of offenses cleared (solved) by arrest, the number of offenses cleared (solved) wherein persons under 18 years of age were involved, and the number of law enforcement officers killed or assaulted (felonious acts, accidental or negligent acts).</p> <p>The Return A data produces four reports: Supplementary Homicide Report, the Age, Sex, and Race Report, Return "A" Supplement Report, and Law Enforcement Employee Report. They are utilized by national, regional, state, and local law enforcement personnel for periodic reports and to service special requests for selected data additional to or in a format differing from the reports. Data are also furnished to outside parties for the purposes of obtaining historical information.</p> <p>It is the only data base that provides periodic assessments of crime in the United States. Data will be of interest to historians, scholars, and researchers in the criminal justice field. Actual offense and clearance data for each report are entered into the FBI Data Processing System (DP) and printed onto quarterly and yearly record cards. Offense data</p>		WITHDRAWN

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	<p>are printed in quarterly releases and the annual publication. The clearance data are reported in the annual publication. 56 cubic feet.</p> <ol style="list-style-type: none"> 1. <u>DISPOSITION of Return A reports:</u> Destroy after 18 months. 2. <u>DISPOSITION of record cards:</u> <ol style="list-style-type: none"> a. <u>HARD-COPY.</u> Destroy after 30 months after microfilm has been verified for completeness and accuracy. b. <u>MICROFILMED COPY.</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old. 3. <u>DISPOSITION of magnetic tape:</u> <u>PERMANENT.</u> Offer for transfer to the National Archives and Records Service when 2 years old. <p>F. <u>Supplementary Homicide Reports (SHR)</u></p> <p>This cumulative report created in 1959-60, continuing to date, refers to murder and non-negligent manslaughter, one of seven Crime Index offenses. Data are collected by law enforcement agencies, then submitted monthly, either to the FBI or through the state UCR program. Arranged alphabetically, elements in this report include agency; region (state, city, county); the description of murder victim(s)/offender(s) (age, sex, race); circumstances surrounding the offense, weapon used (handgun, rifle, shotgun, etc.); relationship of victim to offender; motives; justifiable/unfounded homicides; and manslaughters by negligence. Data regarding murders are recorded in the FBI/DP system and reported in the annual publication. 28 cubic feet.</p>		<p style="text-align: right;">WITHDRAWN</p>

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	<p>1. <u>DISPOSITION of hard-copy reports:</u> Destroy after 18 months.</p> <p>2. <u>DISPOSITION of magnetic tape:</u> <u>PERMANENT.</u> Offer for transfer to the National Archives and Records Service when 2 years old.</p> <p>G. <u>Supplement to Return A Report.</u></p> <p>This cumulative monthly report created in 1959-60, continuing to date, contains detailed information regarding the number of actual offenses reported on the Return A which include the monetary value of property stolen and recovered. Arranged alphabetically, data elements include agency, region (state, city, county); type of property (currency, notes, etc.); and the monetary value of property stolen in one's jurisdiction (stolen and recovered). The <u>Age, Sex, and Race Form (ASR)</u>, a cumulative monthly report created in 1959-60 and continuing to date, contains detailed arrest statistics concerning persons arrested by local law enforcement agencies. Arranged alphabetically, data elements include agency; region (state, city, county); number of persons arrested; offense(s) committed; age (persons arrested over/under 18 years), sex (female or male); and race (White, Black, American Indian, or Alaskan Native, Asian or Pacific Islander and Hispanic). The Law Enforcement Officers Killed or Assaulted (<u>LEOKA</u>) Reports collect the number of local police officers killed or assaulted. The data detail the type of weapon used in the assault, the type of assignment the officer was on at the time of assault, the type of activity in which the officer was engaged and whether the officer was injured. The data collected in Return A, ASR, and LEOKA are entered into the FBI/DP system and printed in the annual publication. Summary record cards are printed annually for each agency's report. 386 cubic feet.</p>		WITHDRAWN

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>1. <u>DISPOSITION of hardcopy reports:</u> Destroy after 18 months.</p> <p>2. <u>DISPOSITION of record cards.</u></p> <p>a. <u>Hardcopy.</u> Destroy after 30 months after microfilm has been verified for completeness and accuracy.</p> <p>b. <u>Microfilmed copy.</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>3. <u>DISPOSITION of magnetic tape:</u> <u>PERMANENT.</u> Offer for transfer to the National Archives and Records Service when 2 years old.</p> <p>H. <u>The Law Enforcement Employees Report.</u></p> <p>This cumulative monthly report created in 1959-60, continuing to date, contains detailed information regarding the number of law enforcement officers assaulted or killed in the line of duty. Arranged alphabetically, data elements include agency, region (state, city, county), the type of weapon(s) used, the type of assignment the officer was on at the time of assault, the type of activity in which the officer was engaged and whether the officer was injured or killed. The data are entered into the FBI/DA system and printed in the annual publication. 8 cubic feet.</p> <p>1. <u>DISPOSITION of hardcopy reports:</u> Destroy after 2 years.</p> <p>2. <u>DISPOSITION of magnetic tape:</u> <u>PERMANENT.</u> Offer for transfer to the National Archives and Records Service when 2 years old.</p>		

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	<p>I. <u>Population Source Data.</u></p> <p>Used to estimate the population of local and county agencies on an annual basis. Estimates are entered into the FBI/DP system and are included with Return A reports magnetic tape (Item 1E 2). 17.5 cubic feet.</p> <p><u>DISPOSITION of source data:</u> Destroy after 3 years.</p> <p>J. <u>Correspondence.</u></p> <p>Correspondence maintained within the operating unit or filed in the 33 (UCR) Classification. Material is dated from 1930 and subject matter relates to policy, clarification for changes in crime patterns, and miscellaneous correspondence, such as referral letters. 85 cubic feet.</p> <p>1. <u>DISPOSITION of correspondence denoting significant changes in policy, trends, statistics, etc.:</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>2. <u>DISPOSITION of remaining correspondence.</u> Destroy when no longer needed for administrative purposes.</p> <p>K. <u>"Assaults on Federal Officers" publication.</u></p> <p>Annual publication initiated in 1972 provides an analysis of the assaults on certain officers and officials of the United States Government to illustrate the hazards facing personnel involved in the enforcement of our laws, the protection of officials, and the prosecution and confinement of law violators. Through the study, agencies may adopt procedures to reduce the frequency of potentially dangerous situations</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>and become more alert to their existence. Information is obtained through reports of investigations conducted by the FBI, the Department of the Treasury, and the United States Postal Service.</p> <ol style="list-style-type: none"> 1. <u>DISPOSITION of annual publication:</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old. 2. <u>DISPOSITION of manuscript:</u> Destroy camera-ready copy after publication is printed. 3. <u>DISPOSITION of source documents:</u> Destroy upon distribution of publication. Source documents are copies of reports maintained at FBI, Treasury and Postal Service. <p>L. <u>"Bomb Summary" publication.</u></p> <p>Annual publication first published in 1972 to provide meaningful information on bombing crimes. Information is gathered from FBI field offices and, in the absence of a Federal violation, dependence is placed with public safety agencies which advise the FBI when such attacks occur. Backup data include the manuscript and Form FD-436 which is used to collect bomb data. 3 cubic feet.</p> <ol style="list-style-type: none"> 1. <u>DISPOSITION of annual publication:</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old. 2. <u>DISPOSITION of manuscript:</u> Destroy camera-ready copy after publication is printed. 		<p>WITHDRAWN</p>

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	<p>3. <u>DISPOSITION of Form FD-436</u>: Destroy when no longer needed for administrative purpose.</p> <p>M. <u>"Law Enforcement Officers Killed" publication.</u></p> <p>Published annually since 1972 to alert law enforcement personnel to types of potentially dangerous situations to aid in the prevention of further line-of-duty deaths. Nearly 15,000 law enforcement agencies contribute monthly to the UCR program and supply preliminary data concerning law enforcement officers killed. FBI field offices report incidents occurring within their jurisdictions and Legal Attache offices provide data on the death of US law enforcement officers on duty abroad. Related records include manuscript and source documents. 10 cubic feet.</p> <p>1. <u>DISPOSITION of annual publication</u>: <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>2. <u>DISPOSITION of manuscript</u>: Destroy camera-ready copy after publication is printed.</p> <p>3. <u>DISPOSITION of source documents</u>: Destroy when no longer needed for administrative purpose.</p> <p>N. <u>Manual of Police Records.</u></p> <p>A concise outline of basic record procedures to provide a guide to law enforcement administrators who are establishing a police records system for the first time or as reference to law enforcement officials seeking to improve on existing recordkeeping tasks. The Manual provides an outline on the records pertinent to complaints,</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>investigations, arrests, dispositions, and closely related matters. Revisions are made only as significant progress is made in the field of police records. Related record is the manuscript. Less than 1 cubic foot.</p> <p>1. <u>DISPOSITION of publication:</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>2. <u>DISPOSITION of manuscript:</u> Destroy after subsequent issue is printed.</p> <p>O. <u>UCR "Newsletter".</u></p> <p>Newsletter published on a periodic basis to apprise law enforcement agencies contributing to the UCR Program, to develop additional interest in the Program, to issue instructions concerning classifying and reporting difficult or questionable items, and to keep the contributors better informed on crime reporting matters. The first issue is dated October, 1963, and 26 issues have been published during the past 4½ years, an average of 6 copies annually.</p> <p><u>DISPOSITION:</u> <u>PERMANENT.</u> Offer for transfer to National Archives and Records Service when 30 years old.</p> <p>The initial accession of permanent hardcopy, microform, and machine-readable records relating to the UCR Program will be available for transfer to NARS upon approval of this schedule. The initial accession of 2 cubic feet (1.22 hardcopy; .83 microform) of records dated prior to 1950 and 28 cubic feet (200 reels) of machine-readable tapes dated to 1977 is</p>		<p>WITHDRAWN</p>

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	<p>proposed. An annual accretion of less than 2 cubic feet is anticipated. The records contain no restrictions (FBI, Privacy Act, or classified) and would be suitable for immediate public inspection. The FBI agrees to provide updated tapes to NARS in the event that the master files are changed, i.e., a revision in the NCIC agency identifier.</p> <p><u>MICROFILMING STANDARDS</u></p> <p>This certifies that the records described in Part E and G of this schedule will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 and that the silver original microfilm plus one positive copy of each microfilm which is a diazo microfilm copy shall be offered to the Office of the National Archives (NN), National Archives and Records Service, General Services Administration, Washington, D.C. 20408. Storage facilities for original microfilm and biennial inspections will be in compliance with the FPMR regulations. The first inspection will be conducted upon approval of this schedule.</p>		