

Card 18 Rev 79 H

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-65-80-2
DATE RECEIVED	12-18-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-26-79 <i>James E. O'Neil</i> Date <i>acting</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
Paul L. Andrews

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/17/79	<i>Paul L. Andrews</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.	Files, index cards, and related material maintained at Federal Bureau of Investigation Headquarters relating to Laboratory (95 classification) examinations requested by various local, state and Federal law enforcement organizations wherein positive identification was not effected. Retention needs have been reevaluated and it has been determined that a reduced retention period will not impair current operations. The proposed retention period will permit the immediate recovery of 315 cubic feet of filing space and recovery of 54 cubic feet annually thereafter. (This schedule will amend Job No. NN-173-243, approved 5/11/73, which permitted record destruction after 15 years). Destroy when 10 years old or when administrative needs have been met, whichever is later.		

Copy to agency close out 12-28-79