

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

*Read NCRD today 8/22/80*

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	
<b>NCT-65-80-10</b>	
DATE RECEIVED	
<b>August 22, 1980</b>	
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p>	
<p><i>Jan 21, 1981</i> <del>12-19-80</del></p> <p>Date</p>	<p><i>mmw</i> <i>[Signature]</i></p> <p>Archivist of the United States</p>

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
7/19/80	<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>Records maintained within the scope of General Records Schedule (GRS) #1, "Civilian Personnel Records;" GRS #11, "Space and Maintenance Records" and GRS #16, "Administrative Management Records." This schedule will establish retention periods, offer historical records to the National Archives for permanent retention and amend authorized retention periods as set forth in the GRS to better serve the administrative needs of the FBI. Certain historical records from GRS #16 are itemized and Item 3 of GRS #11 is being amended to reduce the authorized retention period.</p> <p><b>A. <u>Official Personnel Folders (OPF).</u></b></p> <p>OPF, index cards, abstracts and related material which document the Government service of all current and former support and Special Agent personnel of the FBI. The records are maintained on site at FBI Headquarters in hardcopy and microfilm form (see Item 1 A.6) and divided by an In-Service and Out-of-Service alphabetical</p>		

*Closed Out: 1-6-81: K.T.G.  
Copy sent to Agency & NNF & NNB*

*27 items*

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	<p>arrangement. The combined records of In-Service (2820 cu. ft.) and Out-of-Service (5980 cu. ft.) personnel constitute approximately 8800 cubic feet, are dated from 1917, and contain early records of the Department of Justice. The annual growth of In-Service records is approximately 128 cubic feet. The records include applicant investigations which did not result in employment but which contain the results of pertinent background investigations (Item 1A.6). In view of this Bureau's mission to act as a clearinghouse under the National Agency Check Program, the background investigations provide data which would be responsive to requests for clearance submitted by other Government agencies. (FBI is excepted from Office of Personnel Management rules and regulations governing OPFs as cited in the Federal Personnel Manual (FPM) Supplement 293-31).</p> <ol style="list-style-type: none"> <li>1. <u>DISPOSITION of OPFs covering periods of employment terminated prior to January 1, 1921.</u> <u>Offer to National Archives immediately for permanent retention.</u></li> <li>2. <u>DISPOSITION of OPFs maintained on officials holding the position of Assistant Director and above.</u> <u>Offer to the National Archives 30 years from date of last document for permanent retention.</u></li> <li>3. <u>DISPOSITION of OPFs maintained on personnel who were recipients of the Attorney General's Award, Rockefeller Public Service Award (67-729844).</u> <u>GRS #1, Item 12 e.</u> <u>Offer to the National Archives 30 years from date of last document for permanent retention.</u></li> </ol>		

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	<p>4. <u>DISPOSITION of OPFs on Special Agents who were killed in the line of duty or who received wide media attention in connection with alleged wrongdoing. (To be accompanied by substantive investigative file).</u> Offer to the National Archives 30 years from date of last document for permanent retention.</p> <p>5. <u>DISPOSITION of Remaining OPFs.</u> Destroy 75 years after birthdate of employee or 60 years after the date of the earliest document (if birthdate cannot be determined) provided the employee has been separated for at least 5 years.</p> <p>6. <u>DISPOSITION of Employment Applications which did not result in employment but which contain results of pertinent background investigations.</u> GRS #1, Item 15 <del>Destroy hard copy and microfilm</del>* 30 years after date of last investigative report.</p> <p>7. <u>Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices.</u> GRS #1, Item 18b; GRS #18, Item 23. A. Amendment will permit destruction of duplicate OPF records of personnel who transfer from field office to Headquarters or separate from service in the field office. Records are forwarded to FBIHQ and those records not contained in the OPF will be integrated into the OPF. Continued maintenance of field files for Special Agent personnel allows for a separate folder to accompany agent during transfer between Headquarters and field offices during FBI career. Maintenance procedure is commensurate with FPM Supplement 293-31.</p> <p>* Modification of description authorized by Clara M. Gluck, Records Management Division, per telegram of Dec. 8/80. [Signature]</p>		



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	<p>1. <u>DISPOSITION of cards on employees who were separated or transferred on or before 12/31/47:</u>  <u>Destroy 60 years after earliest personnel action date.</u></p> <p>2. <u>DISPOSITION of cards on employees who were separated or transferred on or after 1/1/48:</u>  <u>Destroy 3 years after separation or transfer of employee.</u></p> <p>C. <u>Personnel Correspondence and Subject Files.</u>  GRS #1, Item 3.  <del>Files, index cards, abstracts, and related records pertaining to the general administration and operations of personnel programs and functions. The retention periods of 3/5 years as authorized appear to be inadequate due to the substance of the files. Certain files either have been declared permanent (inspection files) or have been identified with the GRS (Position Classification files, general awards files) and retention periods are generally adequate. With the exception of the above enumerated records, this category constitutes approximately 400 cubic feet of storage area.</del>  <u>DISPOSITION:</u> Deferred to the NARS Study for review.</p> <p>D. <u>Notification of Personnel Action.</u>  GRS #1, Item 14b.  Standard Form 50 documenting initial employment, promotions, transfer, separation and other individual personnel actions. Copies are maintained briefly to satisfy immediate inquiries and extended retention would not be necessary.  <u>DISPOSITION of all other copies maintained in personnel offices:</u>  <u>Destroy when 1 year old or when administrative needs have been met, whichever is earlier.</u></p> <p>E. <u>Personnel Operations Statistical Reports.</u>  GRS #1, Item 16.  Statistical reports in the operating personnel office and subordinate units relating</p>		DISPOSITION NOT APPROVED

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	<p>to personnel. Retention period of 2 years was determined to be inadequate for administrative and reference purposes and extended retention would not create storage problems. Statistical reports have been required for FBI Directors' testimony before Congressional committees and reports to other Government agencies concerning personnel hiring practices as well as the FBI's Equal Employment Opportunity (EEO) program. Retention period of 2 years will not allow proper formulation of statistical data to show that the FBI's employment practices are, in all respects, within governmental guidelines.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> when 10 years old.</p> <p><b>F. <u>Correspondence and Form Files.</u></b> GRS #1, Item 17a, b(1). Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. Additional retention is required to satisfy administrative and reference needs and record volume will not create storage problems. Retention of these records is required for five years to insure that the agency maintains all material associated with the personnel action taken for any appeal which may be taken by the employee after final agency action. The employee may take court action at a later date following the final agency action and if supporting documents, not necessarily filed in the OPF, have been destroyed, the agency will be unable to defend its position. All supporting documents concerning a personnel action may not be maintained in the OPF and information contained therein is not a part of this Bureau's final action notification. The FBI's final agency action document in cases such as denial of within-grade increases or promotion, censure, probation, and suspension does contain all the supporting documents leading to the agency action taken.</p>		

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	<p>1. <u>DISPOSITION of correspondence and forms relating to pending personnel actions:</u> <u>Destroy when 5 years old.</u></p> <p>2. <u>DISPOSITION of retention registers from which reduction-in-force actions have been taken:</u> <u>Destroy when 5 years old.</u></p> <p>G. <u>Health Unit Control Files:</u> GRS #1, Item 20a. Logs and registers reflecting daily number of visits to the Health Unit. Authorized retention periods are inadequate for administrative purposes and retention will not impose storage problems. A retention period of 1 year will permit data from the records to be used to prepare the Health Service annual report covering the calendar year. This report, compiled from monthly reports, reflects the total number of services rendered by the Health Service for the calendar year.</p> <p><u>DISPOSITION if information is summarized on statistical reports:</u> <u>Destroy after 1 year or upon completion of annual report, whichever is later.</u></p> <p>H. <u>Individual Employee Health Case File.</u> GRS #1, Item 21. Forms, correspondence, and other records relating to employees' medical history, occupational injuries, diseases and/or physical examinations. Records are retained temporarily in the operating personnel unit and filed permanently in the OPF. Records pertaining to occupational and health matters which are work-related should be maintained for the duration of the OPF as a permanent record of any occupational-related diseases, accidents, or other health matters which may be a basis for an employee action against the Federal Government or agency subsequent to 6 years after the matter initiated or after retirement. An employee may</p>		

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	<p>have a recurring health problem caused by an occupation which occurs several years after the original injury, but such a recurring problem is related to the injury and must be substantiated by the original records. Years of government service do not decrease the government's liability even though an apparent recovery has occurred. Records are necessary to substantiate any claim regarding the health and welfare of an employee throughout his career regardless of time. 15 cubic feet.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> in accordance with disposition of OPF.</p> <p>I. <u>Statistical Summaries.</u>  <u>GRS #1, Item 22.</u>  Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. Retention period of 2 years for statistical reports on health and safety matters effecting the FBI is inadequate for preparation of reports reflecting the establishment and operation of the FBI's health and safety program. In view of the necessity to monitor the proper implementation of this program, long range statistical data will be required. Required reports that must be submitted require information that may reflect statistics that exceed the 2-year period.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> 5 years after date of summary or report.</p> <p>J. <u>Personnel Counseling Records.</u>  <u>GRS #1, Item 27b.</u>  Records created in planning, coordinating, and directing an alcohol and drug abuse program. Retention period has been determined to be inadequate to satisfy administrative needs and should be retained until superseded or obsolete. A retention period until superseded or obsolete for records relating to the alcohol and drug abuse program is requested as the FBI is presently creating new policy and programs to deal with these employee assistance areas. Records regarding the development of these</p>		



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	<p>programs and data are required to insure adequate analysis and preparation of statistics which will be used to mold these programs to fit the needs of employees reflected in the data compiled. These records are currently restricted by court order and destruction will be held in abeyance until the matter is resolved.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> when superseded or obsolete.</p>		DISPOSITION NOT APPROVED
	<p><b>K. <u>Labor Management Relations Record.</u></b> GRS #1, Item 29b. Correspondence, forms, and background papers relating to labor arbitration cases. Records are filed in the investigative files, 197 (Litigation) classification.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> in accordance with disposition determined by the National Archives and Records Service in connection with their review of investigative, applicant and general files of the FBI.</p>		DISPOSITION NOT APPROVED
	<p><b>L. <u>Grievance, Disciplinary, and Adverse Action Files.</u></b> GRS #1, Item 31a. and b. Records originating in the review of grievance and appeals raised by agency employees and adverse action against an employee. Authorized retention periods are inadequate to satisfy administrative needs and records should be retained for a minimum of 5 years. This need is based on past experience relative to appeals received from employees involved in administrative actions. Although appeals are to be made on a timely basis, some instances involve criminal allegations and criminal statutes run various lengths of time, but generally 5 years. This item is currently restricted by court order and action will be held in abeyance until the matter is resolved.</p> <p><u>DISPOSITION:</u> <u>Destroy</u> 5 years after case is resolved.</p>		DISPOSITION NOT APPROVED

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	<p>M. <u>Official FBI Manuals and Directive Case Files.</u>  GRS #16, Item 1.  Copies of all official FBI manuals, revisions thereto, SAC (Special Agent in Charge) Letters and Memoranda, Bureau Bulletins, Memoranda to Bureau Officials and Supervisors, and related indices dated from 1920. Bureau files containing background data to initiate or revise policy changes contribute to approximately 200 cubic feet of storage area.</p> <p>Bureau Bulletins 66-03</p> <p>Memos to All Officials and Supervisors 66-02</p> <p>SAC Memoranda and Letters and related index 66-04</p> <p>Manual of Instructions 66-1934</p> <p>Manual of Rules and Regulations 66-1934</p> <p>Radio Operators Manual 66-16269 80-646</p> <p>FBI Handbook for Special Agents Foreign Operations Policy Manual 66-1934</p> <p>Inspectors Manual-Field 66-19079</p> <p>Inspectors Manual-Seat of Government 66-030</p> <p>Manual For Bureau Supervisors 66-3415</p> <p>Manual For Field Stenographers Stenographers Manual-Seat of Government 66-18975</p> <p>Handbook for FBI Employees 66-2256</p> <p>Identification Division Manuals 66-18923</p> <p>Laboratory Manual 66-2653</p> <p>Operations and Procedures Manual on Personnel Matters 66-5081</p> <p>Police Manual 66-18967 1-15</p> <p>Manual of Investigative Operations and Guidelines (MIOG) 66-19197</p> <p>Manual of Administrative Operations and Procedures (MAOP) 66-19198</p> <p>Foreign Counterintelligence Manual 66-19198</p> <p>Legal Attache Manual (Foreign Operations Policy Manual) 66-19203</p> <p>Legal Handbook for Special Agents 66-19079</p> <p>Correspondence Guide - FBIHQ 66-19204</p> <p>Correspondence Guide - Field 66-2256 66-18975</p>		

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	<p><del>DISPOSITION: Offer to the National Archives after 50 years.</del></p> <p>N. <u>Forms Files.</u> GRS #16, Item 4. <del>FBI formbooks (Field and Headquarters) which contain the master copy of all Bureau-approved forms used by field office and Headquarters, master copies of all Bureau-approved forms unique to operation of individual field offices and Legal Attaches, and file 66-3482 (Forms) which contains background data related to initiation of forms. 170 cubic feet.</del> <u>DISPOSITION: Offer to National Archives after 50 years.</u></p> <p>O. <u>Organizational Records.</u> GRS #16, Item 13a. <del>Official organization charts, assignment charts, field office and Legal Attache location and assignment, and related records which document the functions of the FBI. File 67-9 (Assignment Charts and Directories) which identifies officials and periods in charge. 1 cubic foot.</del> <u>DISPOSITION: Offer to the National Archives after 50 years.</u></p> <p>P. <u>Directory Service Files.</u> GRS #11, Item 3. Correspondence, forms and related records which are gathered to compile routing slips, assignment charts and directory service listings. Records are requested by and received at central offices at FBI Headquarters and field offices to routinely update current listings. The authorized retention period exceeds the need and would require maintenance after reference needs had ceased. <u>DISPOSITION: Destroy after distribution of new listing.</u></p>		DISPOSITION NOT APPROVED  DISPOSITION NOT APPROVED  DISPOSITION NOT APPROVED

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	<p>Q. <u>Selective Service and Reserve Matter Index;</u> <u>Blood Donor Index.</u> <del>Alphabetical listing for employees regarding military service and reserve status and listings of personnel who participate in the Blood Donor Program.</del></p> <p><u>DISPOSITION:</u> <del>Destroy when no longer applicable or upon separation from service, whichever is earlier.</del></p>		DISPOSITION NOT APPROVED