

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

*Rec'd NCR 13 Nov 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	
<u>NCI-65-81-1</u>	
DATE RECEIVED	
<u>November 17, 1980</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>12-11-80</u> Date	<u>[Signature]</u> 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 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
<u>11/12/80</u>	<u>Robert W. Scherrer</u>	<u>Section Chief</u>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Expungement of names of 71 individuals contained in control file for archival matters and destruction of related index cards which pertain to requests for destruction of entire files pursuant to the Privacy Act of 1974. The practice of indexing requesters' names was initiated in 1977 in response to NARS' concern for accountability for destruction of total records. The practice of preparing index cards to the control file was discontinued on NARS' authority in June 1979. Since the matter has been resolved, it appears to be appropriate to eliminate the references and index cards prepared during the interim period.</p> <p>A. Immediate expungement of 71 names described above.</p> <p>B. Immediate destruction of related index cards.</p>		<u>2 files</u>

*Closed Out: 12-18-80: K.T.1.  
 Copy sent to Agency & NNF*