

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

16 Sep 81/14

LEAVE BLANK	
JOB NO	
<i>NCI-65-82-3</i>	
DATE RECEIVED	
<i>September 17, 1981</i>	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>1/22/81</i>	<i>Edward Weldon</i>
<small>Date</small>	<small>Archivist of the United States</small>

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

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 2 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 8/28/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	E TITLE Section Chief
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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
1.	<p>Applicant Test Records - To reduce the retention period for hard-copy records relating to employment applications - GRS #1, Item 15.</p> <p>A. Mark Sense answer sheet forms maintained at Federal Bureau of Investigation Headquarters (FBIHQ) which result from pre-employment tests administered by qualified applicants for appointment to Special Agent positions. The answer sheets are forwarded to FBIHQ from all field offices; coded with identifying data, including interview results; and entered through an Optical Mark Reader which transfers the data onto duplicate magnetic tapes. The test answers are machine graded and any previously miscoded data on the tape are corrected. The forms have been in use since August, 1977, and constitute 10.25 cubic feet of storage space.</p> <p>1. <u>Disposition of hard-copy forms:</u> Destroy after three months.</p>		

*Closed Out: 2-2-82: K.T.D.
Copy to Agency*

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

2 2

7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

2. Disposition of magnetic tape: Erase after 10 years or whenever administrative needs have been met, whichever is earlier.

(1) Above forms for which the examinations were inadvertently offered and determination was later made that applicant lacked proper qualifications. The forms are neither processed nor graded and are maintained separately.

Disposition Destroy after six months.

B. Mark Sense answer sheet forms for accounting examination in the Special Agent applicant program. The examinations have been in use since 1976, are hand graded, and are retained only in hard-copy. The test grade and ranking are recorded in the Official Personnel Folder.

Disposition: Destroy after six months.