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

**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
   324-4185

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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.
- [x] B Request for disposal after a specified period of time or request for permanent retention.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press Clippings Maintained in the Director’s Office, 1920-72, ca. 50 feet. Boxes 1-33, 55-60, 67-68. Mounted press clippings concerning the activities of the FBI and Director Hoover. PERMANENT. Offer NARS immediately.</td>
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<td>2</td>
<td>Congratulatory Letters Received by J. Edgar Hoover, 1924-72, ca. 6 feet. Boxes 34-40. Letters of congratulation received by Hoover, particularly on the annual anniversary of his appointment as FBI chief. Filed with each incoming letter is the yellow file copy of Hoover’s reply. PERMANENT. Offer NARS when most recent records are 30 years old.</td>
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<td>3</td>
<td>Photographs Accumulated by J. Edgar Hoover, 1930-72, ca. 15 feet. Boxes 41-54. Photographic prints, most of which include Hoover. Included are copies of Bureau photographs taken at official functions and ceremonies as well as photographs sent Hoover by friends and associates. PERMANENT. Offer NARS immediately.</td>
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</tbody>
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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114