REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

MAJOR SUBDIVISION
Federal Bureau of Investigation

MINOR SUBDIVISION
Records Management Division

NAME OF PERSON WITH WHOM TO CONFER
Robert W. Scherrer

TEL EXT 324-4185

REQUEST FOR RECORDS

DATE RECEIVED 4-1-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

JOB NO NC1-65-83-20

DATE 3/16/83

SIGNATURE OF AGENCY REPRESENTATIVE
Robert W. Scherrer

TITLE Section Chief, Records Systems Sec

Records Management Division

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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
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<td>1</td>
<td>Files and records maintained at Federal Bureau of Investigation Headquarters and field offices as the Central Records System. An amendment has been performed to rectify a discrepancy in a sub-item relating to the Central Records System which was included in the comprehensive disposition schedule approved by the Archivist of the United States on November 9, 1981. (This is an amendment to Job No. NC1-65-82-4, approved November 9, 1981; Job No. NC1-65-82-5, approved December 30, 1981; and Job No. NC1-65-82-24, approved July 23, 1982. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)</td>
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ACTION TAKEN

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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Copy to agency, 4-29-83.
3. Specialized Indexes and Albums: Field Offices.
   DESTROY when all administrative needs have ended.

4. Interesting Case Summaries.
   Brief summaries of investigative cases which the Bureau considered as having unusual interest. These summaries were prepared for distribution to the news media.
   PERMANENT: Offer to NARS in 10 year blocks when 10 years old.

5. Abstracts.
   Brief summaries abstracted from "recorded" documents in the Bureau's case files. Abstracts contain absolutely no information not appearing in the abstracted recorded document. Information captured includes type of document, date, source and/or destination, preparer (in case of outgoing items and incoming reports), subject, and file number. Only 40 percent of the documents in file were also recorded.
   Hence, less than half of the case file records were abstracted. In 1979, the abstract system was replaced by a computerized system except for personnel and applicant matters, which are still being manually abstracted.

   a. abstracts arranged chronologically by source.

   PERMANENT: Offer to NARS in 10 year blocks when 50 years old.
b. abstracts arranged by case file number and corresponding serial number. These abstracts, which are called "numbering abstracts" are duplicative of the chronological source abstracts and also duplicative of the information appearing in the communication abstracted.

(1) Abstracts corresponding with multi-section cases identified for permanent retention.

**PERMANENT.** Offer to NARS with corresponding case files.

(2) Remaining abstracts.

**DESTROY** when administrative needs have been met.

c. abstracts relating to the Special Intelligence Service, 1940 through 1948.

**PERMANENT.** Offer to NARS when 50 years old.

d. abstracts relating to personnel and applicant matters.

**DESTROY** when administrative needs have expired.


a. unclassified budget formulation records documenting the development of the Bureau's budget and its revision by the Department