

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

5 TEL EXT

Robert W. Scherrer

324-4507

LEAVE BLANK
JOB NO NCL-65-84-7
DATE RECEIVED 4-24-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>July 8 84</i> <i>Robert W. Scherrer</i> Date / 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 3 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. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2/14/84	<i>Robert W. Scherrer</i>	Section Chief, Records Section Records Management Division	1.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices. An amendment has been performed to establish guidelines for restricted nonpublic or "set aside" investigative cases which are proposed for transfer to the National Archives as determined through the various selective criteria. Amended pages have been completed for subpart 5.6r, Page 9, of the report to the Court and for Pages 296 and 296a of the disposition schedule. (This is an amendment to Job No. NCL-65-82-4, approved November 9, 1981; Job No. NCL-65-82-5, approved December 30, 1981; Job No. NCL-65-82-24, approved July 22, 1982; and Job No. NCL-65-83-20, approved April 18, 1983. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.) Original copy of SF 115 forwarded to Bruce Ambacher of NNSR for transmittal to Federal district court, May 10/84 <i>RS</i>		

Agency
NMF sent 5-24-84 by DMW.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;"><u>PART F</u> IMPLEMENTATION OF SYSTEMATIC SAMPLES</p> <p>A sample of cases consists of a relatively small number of records selected from a larger number in such a way that accurate generalizations about the larger collection of cases can be derived from the characteristics of the sampled cases. This records disposition schedule provides for systematic samples, based on a specified numerical ratio and involve a sample size, a sampling ratio, and a random begin point. For example, class X has 11,595 cases and the sample size is 2,500. The sample ratio is obtained by dividing the sample size (2500) into the total number of cases (11,595) and equals 4.6. The random begin point always lies between 1 and the sampling ratio. A table of random numbers will be consulted to determine this random begin point. If the begin point is 3, then the first case file to be selected is 3 and every fifth case file would be selected until a total of 2500 cases are identified. The random number start should be changed each time after 20 percent of the sample has been selected. Any random number between the begin point and the sampling ratio can be selected.</p> <p>If a case file selected in a systematic sample is missing or is a single section case file containing material sealed or "set-aside" under the Federal Youth Corrections Act, the Federal Juvenile Delinquency Act or a Federal District Court "set-aside" order, a substitute case file will be selected. When the case file number is odd, the next extant case file will be substituted; when the case file number is even, the last previous extant case file will be substituted. The FBI will consult with NARS regarding the disposition of any multisection case or exceptional case in a systematic sample which contains such "set-aside" materials.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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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

This disposition schedule provides for two types of systematic samples. Evidential samples are taken to document various policies, procedures, and investigative techniques adopted by the Bureau. Informational samples are taken to capture data on significant individuals, organizations, events or other topics which will be of interest to future researchers.

When preparing permanent records for transfer to the National Archives, the FBI will identify and segregate the sampled cases first. Any additional permanent records, such as multisection cases, will be separated only after the sample has been taken. Thus any multisection cases selected as part of the sample will remain a physical part of the sampled records.