

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-65-84-15</i>	
DATE RECEIVED <i>7-3-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/23/84	<i>Robert W. Scherrer</i>	Section Chief, Records Section Records Management Division

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Closed investigative cases of Legal Attache (Legat) Offices of the Federal Bureau of Investigation (FBI) which will be converted to microform at FBI Headquarters (FBIHQ). A microform working copy will be returned to the respective Legats and a security copy will be maintained at FBIHQ. The original records will be stored at FBIHQ along with the file components, except index cards, pending resolution of moratoriums which prohibit record destruction. Files marked for permanent retention by Legats will remain in hard copy form for eventual transfer to the National Archives.</p> <p>A. Hard copy records</p> <p><u>DESTROY</u> when determination is made that the original microforms are adequate substitutes for the original records and will serve the purpose for which they were created, contingent upon restrictions on record destruction.</p>		WITHDRAWN

Request for Records Disposition Authority – Continuation

JOB NO

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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
	<p>B. Microforms, index cards, and related file components.</p> <p><u>DESTROY</u> when one year old or whenever administrative needs have been met, whichever is later.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		