

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-65-90-4

DATE RECEIVED

8-13-90

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

Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

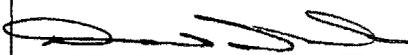
5. TELEPHONE EXT.

324-6903

DATE

11/15/96

ARCHIVIST OF THE UNITED STATES



In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 two page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|---------|---|---|
| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Randolph A. Pillerman</i> | D. TITLE Section Chief. Information Services Section Information Management Division |
|---------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p style="text-align: center;"><u>OFFICE OF PLANNING, EVALUATIONS AND AUDITS</u> <u>WORKPAPERS/FINAL REPORTS</u></p> <p>The Program Evaluation Unit (PEU) of the Office of Planning, Evaluations and Audits (OPEA) is charged with assisting FBI management in identifying, analyzing and resolving program and organizational performance/policy issues. This is accomplished by means of recurring program evaluations, study of areas of specific concern to FBI management and through internally generated study initiatives designed to achieve organizational improvement. The evaluations/studies/initiatives are managed by the staff of the OPEA and are conducted throughout all components of the FBI. During the course of the evaluations, workpapers, which consist of survey questionnaires/results, rough draft proposals and a variety of correspondence are used in the creation of the final recommendations and report. The volume of workpapers vary with each evaluations. Upon completion of the evaluation/study/initiative, the OPEA staff prepares a concise final report which is forwarded, along with the workpapers, to the case file within the 62 classification.</p> <p>A. <u>PEU/OPEA Workpapers</u></p> <p style="text-align: center;"><u>DESTROY</u> after 5 years, or when agency use has been exhausted, whichever is later.</p> | | |

Agency copy delivered by post 11-16-90

copy sent to NARS 01/09/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

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

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
*(NARS USE
ONLY)*

B. PEU/OPEA Final Reports and Annotated Draft
Copies of Final Reports

PERMANENT. Offer to NARA in 10 year
blocks, when 50 years old.

NOTE: Above items will be incorporated into FBI Records
Retention Plan and Disposition Schedules as an amendment
to NARA Job Number NC 1-65-87-11; Part B, Item 62.