

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NC1-65-83-20</i>
DATE RECEIVED	<i>4-1-83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>April 16, 83</i> Date	<i>Dale M. Wang</i> 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
Robert W. Scherrer

5 TEL EXT
324-4185

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 <i>3/16/83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	E TITLE Section Chief, Records Systems Sec Records Management Division
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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
1.	<p>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.</p> <p>(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.)</p>		

7 items

Copy to agency, 4-29-83, jms

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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
3.	<p>Specialized Indexes and Albums: Field Offices.</p> <p><u>DESTROY</u> when all administrative needs have ended.</p>		
4.	<p>Interesting Case Summaries.</p> <p>Brief summaries of investigative cases which the Bureau considered as having unusual interest. These summaries were prepared for distribution to the news media.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 10 years old.</p>		
5.	<p>Abstracts.</p> <p>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.</p> <p>a. abstracts arranged chronologically by source.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

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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
6.	<p>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.</p> <p>(1) Abstracts corresponding with multi-section cases identified for permanent retention.</p> <p><u>PERMANENT.</u> Offer to NARS with corresponding case files.</p> <p>(2) Remaining abstracts.</p> <p><u>DESTROY</u> when administrative needs have been met.</p> <p>c. abstracts relating to the Special Intelligence Service, 1940 through 1948.</p> <p><u>PERMANENT.</u> Offer to NARS when 50 years old.</p> <p>d. abstracts relating to personnel and applicant matters.</p> <p><u>DESTROY</u> when administrative needs have expired.</p>		
6.	<p>Budget Records.</p> <p>a. unclassified budget formulation records documenting the development of the Bureau's budget and its revision by the Department</p>		