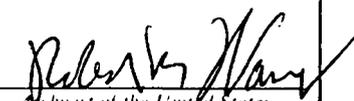


**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NCI-87-83-1</b>
DATE RECEIVED	<b>12-3-82</b>
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-8-82 <i>Date</i>	 <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of the Treasury**

2. MAJOR SUBDIVISION  
**United States Secret Service**

3. MINOR SUBDIVISION  
**Headquarters**

4. NAME OF PERSON WITH WHOM TO CONFER  
**John W. Best**

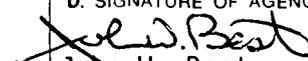
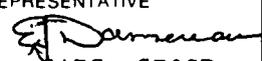
5. TEL EXT  
**535-5776**

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 1 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
	 <b>John W. Best</b>	<b>Chief, Management &amp; Organization Division</b>
	 <b>SAIC, SI&amp;SD</b>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><b>Identification Cases</b></p> <p>Case files created by the Identification Branch concerning laboratory analysis of fingerprints, palmprints, handwriting, counterfeit currency, and other questioned documents. These files include copies of fingerprint cards received from the Federal Bureau of Investigation or taken from a suspect during an investigation, correspondence regarding evidence, laboratory reports, Post Office registered mail slips, and photostats and photographic negatives of fingerprints. Field offices file their copies of these documents in the investigative case file itself.</p> <p>a. Non-identification case files. DESTROY 5 years after close of case.</p> <p>b. Positive identification case files. Transfer to FRC when 5 years old. DESTROY 20 years after close of case.</p>		2 items

*Closed out: 12-14-82:cm*  
*Copies to NCI, NNF, NND & Agency*

*AK*