

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 - 60-76-9	
DATE RECEIVED JAN 19 1976	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
Date 4-30-76	Acting <i>James E. O'Neill</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
WATERGATE SPECIAL PROSECUTION FORCE

2 MAJOR SUBDIVISION
INFORMATION SECTION

3 MINOR SUBDIVISION
SYSTEMS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
WILLIAM F. WOODS

5 TEL EXT
739-5341

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 6 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 1-19-76	D SIGNATURE OF AGENCY REPRESENTATIVE <i>W.F. Woods</i>	E TITLE OPERATIONS RESEARCH ANALYST
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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
See attachment for disposition statements			
	The following records are recommended for disposal upon the dissolution of this office:		
00	Telephone Subscriber Table		
56	Watergate Trial Index (incomplete)		
51	Watergate Pleading Index (incomplete)		
75	Senate Select Shelf List (incomplete)		
80	FCREP records (from IRS)		
	The following records are recommended for retention upon the dissolution of this office as indicative of the effect of computers upon the process of government. We feel that the information in these records is not as important as the method of processing them:		
63	Senate Select Telephone Toll Records		
64	Eugene R. Warner Telephone Toll Records		
65	Key Biscayne Bank Telephone Toll Records		
66	Walkers Cay Club Telephone Toll Records		
67	Ocean Reef Club Villa Toll Records		
81	IRS Telephone Toll Records		
BIBSYS	Library of Congress Software used to process all records maintained by WSPF		

18 items

115-107 *Copy to Agency 5-5-76*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
ENSOF	<p>WSPF's Software for enhancement of BIBSYS</p> <p>The following records are recommended for retention upon the dissolution of this office because of the historical value of the information they contain:</p> <p>73 Senate Select Committee Testimonial Summaries 76 WSPF Testimonial and Diary Summaries 96 Presidential Tax Records File 97 Proceedings File 98 Name File 99 Management File</p> <p>Attached is a copy of an internal memo which provides more description of these files.</p>		

73 FILE

This file contains abstracts of testimony given before the Senate Select committee in both Executive and Regular Sessions. Each record contains an abstract relating to only one event. Associated with that event is a table of names mentioned by the witness in his testimony relating to that event. Given an individual's name, one can retrieve all records of his testimony or in which his name is mentioned.

This file was prepared by the staff of the Committee and turned over to us last August. We have substantially modified this file. The original file, but for the classified information in it, has been made available to the public.

Disposition: PERMANENT - Offer to NARS on termination of office.
76 FILE

This file contains abstracts of testimony given before the Grand Juries and in WSPF Office interviews, it also contains abstracts of the Kalmbach and Connalley Diaries.

The structure of this file is the same as the 73 file. The differences are that this file was prepared by our staff and has not been publicly disclosed.

Disposition: PERMANENT - Offer to NARS on termination of office.
TELEPHONE FILES GENERALLY

The telephone files contain the long distance calls made by certain individuals. Each record is one call and it includes the number called and the subscriber to that number if available. See, Subscriber Table, infra. If the call was placed from a third phone, the number of, and subscriber to that third phone will also be included.

Given the name of a particular individual, we can retrieve all records containing calls to or by him.

The 63 file

This file contains Toll Records provided WSPF by the Senate Select Committee.

Disposition: DISPOSE of on termination of office.

The 64 file

This file contains the Toll Records for Eugene Warner, Las Vegas, Nevada.

Disposition: DISPOSE of on termination of office.

The 65 file

This file contains the Toll Records for the Key Biscayne Bank.

Disposition: DISPOSE of on termination of office.

The 66 file

This file contains Toll Records from Walker's Cay Club, Ft. Lauderdale, Florida.

Disposition: DISPOSE of on termination of office.

The 81 file

This file contains Toll Records provided WSPF by the IRS.

Disposition: DISPOSE of on termination of office.

Subscriber Table

The 00 file.

Since the Toll Records contain only the number called, when the file is created, the subscriber is classified as "unidentified". After all records have been created the number called is correlated with a table of punched cards that contain a telephone number and the name of the subscriber to that number. When a match occurs the name of the subscriber is substituted for "unidentified" in the telephone file.

Disposition: DISPOSE of on termination of office.

99 FILE

The management file contains the names, inter alia, of witnesses who have given testimony relating to this investigation.

Given the name of a particular individual we can retrieve all records designating: date; forum; number of pages of testimony given; and status of that testimony, i.e. on computer or not.

Disposition: a. PERMANENT - Record set of printouts of the 99 file. Offer to NARS on termination of agency.

b. DISPOSE of magnetic tapes on termination of office.

98 FILE

This file contains the names of all individuals we have come across in the course of this investigation and a brief description of who they are. E.g. John Doe--CRP Staff.

Given a particular individuals name we can retrieve this brief description.

- Disposition: a. PERMANENT - Record set of printouts of the 98 file. Offer to NARS on termination of agency.
- b. DISPOSE of magnetic tapes ~~SPINNING~~ on termination of office.

97 FILE

This file contains a list of all pre-trial proceedings participated in by WSPF, other than the taking of testimony. E.g. voir dire, arguments on motions etc.

The only names that could be retrieved from this file are names in the caption of the case.

- Disposition: a. PERMANENT * Record set of printouts of the 97 file. Offer to NARS on termination of agency.
- b. DISPOSE of magnetic tapes ~~SPINNING~~ on termination of office.

80 FILE

The 80 file contains state by state lists of contributors and potential contributors to FCRP. These lists were compiled by IRS from FCRP records and turned over to us. This file has been disclosed to the public by the Senate Select Committee.

Given the name of a particular individual we can retrieve his status as a potential contributor to FCRP.

- Disposition: DISPOSE of on termination of office.

96 FILE

The 96 file contains abstracts of documents or correspondence re: the 1969 gift of Pre-Presidential Papers. Each record abstracts one document. Anyone who authored, signed, was addressed, or recieved a carbon copy has their name in a table relating to that record.

Given the name of a particular individual we can retrieve all records in which he was given notice of the document abstracted in that record.

- Disposition: ~~PERMANENT Offer to NARS on termination of office~~

Withdrawn

56 FILE

This file contains an index to the trial summaries prepared by the Information Section.

The only names this file contains would be witnesses or names mentioned by witnesses.

Given the name of a particular individual the index record referencing the page of the summary summarizing the particular testimony in which the individual's name was mentioned could be retrieved.

Disposition: DISPOSE of on termination of office.

51 FILE

This file contains the titles and major topics in motions and memoranda filed by WSPF in certain cases.

The only names that could be retrieved from this file would be names in the caption of the case.

Disposition: DISPOSE of on termination of office.

Schedule amended by RLHeise, NCD-NARS. *RH*