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Department of Justice Z. MAJOR SUBDIVISION Federal Bureau of Investigation 3. MINOR SUBDIVISION Information Resources Division 4. NAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE William Shackelford 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2_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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE BIGNATURE OF AGENCY REPRESENTATIVE FIBI Archives Specialist Information Management Section 1. FEDERAL BUREAU OF INVESTIGATION SWITCHBOARD MONITORING AND RECORDING SYSTEMS Records are cassette tapes resulting from the operation of the recording and monitoring of incoming calls to the various FBI switchboards for operational purposes, i.e., to preserve possibly significant information pertaining to emergencies, threats or criminal activity. Recording equipment automatically begins recording once the receiver is lifted and terminates recording once the switchboard employee hangs up. The system also captures call transactional data, i.e., if the number is published or not otherwise blocked by the subscriber. The main purpose of this system is to preserve possibly significant information pertaining to emergencies, threats or to criminal activity which may otherwise be lost because of the exigencies of the situation. Such as the hurried or incoherent fashion in which communications of this nature are offen conveyed. Procedures have been established which limit the recordings to those conversations			IINISTRATION (1	NIR)	DA	É RECEI	VEP /14/	99
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NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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REQUES	FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB NO.		PAGE 2 OF 2
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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The monitoring and recording of information voluntarily and knowir provided to the FBI by individual callers is an appropriate administrate means to:			
	(1) retrieve and review calls during which information is pro too quickly for FBI switchboard personnel to manually reco			
	(2) preserve as evidence for prospective, prosecutions the conversations in which callers threaten FBI space and/or prospective.			
	(3) preserve as evidence for prospective prosecutions the from which the calls were made, or any other evidence the provides that relates to the commission of a crime.			
	DISPOSITION 1) Segregated excerpts, including transcripts (if extant), from of continuing value pertaining to emergencies, threats or to activity.			
	Place in FBI case file and retain/destroy commensurate wit provisions of NARA approved disposition schedule.	h		
	2) Cassette tapes with no information of continuing value			
	TEMPORARY: Destroy/recycle when 30 days old or when administrative needs have expired, whichever is later.			
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QUE	ST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	JOB·NO.		PAGE 2 0F
M O.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			10. ACTION TAKEN (NARS USE ONLY)
	The monitoring and recording of information voluntarily and knowingly provide FBI by individual callers is an appropriate administrative means to:	vided to		
	(1) retrieve and review calls during which information is provided too cFBI switchboard personnel to manually record,			
	(2) preserve as evidence for prospective, prosecutions those convers which callers threaten FBI space and/or personnel, or	ations in		
	(3) preserve as evidence for prospective prosecutions the location fro the calls were made, or any other evidence the caller provides that related commission of a crime.			
	DISPOSITION 1) Original Digital Audio Tape (DAT) recording which is being preserved a evidence for prospective prosecutions and cassette tape copy with segreg excerpt(s), including transcripts (if extant), which pertain to emergencies, to criminal activity.	ated		
	Place in Washington Field Office (WFO) Office of Origin investigative and retain/destroy commensurate with provisions of NARA approved disposition schedule as NARA Job Number NC1-65-82-4.	case file		
	2) Cassette tape, maintained by FBI Headquarters (FBIHQ) Telephone C segregated excerpt(s), including transcripts (if extant), which pertain to emergencies, threats or to criminal activity.	enter with		
	Place in FBIHQ Telephone Center administrative case file and retain/o commensurate with provisions of NARA approved disposition schedul NARA Job Number NC1-65-82-4.			
	3) Cassette tape, maintained by FBIHQ Telephone Center, for reference for expeditious review of prior calls and possible identification of repeat tel calls.			
	TEMPORARY: Destroy when 1 year old or when administrative need expired, whichever is later.	s have		
	4) Additional cassette tapes, distributed for informational purposes, to FB Force and the Strategic Information and Operations Center.	l Police		
	TEMPORARY: Destroy when 10 days old or when administrative nee expired, whichever is later.	eds have	شر هما	
	5) Cassette tapes with no information of continuing value. OF RECORDA WHICH BO NOT CONSTITUTE A CRIMINAL ACT OR EME	ING S RGENLY	pa presention	7 4
	TEMPORARY: Destroy/recycle when 30 days old or when administra needs have expired, whichever is later.	itive	my 2/4/0	4