

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO

~~NR~~ N1-65-86-16

DATE RECEIVED

3-20-86

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Robert W. Scherrer

5 TELEPHONE EXT.

324-2307

DATE

7-1-86

ARCHIVIST OF THE UNITED STATES

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, 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	D TITLE
3/18/86	<i>Robert W. Scherrer</i> /v	Section Chief, Records Section Records Management Division

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices. An amendment has been prepared to comply with the Memorandum issued by the U.S.D.C., D.C., on December 20, 1985, relative to the disposition of 00 (policy) records maintained in field offices. Two amended pages have been prepared to account for the permanent retention of certain policy records. (This is an amendment to Job No. NCI-65-85-1, approved November 7, 1984. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p style="text-align: center;"><u>PART C</u> GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES</p> <p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to ensure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p> <p>"00" Files</p> <p>The character of the "00" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p>a. Locally-created documents serialized within the "00" file which were not forwarded to Headquarters.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 50 years old.</p> <p>b. Remaining serials of the "00" file.</p> <p><u>DESTROY</u> when 30 years old or when all administrative needs have been met, whichever is later.</p>		
2.	<p>"0" Files.</p> <p>The character of the "0" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

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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>Exceptional Case Files.</p> <p>Office of Origin and Legat investigative case files, excluding informant and informant-related cases, corresponding to the case files designated for permanent retention in Part A, Item 3.</p> <p><u>PERMANENT</u>. Offer to NARA in 10 year blocks when 50 years old.</p>		
4.	<p>Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations, including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p>		
5.	<p>Office of Origin Case Files.</p> <p>a. Criminal Case Files.</p> <p><u>DESTROY</u> when 10 years old.</p> <p>b. Security Case Files.</p> <p><u>DESTROY</u> when 20 years old.</p>		
6.	<p>Auxiliary Office Case Files.</p> <p><u>DESTROY</u> when 1 year old.</p>		
7.	<p>Legal Attache Case Files.</p> <p>All case files for Mexico City and Hong Kong:</p> <p><u>PERMANENT</u>: Offer to NARA in 10 year blocks when 50 years old.</p> <p>All other case files may be destroyed when 1 year old unless disposition instructions call for retention.</p>		