NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-065-93-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/20/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active for files maintained under the pre-Universal Case File Number system

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

PART A

N1-065-93-006 / A/1 lined off prior to approval

N1-065-93-006 / A/2 lined off prior to approval

N1-065-93-006 / A/3 superseded by n1-065-86-002 / 1

PART B

- N1-065-93-006 / B/88/A lined off prior to approval
- N1-065-93-006 / B/161/A lined off prior to approval
- N1-065-93-006 / B/189/7 superseded by N1-065-11-027 / 18
- N1-065-93-006 / B/189/9 superseded by DAA-0065-2016-0006-0011
- N1-065-93-006 / B/192/7 superseded by N1-065-11-028/82
- $N1-065-93-006\ /\ B/267/6\ superseded\ by\ DAA-0065-2016-0006-0041\ and\ DAA-0065-2016-0006-0042$
- N1-065-93-006 / B/271/6 superseded by DAA-0065-2016-0006-0043
- N1-065-93-006 / B/272/6 superseded by DAA-0065-2016-0006-0044 and DAA-0065-2016-0006-0045

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 3/20/2023

N1-065-93-006

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

- N1-065-93-006 / B/278/2 superseded by N1-065-10-008 / 2
- N1-065-93-006 / B/278/5 superseded by N1-065-10-008 / 1

PART C

N1-065-93-006 /C/ 1 thru 6 lined off prior to approval

PART D

- N1-065-93-006 / D/88/I lined off prior to approval
- N1-065-93-006 / D/161/A lined off prior to approval
- N1-065-93-006 / D/161/B lined off prior to approval
- N1-065-93-006 / D/161/C/ 1 thru 5 lined off prior to approval
- N1-065-93-006 / D/189/A lined off prior to approval
- N1-065-93-006 / D/189/B lined off prior to approval
- N1-065-93-006 / D/189/C/ 1 thru 5 lined off prior to approval
- N1-065-93-006 / D/214/A lined off prior to approval
- N1-065-93-006 / D/214/B lined off prior to approval
- N1-065-93-006 / D/214/C/ 1 thru 5 lined off prior to approval
- N1-065-93-006 / D/250/c/6 is superseded by DAA-0065-2016-0006-0025
- N1-065-93-006 / D/251/A lined off prior to approval
- N1-065-93-006 / D/251/B lined off prior to approval
- N1-065-93-006 / D/251/C/ 1 thru 5 lined off prior to approval
- N1-065-93-006 / D/256 lined off prior to approval

PART E

- N1-065-93-006 / E/1 lined off prior to approval
- N1-065-93-006 / E/13/B lined off prior to approval
- N1-065-93-006 / E/13/C/ lined off prior to approval
- N1-065-93-006 / E/13/D/1 lined off prior to approval
- N1-065-93-006 / E/13/D/3/a lined off prior to approval
- N1-065-93-006 / E/13/E/1/b lined off prior to approval

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

N1-065-93-006

As of 3/20/2023

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

N1-065-93-006 / E/13/E/2 lined off prior to approval

N1-065-93-006 / E/13/F/3 thru 6 lined off prior to approval

N1-065-93-006 / E/13/G/1 lined off prior to approval

N1-065-93-006 / E/13/G/2/a-c lined off prior to approval

N1-065-93-006 / E/13/H/2/a lined off prior to approval

N1-065-93-006 / E/13/H/3 lined off prior to approval

N1-065-93-006 / E/13/I lined off prior to approval

N1-065-93-006 / E/13/J/1 lined off prior to approval

N1-065-93-006 / E/13/K/1 lined off prior to approval

N1-065-93-006 / E/13/K/2/b lined off prior to approval

N1-065-93-006 / E/13/K/3/a thru f lined off prior to approval

N1-065-93-006 / E/13/K/4 lined off prior to approval

N1-065-93-006 / E/13/L/1 lined off prior to approval

N1-065-93-006 / E/13/L/3 thru 4 lined off prior to approval

N1-065-93-006 / E/13/L/7 lined off prior to approval

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE As of 3/20/2023 N1-065-93-006

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REQUEST FOR REC	LEAVE BLANK 1-65-93-6		
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SE	DATE RECEIVED 5-17-93		
1. FROM (AGENCY OR ESTABLISHMENT)	NOTIFICATION TO AGENCY		
Department of Justice	In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including		
2. MAJOR SUBDIVISION	· ·	amendments, is approved except for items	
Federal Bureau of Investigation		that may be marked "disposition not	
3. MINOR SUBDIVISION	· · · · · · · · · · · · · · · · · · ·	approved" or "withdrawn" in column 10. If no records are proposed for disposal, the	
Information Management Division [IMD]	signature of the Archivist is not required.		
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE CHARCHIVIST OF THE UNITED STATES	
William Shackelford	202-324-6903	11-18-94 andy Harbarnes Peters	
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 133 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 cor	ncurrence: is attached; or $\begin{bmatrix} x \end{bmatrix}$ is unnecessary.		
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE D. TITLE Records Officer, Information	n Management	Division
7. ITEM NO.	8. DESCRIPTION OF THEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	Files and records maintained at Federal Bureau of Investigation (FBI) Headquarters and Field Offices to establish disposition authorities determined from the 5-year update required by the provisions of the 1984 Memorandum of Agreement executed by NARA and the FBI. The authorities are the results of the review of Classifications 259 - 279 which were created subsequent to the initial submission of the disposition schedule to the United States District Court for the District of Columbia; Automated Systems throughout FBIHQ and Field Offices; records for which disposition could not be determined due to lack of sufficient substance; and to correct discrepancies which have been detected within the Schedule. (Amended and additional pages will be inserted within the comprehensive disposition schedule [NARA Job NC1-65-82-04] which was approved by the Archivist of the United States and submitted to the Court on November 9, 1981, and accepted by the Court with the modifications of NARA Job NC1-65-86-25, on September 9, 1986.)		
	Consies peak to Clearman, NSC, NNS, NNT, NSX, NIA	Quinzia	
115-108	NSN 7540-00-634-4064 S	TANOARD FORM 11 rescribed by GSA PMR (41 CFR) 101-11	5 (REV. 8-83)

DISPOSITION

AUTHORITIES

FOR FBIHQ

CASE FILE

CLASSIFICATIONS

88

161

189

191

213

214

249 - 253

255

256

259 - 279

Request	or Records Disposition Authority - Continuation	JOB NO.	PAGE OF
7. ITEM NO.	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE JOB NO	OR 10.
	PART A		
1	GENERAL DISPOSITION AUTHORITIES FOR HEADQUARTERS CASE FILES		
	The following authorities will be used the disposition of the Headquarters records described below. These authorities apply regardless of the classification under whic the records are filed.		
1.	"OO" Files.		
	Policy and procedural documentation regardi the FBI's administration of investigations conducted under individual violations or classifications. Records include internal memoranda, correspondence with other Federa agencies and with the Attorney General, directives establishing new policies and procedures, memoranda exchanged with Specia Agents in Charge, drafts of legislation, an Executive Conference minutes and proposals. These "OO" files are found at the beginning each classification preceding the sequentia numbered case files.	l l d of	
2	PERMANENT. Offer to NARS in 10 year blocks when 50 years old.		
4 •	"O" Files. These records consist of a blend of documen including those described in Item 1 above, well as routine correspondence with the gen public. Also included are records relating nonsubstantive investigations of such routi character that a separate case file was not justified. In a number of classifications, initial sections of "O" files are almost exclusively policy and procedural in nature Subsequent sections will be screened by FBI that any policy and procedural records can filed within the "OO" files. These "O" file are physically maintained in front of the " files at the beginning of each classificati	as eral to ne the the so be s 00"	·

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Administration FPMR (41 CFR) 101–11.4

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EQUES			PAGE 2 OF 13
7. Tem No.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3	EXCEPTIONAL CASE FILES		
· · ·	These Case Files document the FBI's investigation of a significant individual, event or organization; or evidence a precedent-setting program; or in some ot way constitute a landmark case. A large number of Exceptional Case Files has been identified by representatives of the Archivist of the United States during their review of FBI Case Files and of the Interesting Case File Summaries [Se Part E, Item 4]. In addition, a number of potential Exceptional Case Files has been recommended by Historians, Social Scientists, and other experts outside Federal Government. This list of specific Exceptional Case Files will be supplemented by any Case File that meets one (1) or more of the following criteria, EXCLUDING Informant and Informant-Related Case Files. NOTE: It is emphasized that imposition of A, B, F, G, H, I, J and L of the General Criteria should not require a page-by-page review, but should be imposed relatively easily and without a great amount of research. Moreover, General Criteria should not be applied inClassifications where all Case Files a already scheduled for PERMANENT retention.	ve e ve the	
	(A) Bureau Specials, FBIHQ- Designated Major Cases, Bureau-Identified Test Case Files and Field Office designated historical Case Files		
	 (B) Cases mentioned in the published Annual Reports of the Attorney General of the United States, where the identification of such Cases is evident from a review of the Annual Report NOTE: Case information can be extracted from the Reports using Subject Names, Code-Names, Code-Words, etc. and checked through Manual and Automated Indices and stamped for PERMANENT retention 		
	(C) Cases mentioned in FBI testimony before or submitted in evidence to a Committee of Congress		
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Four copies, including original to be submitted to the National Archives and Records Service.

115-108

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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	3 OF 12 10. ACTION TAKEN INARS USE
		CITATION	ONLY)
3 continued	 (D) Case accepted and heard by the U.S. Supreme Court that involved FBI investigative activities NOTE: This category does not include petitions for hearings [Writs of Certiorari] which are denied by the Court 		
	(E) All Control Files other than "0" Policy Files		
	(F) All Case Files permanently RETAINED IN WHOLE in the Headquarters Special File Room		
	(G) Ten Most Wanted Criminals		
	(H) All Case Files, at Headquarters, that have one (1) or more separate Sections of newspaper clippings [Sub A]		
	(I) Code Name or Code Word-captioned Case Files		
	All Case Files with either a Code Name [CN] or Code Word [CW] in the caption in which the intent is to conceal the type of operation or investigation. This does NOT include Bureau abbreviations for Violations or Case File Classifications, [e.g. ITSP, SSA]		
	(J) Any organization on Attorney General's List of Subversive Organizations NOTE: Bureau indices should be checked against the List, Case Files do not need a page-by-page review		
	(K) All Case Files on subjects of Bureau surveillance as identified by "Principal" [subject or target] cards in the Electronic Surveillance [ELSUR] Index at Headquarters		
	(L) Multi-section Case Files with 20 Sections at Headquarters; 35 Sections in Offices of Origin, or 50 Sections in Auxiliary Offices		
	PERMANENT: With the exception of Informant Case Files, offer to NARA in 10 year blocks commensurate with the NARA-approved disposition of the specific Case File Classification [See Part B]		

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REQUES	ST FOR RECORDS	OB NO.		PAGE 4 OF 137
7. ITEM NO.	B. DESCIRPTION OF ITEM IWITH INGLUSIVE DATES OR RETENTION PERIODSI		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
88	CLASSIFICATION 88			
	Unlawful Flight To Avoid Prosecution			
	Unlawful Flight To Avoid Giving Testimony			
•	Unlawful Flight To Avoid Custody			
	Unlawful Flight To Avoid Confinement Unlawful Flight To Avoid Prosecution - Parental/Child Abduction Matte	rs		
	A. Case Files Initiated Prior To 1980			
	(1) Informant Case Files [Part A, Item 5]			
	PERMANENT: Transfer to NARA at a date and under conditions be determined by the FBI and NARA	s to	N1-	65-87-
	(2) Reserved Case Files [Part A, Item 6]			
	DISPOSAL NOT AUTHORIZED			
	(3) Exceptional Case Files [Part A, Item 3]			
	(4) Systematic Evidential Sample [5%]			
	(5) Multi-Section Case Files - 2 or more Sections			
	(6) Microfilm in the Sample			
	(7) "0" - Administrative File - Sections [through 4 [Part A, Item 2]			
	(8) "00" - Policy File [Part A, Item 1]			
	PERMANENT: Transfer to NARA in 10 year blocks when 50 year	ars old		
	(9) "0" - Administrative File [Part A, Item 2]			
	DESTROY all other Sections of "0" Administrative File when 20 years old after restrictions in Part A, Item 2 have been met			
	(10) All Other Case Files, Including Remaining Microfilm, Initiated			
	Prior To 1980			
	DESTROY when 20 years old		-	
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-108	Four copies, including original to be submitted		NDARD FORM 11	- 7957 13 83V

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7. ITEM	8. DESCRPTION OF ITEM	9. GRS OR SUPERSEDED	5 OF 10. ACTIO TAKEN
NQ.	INT H INCLUSIVE DATES OR RETENTION PERCOSI	JOB CITATION	INARS US ONLY
88 continued	B. Case Files Initiated After 1979		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
•	(3) Exceptional Case Files [Part A, Item 3]		
	 (4) "00" - Policy File [Part A, Item 1] (5) Multi-Section Case Files - 2 or more Sections 		
	(6) Case Files with 9 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) °0° - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years old afest restrictions in Part A, Item 2 have been met		
	(8) An Other Case Files Initiated After 1979		
	DESTROY when 20 years old		
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115-108	Four copies, including original to be submitted S	TANDARD FORM 11	5 RE V. 12-83)

	ST FOR RECORDS DEDSITION AUTHORITY - CONTINUATION		PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
161	CLASSIFICATION 161		
	Special Inquiry - Presidential Appointment		
	Special Inquiry - Presidential Appointment with U.S. Senate Confirmation		
	Special Inquiry - Presidential Appointment with 15 Year Scope		
	Special Inquiry - White House / National Security Council Staff		
	Special Inquiry - White House Access		
	Special Inquiry - Congressional Staff [Obsolete - 1991]		
	Special Inquiry - Expanded Name Check		
	Special Inquiry - Congressional Committee Staff		
	A. Case Files Initiated Prior To 1978		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]	N/1-	5-87-1
	DISPOSAL NOT AUTHORIZED		
	(3) Exceptional Case Files [Part A, Item 3]		
	(4) "0" - Administrative File [Part A, Item 2]		
	(5) "00" - Policy File [Part A, Item 1]		
	(6) All Other Case Files		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	B. Case Files Initiated Between January, 1978 and December, 1988		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Systematic Evidential Sample [2%]		
	(3) Exceptional Case Files [Part A, Item 3]		
	(4) Multi-Section Case Files - 2 or more Sections		
	(5) "0" - Administrative File [Part A, Item 2]	1	
	(6) "00" - Policy File [Part A, Item 1]		
-108	Four copies, including original to be submitted 8T/	ANDARD FORM 115	(FEV. 12-83)

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7.		9. GRS OR	10. ACTION
ITEM	8. DESCIRPTION OF ITEM	SUPERSEDED	TAKEN
NO.	INITI HINCLUSINE DATES OR RETENTION PERIODS	JOB CITATION	(NARS USE ONLY)
161	(7) Case files covering subjects being investigated for Presidential		
ntinued	appointments with U.S. Senate confirmation		
·	NOTE: At time of transfer, NARA may dispose of case files in this		
	category which due not warrant retention		
	(8) Case files of the following White House senior staff whose		
	appointments did not require U. S. Senate confirmation		
	Chief of Staff to the President		
1	Deputy Chief of Staff to the President		
	Assistant to the President and Staff Secretary		
	—— Assistant to the President for Science and Technology —— Assistant to the President for Legislative Affairs		
1	Assistant to the President for Communications		
	Assistant to the President for Communications		,
	Counsel to the President		
	Assistant to the President and Secretary to the Cabinet		
	Assistant to the President and Director of Presidential personnel		
	Physician to the President		
	Assistant to the President for Management and Administration		
	Assistant to the President for Economic and Domestic Policy		
	Assistant to the President for Public Events and Initiatives		
	Assistant to the President for Public Liaison and		
	Inter-Governmental Affairs		
	Assistant to the President for National Security Affairs		
	Assistant to the President for Media Affairs		
	Deputy Assistant to the President for National Security Affairs		*
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(9) All Other Case Files Initiated Between January, 1978 and December, 1988		
	DESTROY when 30 years old		
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Prescribed by GSA FPMR (41 CFR) 101-11.4

REQUES			
7. ITEM NO.	B. DESCIRPTION OF ITEM (with inclusive dates of retention Feriods)	9. GRS OR SUPERSEDED JOB CITATION	ST OF 132 10. ACTION TAKEN INARS USE ONLYI
161 ontinued	C. Case Files Initiated After December, 1988		
(Intiliare	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Systematic Evidential Sample [2%]		
	(3) Exceptional Case Files [Part A, Item 3]		
	(4) Multi-Section Case Files - 2 or more Sections		
	 (5) "0" - Administrative File [Part A, Item 2] (6) "00" - Policy File [Part A, Item 1] 		
	(7) Case files covering subjects of LEVEL I investigations for		
	Cabinet-level Presidential appointments requiring U. S. Senate		
	confirmation		
	NOTE: These Case Files are presently designated as 161A		
	(8) Case files covering subjects of LEVEL II investigations for		
	Assistant Secretary-level Presidential appointments requiring U. S. Senate		
	confirmation NOTE: These Case Files are presently designated as 161B		
	(9) Case files covering subjects of LEVEL I investigations for the White House Chief of Staff and his/her Senior staff NOTE: These Case Files are presently designated as 161D		
. •	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
,	(10) All Other Case Files Initiated After December, 1988		
	DESTROY when 30 years old		
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5-108	Four copies, including original to be submitted STA	NDARD FORM 11	5 (REV. 12-83)

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REQUES		B NO.	PAGE
7. ITEM NO.	B. DESCRIPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACT TAKE INARS ONL
189	CLASSIFICATION 189		
	Equal Credit Opportunity Act		
	(1) Informant Case Files [Part A, Itom 5]		
	PERMANENT: Transfer to NARA at a date and under conditions t be determined by the FBI and NARA	۵	
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Informational Sample [10%] (5) Multi-Section Case Files - 2 or more Sections (6) Case Files with 18 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (7) *0° - Administrative File [Part A, Item 2] (8) *00° - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(9) All Other Case Files	24	
۰ <i>۰</i>	DISPOSAL NOT AUTHORIZED		
	* "Dusposal Not AuthoRized" for (9)	wac	
	agreed to by Bill Shackelford of the PB	Z	
	* "Dusposal Not Authorized" for (9) a agreed to by Bill Shackelford of the FB in my plone conversation of 7-8-1994 we him. Bill was the prepare of the SF 115.	to	
	fim, Bill was the prepare of the SS The.		
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to the National Archives and Records Service.

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REOLIES		-	PAGE
7. ЛЕМ NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	10 OF 55 10. ACTION TAKEN INARS USE
192	CLASSIFICATION 192	CITATION	ONLYI
	Hobbs Act - Financial Institutions [Obsolete - 1987] Hobbs Act - Commercial Institutions [Formerly Classification 193] Lea Act - Commercial Institutions [Formerly Classification 193]		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		- -
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Evidential Sample [5%] (5) Multi-Section Case Files - 2 or more Sections (6) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years old after restrictions in Part A, Item 2 have been met		
	(8) All Other Case Files		
	DESTROY when 20 years old		
115-108		STANDARD FORM 115	FEV. 12-83)
110-100	to the National Archives and Records Service.	Frencribed by GSA FFMR (41 CFR) 101-11.4	

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EQUES			PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSINE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
213	CLASSIFICATION 213		
	Fraud Against The Government - Department Of Education		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 3] (3) Multi-Section Case Files - 2 or more Sections (4) Case Files with 45 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
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Four copies, including original to be submitted to the National Archives and Records Service.

REQUES			PAGE
7. ПЕМ NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
213 Intinued	C. LEGAL ATTACHE Case Files		
лишисы	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7](3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
:	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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7.		9. GRS OR	10. ACTR
NO.	. 8. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS U ONLY)
214	CLASSIFICATION 214		
	Civil Rights Of Institutionalized Persons Act		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(3) "0" - Administrative File [Part A, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	(5) Systematic Informational Sample [10%]		
	(6) Multi-Section Case Files - 2 or more Sections		
	(7) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(8) All Other Case Files		
	DESTROY when 20 years old		
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7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	10. ACTIO TAKEN (NARS US
NO.	(ATTHINGLESNED ATES OFFICIENTION FERIODS)	CITATION	ONLY)
249	CLASSIFICATION 249		
	Toxic Waste Matters [Obsolete - 1987]		
	Environmental Crimes		
	Environmental Crimes - Resource Conservation And Recovery Act		
	Environmental Crimes - Toxic Substance Control Act		
	Environmental Crimes - Comprehensive Environmental Response		
	And Liability Act Of 1980		
	Environmental Crimes - Clean Water Act		
	Environmental Crimes - Safe Drinking Water Act		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(a) Case File 249-1		
	PERMANENT: Offer to NARA when 30 years old		
	(b) Case Files 249-2 through 249-10		
	DISPOSAL NOT AUTHORIZED		
	(3) "0" - Administrative File [Part A, 1tem 2]		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	(5) Systematic Evidential Sample [5%]	1	
	(6) Multi-Section Case Files - 2 or more Sections		
	(7) Case Files with 10 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(8) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(9) All Other Case Files		
	DESTROY when 20 years old		

REQUES			PAGE 15 OF 32
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
250	CLASSIFICATION 250		
	Tampering With Consumer Products		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(3) "0" - Administrative File [Part A, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	(5) Systematic Informational Sample [10%]		
	(6) Multi-Section Case Files - 2 or more Sections		
	(7) Case Files with 30 or more Serials		
	(8) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(9) All Other Case Files		
	DESTROY when 20 years old		
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7.		9. GRS OR	10. ACTIO
ITEM	8. DESCIRPTION OF ITEM	SUPERSEDED	TAKEN
NO.	INITH INCLUSIVE DATES OR RETENTION PERIODS	JOB CITATION	(NARS US ONLY)
251	CLASSIFICATION 251		
	Controlled Substances - Robbery		
	Controlled Substances - Burglary		
	Controlled Substance Registrant Protection Act Of 1984		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	(3) Exceptional Case Files [Part A, Item 3]		
	(4) Systematic Evidential Sample [5%]		
	(5) "0" - Administrative File [Part A, Item 2]		
	(6) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) All Other Case Files		
	DESTROY when 20 years old		

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BEOLIE		JOB NO.		PAGE 17 .00
			9. GRS OR	OF OU
7. ITEM NO.	B. DESCIRPTION OF ITEM		SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
252	CLASSIFICATION 252			
	Violent Criminal Apprehension Program [Obsolete - 1986] National Center For The Analysis Of Violent Crimes			
	(1) Informant Case Files [Part A, Item 5]			
	PERMANENT: Transfer to NARA at a date and under condition be determined by the FBI and NARA	ns t o		
	 (2) Reserved Case Files [Part A, Item 6] (3) All Case Files and /or Case Material maintained at the National Center For The Analysis Of Violent Crimes, which is located at FBI Academy in Quantico, Virginia 			
	DISPOSAL NOT AUTHORIZED			
	 (4) Exceptional Case Files [Part A, Item 3] (5) Systematic Evidential Sample [10%] (6) Multi-Section Case Files - 2 or more Sections (7) Case Files with 7 or more Serials 			
	PERMANENT: Offer to NARA in 10 year blocks when 30 years	old		
	 (8) "0" - Administrative File [Part A, Item 2] (9) "00" - Policy File [Part A, Item 1] 			
	PERMANENT: Offer to NARA in 10 year blocks when 50 years	old		
	(10) All Other Case Files			
	DESTROY when 20 years old			
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REQUES	T FOR RECORDS DEDISITION AUTHORITY - CONTINUATION		PAGE 8 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
253	CLASSIFICATION 253		
	Fraud And Related Activity In Connection With Identification Documents		
	False Identification Crime Control Act Of 1982		
	Private Identification Documents Without A Disclaimer		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		ĩ
	DISPOSAL NOT AUTHORIZED		
	(3) Exceptional Case Files [Part A, Item 3]		
	(4) Systematic Informational Sample [10%]		
	(5) Multi-Section Case Files - 2 or more Sections		
	(6) Case Files with 20 or more Serials		
	(7) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(8) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years old		
	after restrictions in Part A, Item 2 have been met		
	(9) All Other Case Files		
	DESTROY when 20 years old		
6-108		TANDARD FORM 115	(REV. 12-83)

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REQUES			PAGE 0F 33
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10, ACTION TAKEN (NARS USE ONLY)
255	CLASSIFICATION 255		
	Counterfeiting Of State And Corporate Securities		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Multi-Section Case Files - 2 or more Sections (5) Case Files with 40 or more Serials (6) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(7) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years old after all restrictions in Part A, Item 2 have been met		
	(8) All Other Case Files		
	DESTROY when 20 years old		
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7. EM 10.	8. DESCIRPTION OF ITEM WITHINGLIGMEDATESCIPPETENTION PERCOS	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARS USI	
		CITATION	ONLY	
56	CLASSIFICATION 256			
	Hostage Taking - Terrorism [Obsolete 1989]			
	Hostage Taking - Non Terrorism			
	Hostage Taking - International Terrorism			
	Hostage Taking - Domestc Terrorism			
	(1) Informant Case Files [Part A, Item 5]			
	PERMANENT: Transfer to NARA at a date and under conditions to			
	be determined by the FBI and NARA			
	(2) Reserved Case Files [Part A, Item 6]			
	DISPOSAL NOT AUTHORIZED			
	(3) Exceptional Case Files [Part A, Item 3]			
	(4) Multi-Section Case Files - 2 or more Sections	1		
	(5) Case Files with 15 or more Serials			
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old			
	(6) "0" - Administrative File [Part A, Item 2]			
	(7) "00" - Policy File [Part A, Item 1]			
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old			
	(8) All Other Case Files			
	DESTROY when 20 years old			
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REQUES		, ,	PAGE 21 OF 133
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
259	CLASSIFICATION 259		
	Security Clearance Investigation Program		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		÷
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Evidential Sample [2%] (5) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 30 years old after all restrictions in Part A, Item 2 have been met		
	(7) All Other Case Files		
	DESTROY when 30 years old		
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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARS USE
		CITATION	ONLY
260	CLASSIFICATION 260		
	Industrial Security Program		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(a) Case File 260-1		e e
	DESTROY when 15 years old, or when administrative needs have expired		
	(b) All Other Reserved Case Files		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Evidential Sample [2%] (5) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 30 years old after all restrictions in Part A, Item 2 have been met		
	(7) All Other Case Files		
	DESTROY when 30 years old		

REQUES			PAGE 23 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)
261	CLASSIFICATION 261		
	Security Officer Matters		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	(3) "0" - Administrative File [Part A, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	 (4) Exceptional Case Files [Part A, Item 3] (5) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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	(8) All Other Case Files DESTROY when 20 years old			
	DESTROY all Sections of "0" Administrative File when 30 years o after all restrictions in Part A, Item 2 have been met	ld		
	(7) "0" - Administrative File [Part A, Item 2]			
	PERMANENT: Offer to NARA in 10 year blocks when 50 years of	bld		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years of (6) "00" - Policy File [Part A, Item 1]	סומ		
	(5) Multi-Section Case Files - 2 or more Sections	ald		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Informational Sample [10%] 		x	
	DISPOSAL NOT AUTHORIZED			
	(2) Reserved Case Files [Part A, Item 6]			
	PERMANENT: Transfer to NARA at a date and under conditions be determined by the FBI and NARA	s to		
	(1) Informant Case Files [Part A, Item 5]			
	Overseas Homicide / Attempted Homicide - International Terrorism			
262	CLASSIFICATION 262			
7. ITEM NO.	8. DESCIRPTION OF ITEM MITHIOLISMEDATESCREETENTION FUNCTOR		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
REQUES		108 NO.		PAGE 24 OF 173

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7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)
263	CLASSIFICATION 263		
	Office Of Professional Responsibility Matters		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Informational Sample [10%] (5) Multi-Section Case Files - 2 or more Sections (6) Case Files in which the subject is identified as one of the following individuals: 		
	 Director of the FBI Deputy Director (DD) of the FBI Associate Deputy Directors (ADD) of the FBI Assistant Directors (AD) of the FBI Deputy Assistant Directors (DAD) of the FBI Special Agents in Charge (SAC) Assistant Special Agents in Charge (ASAC) Supervisory Special Agents (SSA) All Special Agents (SA) 		
	(7) Case Files which attract extensive Media attention(8) Case Files which result in Congressional Committee interest		
	NOTE: This does not include Congressional Constituent complaints and/or interest		
	(9) All Case Files which result in substantive changes in FBI policy and procedures, as documented in the FBIHQ Case File		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old	-	
	 (7) "0" - Administrative File [Part A, Item 2] (8) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(9) All Other Case Files		
٠	DESTROY when 20 years old		

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7.		9. GRS OR	PAGE OF
ПЕМ	B. DESCIRPTION OF ITEM	SUPERSEDED	TAKE
NO.	INITH INCLUSIVE DATES OR RETENTION PERIODS/	JOB CITATION	(NARS) ONLY
264 CL	ASSIFICATION 264		
Ca	mputer Fraud And Abuse		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		1
	DISPOSAL NOT AUTHORIZED		
,	(3) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "0" - Administrative File [Part A, Item 2] (5) "00" - Policy File [Part A, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DESTROY when 20 years old		
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REQUES		JOB NO.	PAGE 27 OF 133
7. ITEM NO.	8. DESCIRPTION OF ITEM (MITHINGLISHEDATESORPETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
265	CLASSIFICATION 265		
	Acts Of Terrorism In The U. S International Terrorists [Obsolete 19 Acts Of Terrorism - International Terrorists	989]	
,	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under condition be determined by the FBI and NARA	as to	
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Informational Sample [10%] (5) Multi-Section Case Files - 2 or more Sections (6) Case Files with 15 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years	sold	
	(7) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years	old	
	(8) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years after al restrictions in Part A, Item 2 have been met	old	×
	(9) All Other Case Files		
	DESTROY when 20 years old		
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7. ITEM NO.	8. DESCIRPTION OF ITEM (with inclusive dates or retention periods)	9. GRS OR SUPERSEDED JOB CITATION	PAGE 28 OF 10. ACTION TAKEN INARS USI
266	CLASSIFICATION 266	CITATION	ONLY
	Acts Of Terrorism In The U. S Domestic Terrorists [Obsolete 1989] Acts Of Terrorism - Domestic Terrorists		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	DISPOSAL NOT AUTHORIZED		
	 (3) Exceptional Case Files [Part A, Item 3] (4) Systematic Informational Sample [10%] (5) Multi-Section Case Files - 2 or more Sections 		
	(6) Case Files with 15 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(7) "00" - Policy File {Part A, Item 1}		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(8) "0" - Administrative File [Part A, Item 2]		
	DESTROY all Sections of "0" Administrative File when 20 years old after al restrictions in Part A, Item 2 have been met		
	(9) All Other Case Files		
	DESTROY when 20 years old		

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REQUES			PAGE
7. ITEM NO.	B. DESCIRPTION OF ITEM (MITHINGLISHEDIATESORFETENTION FERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
267	CLASSIFICATION 267		
	Drug Related Homicide		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT; Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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EQUES			PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN INARS USI ONLYI
268	CLASSIFICATION 268		
	Engineering Technical Matters - Foreign Counter-Intelligence Matters		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(3) "0" - Administrative File [Part A, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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REQUES		• «««»»•••• ««»• ««»• •	PAGE 31 OF 133
7. ITEM NO.	8. DESCIRPTION OF ITEM WITH NOLISMEDATESORVETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
269	CLASSIFICATION 269		
	Engineering Technical Matters - Non Foreign Counter-Intelligence Matters		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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REQUES			PAGE 32 OF 133
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
270	CLASSIFICATION 270		
	Cooperative Witness Program		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		÷
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	B. DESCIRPTION OF ITEM MITHINGLIGMEDIATESONFETENTION FERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
271	CLASSIFICATION 271		
	Arms Control Treaty Matters		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
•	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
272	CLASSIFICATION 272		
	Money Laundering		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	B. DESCIRPTION OF ITEM MITHINGLISMEDATESORFETENTION REPICES	9. GRS OR SUPERSEDED JOB CITATION	PAGE 35 _{OF} 10. ACTION TAKEN (NARS USE ONLY)
273	CLASSIFICATION 273		
	Adoptive Forfeiture Matter - Drugs		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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REQUES			PAGE 360F 133
7. ITEM NO.	0. DESCIRPTION OF ITEM INITH INCLUSIVE DATES OR RETENTION PERIODS;	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
274	CLASSIFICATION 274		
	Adoptive Forfeiture Matter - Organized Crime		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7.		9. GRS OR	- 370F
ITEM NO.	8. DESCIRPTION OF ITEM MITHINGLIGNEDATESOPPETENTION FERIODS	SUPERSEDED JOB CITATION	TAKEN (NARS USE
275	CLASSIFICATION 275		ONLY)
215			
	Adoptive Forfeiture Matter - White Collar Crime		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Reserved Case Files [Part A, Item 6]		
	(3) "0" - Administrative File [Part A, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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EQUES			PAGE 380F 33
7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
276	CLASSIFICATION 276		
	Adoptive Forfeiture Matter - Violent Crime / Major Offenders Program		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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REQUEST			PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM WITHINGLISMEDIATESORVETENTION FERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
277	CLASSIFICATION 277		
	Adoptive Forfeiture Matter - Counter-Terrorism Program		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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	ST FOR RECORDS DI SITION AUTHORITY - CONTINUATION		- AD OF 1
7. ITTEM NO.	8. DESCIRPTION OF ITEM INITH INCLUSINE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS US ONLY)
278	CLASSIFICATION 278		
	President's Intelligence Oversight Board		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
			,
6-108		TANDARD FORM 115 rescribed by GSA	(REV. 12-83)

DISPOSITION **AUTHORITIES** FOR FIELD OFFICE **CASE FILE CLASSIFICATIONS** 88 161 189 191 213 214 249 - 253 255 256 259 - 279

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7. ITEM NO.	8. DESCIRPTION OF ITEM MITHINGLISHEDATESORPETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
279	CLASSIFICATION 279		
	Biological Weapons Anti-Terrorism Act Of 1989		
	(1) Informant Case Files [Part A, Item 5]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Reserved Case Files [Part A, Item 6] (3) "0" - Administrative File [Part A, Item 2] 		
	DISPOSAL NOT AUTHORIZED		
	(4) Exceptional Case Files [Part A, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part A, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED	·	
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REQUES	T FOR RECORDS DOSITION AUTHORITY - CONTINUATION		PAGE 42 OF 19
7. ITEM NO.	8. DESCIRPTION OF ITEM (with inclusive dates or retention periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN INARS USE ONLYI
	PART C		
	GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES		
	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 insure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this Part.		
1	"00" - POLICY FILES		- -
	The character of the "00" in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
2	°0° - ADMINISTRATIVE FILES		
	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		
	DESTROY when 3 years old or when all administrative needs have been met, whichever is later		
3	EXCEPTIONAL CASE FILES		
	 (a) Field office case files, wherever located, corresponding to the Case Files, designated for permanent retention in Part A, Item 3, classified as "Named Exceptional Cases" on individuals, organizations and / or activities. These cases were identified by NARA archivists or recommended by historians, social scientists, and other experts outside the Federal Government 		
	PERMANENT: Excluding Informant and Informant-related Case Files, offer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case File		
i-108	to the National Archives and Records Service. Pr	I TANDARD FORM 11 ascribed by GSA WR (41 CFR) 101-11	

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REQUE	ST FOR RECORDS DIS- SITION AUTHORITY - CONTINUATION		43 OF 13
7. ITEM NO.	8. DESCIRPTION OF ITEM I WITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	(b) Office of Origin Case Files and extant Auxiliary Office Case Files to be identified by employing 12 Exceptional Case Criteria developed by NARA and cited in Part A, Item 3 (a) - (l), to supplement the above "Named Exceptional Cases"		
	PERMANENT: Excluding Informant and Informant-related Case Files, offer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case File		
4	CASE FILES REQUIRING PROLONGED RETENTION		
	Case Files 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		
	RETAIN until all needs and obligations are met		
5	OFFICE OF ORIGIN CASE FILES		
	(a) Criminal Case Files		
	DESTROY when 10 years old		
	(b) Security Case Files		
	DESTROY when 20 years old		
6	AUXILIARY OFFICE CASE FILES		
	DESTROY when 1 year old		
7	LEGAL ATTACHE CASE FILES		
	(a) All Case Files for Mexico City and Hong Kong		
	PERMANENT: Offer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case File		
	(b) All Other Legal Attache Case Files		
	DESTROY when 5 years old unless disposition instructions call for retention		
115-108		TANDARD FORM 11	15 (REV. 12-83)

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7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODSI	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
88	CLASSIFICATION 88		
	Unlawful Flight To Avoid Prosecution		
	Unlawful Flight To Avoid Giving Testimony		
	Unlawful Flight To Avoid Custody		
	Unlawful Flight To Avoid Confinement		
	Unlawful Flight To Avoid Prosecution - Parental/Child Abduction Matters		
	I. Case Files Initiated Prior To 1980		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) "00" - Policy File [Part C, Item 1]	NI-65	07.11
	(3) Exceptional Case Files [Part C, Item 3]	NI-60	-01-11
	(4) Multi-Section Case Files - 2 or more Sections		
	(5) Case Files corresponding to FBIHQ Multi-Section Case Files		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files Initiated Prior To 1980		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
~	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

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8TANDARD FORM 116 (REV. 12-83) Prescribed by GSA FPMR (41 CFR) 101-11.4 -

REQUES	REQUEST FOR RECORDS DI SITION AUTHORITY - CONTINUATION		PAGE
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7. ITEM	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED	10. ACTION TAKEN
NO.	WITH INCLUSIVE DATES OR RETENTION PERIODS	JOB	(NARS USE
		CITATION	ONLYI
88	C. LEGAL ATTACHE Case Files		
continued			
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) "00" - Policy File [Part C, Item 1]		
	(3) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]	11-63	5-87-//
	(4) Exceptional Case Files [Part C, Item 3]	N/-00	· //
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2] - Derberg when 3 (6) All Other Case Files DESTROY when 5 years old have referred, which we		
	(5) "0" - Administrative File [Part C, Item 2] - Derthous when 3		
	(6) All Other Case Files		
	all adminished of the	u is later.	
	DESTROY when 5 years old have required, when the	(DZ	2
	II. Case Files Initiated After 1979		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Core Film, (Best C, Jam 10)		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) "00" - Policy File [Part C, Item 1]		
	(3) Systematic Evidential Sample [5%]		
	(4) Multi-Section Case Files - 2 or more Sections		
	(5) Case Files corresponding to FBIHQ Case Files with 9 or more Serials		
	(6) Case Files corresponding to FBIHQ Multi-Section Case Files		
	(7) Case Files with 40 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
		1	
	(8) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have		
	expired, whichever is later]	
	(7) All Other Case Files Initiated After 1979		
	DESTBOY when 10 was		
	DESTROY when 10 years old		
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REQUEST			PAGE 46 OF 7
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
88 ontinued	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) "00" - Policy File [Part C, Item 1] (3) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] 		
	(4) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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STANDARD FORM 115 (REV. 12-83)

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115-108

7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	10. ACTI TAKEN (NARS L
161	CLASSIFICATION 161	CITATION	ONLY,
	Special Inquisy - Presidential Appointment		
	Special Inquiry - Presidential Appointment Special Inquiry - Presidential Appointment with U.S. Senate Confirmation		
	Special Inquiry - Presidential Appointment with 15 Year Scope		
	Special Inquiry - White House / National Security Council Staff		
	Special Inquiry - White House Access		- 07-
	Special Inquiry - Congressional Staff [Obsolete - 1991]	N1-6.	p-0/
	Special Inquiry - Expanded Name Check		
	Special Inquiry - Congressional Committee Staff		
	A. OFFICE OF ORIGIN Case Files		
	(1) See Part B, Item 161 [FBIHQ is Office Of Origin]		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 3] (3) "00" - Policy File [Part C, Item 1] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(4) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(5) All Other Case Files		
	DESTROY when 20 years old		

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REQUEST	FOR RECORDS DEDISITION AUTHORITY - CONTINUATION		48 OF 100
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
161 continued	C. LEGAL ATTACHE Case Files		
CONTINUED	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) "00" - Policy File [Part C, Item 1] (3) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] 	N1-	65-87-11
	(4) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
189	CLASSIFICATION 189		
	Equal Credit Opportunity Act		
	A OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT. Offer to NARA in 10 year blocks when 30 years old		
	(3) "00" - Policy File [Part C, Item 1]	Alla	5-87-1,
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old	IV1-6	0 0,
	 (4) "0" - Administrative File [Part C, ltem 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		-
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
189 continued	C. LEGAL ATTACHE Case Files		
Continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3]	111-68	-87-11
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		-
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) *0* - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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7.		9. GRS OR	5 OF 2
TEM	8. DESCIRPTION OF ITEM	SUPERSEDED	TAKEN
NO.	(WITH INCLUSIVE DATES OR RETENTION PERIODS)	JOB CITATION	(NARS US ONLY)
192	CLASSIFICATION 192		
	Hobbs Act - Financial Institutions [Obsolete - 1987]		
	Hobbs Act - Commercial Institutions [Formerly Classification 193]		
	Lea Act - Commercial Institutions [Formerly Classification 193]		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	(3) Multi-Section Case Files - 2 or more Sections		
	(4) Case Files with 50 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(7) All Other Case Files		
	DESTROY when 10 years old		
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NO.	I WITH INCLUSIVE DATES OR RETENTION PERIODSI	JOB CITATION	(NARS USE ONLY)
192 continued	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
х.	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		

4	ST FOR RECORDS POSITION AUTHORITY - CONTINUATION		53 OF 12
7. FTEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
213	CLASSIFICATION 213		
	Fraud Against The Government - Department Of Education		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 3] (3) Multi-Section Case Files - 2 or more Sections (4) Case Files with 45 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		-
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 10 years old		4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]	-	
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
213 ontinued	C. LEGAL ATTACHE Case Files		
Ontinueu	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
1	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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7. ITEM NO.	8. DESCIRPTION OF ITEM	9, GRS OR SUPERSEDED JOB CITATION	55 OF 10. ACTION TAKEN INARS USI ONLYI
214	CLASSIFICATION 214	GIAION	UNET
	Civil Rights Of Institutionialized Persons		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) "00" - Policy File [Part C, Item 1]	N1-60	5-87-,
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	 (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
~	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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			56 OF 2
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
214 ontinued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old	N1-65	87-11
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		Å
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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REQUES	T FOR RECORDS DISPOSED N AUTHORITY - CONTINUATION		PAGE 57 07 819 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
249	CLASSIFICATION 249		
	Toxic Waste Matters [Obsolete - 1987]		
	Environmental Crimes - Resource Conservation And Recovery Act		
	Environmental Crimes - Toxic Substance Control Act		
	Environmental Crimes - Comprehensive Environmental Response		
	And Liability Act Of 1980		
	Environmental Crimes - Clean Water Act		
	Environmental Crimes - Safe Drinking Water Act		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	(3) Systematic Informational Sample [10%]		
	(4) Multi-Section Case Files - 2 or more Sections		
	(5) Case Files with 50 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(6) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(8) All Other Case Files		
	DESTROY when 20 years old		
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108		STANDARD FORM 1 Prescribed by GSA	15 (REV. 12-83)

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7.		9. GRS OR	58 OF 1
ITEM NO.	8. DESCIRPTION OF ITEM (with inclusive dates on hetertion periods)	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
249	B. AUXILIARY OFFICE Case Files		UNLTY
ontinued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) *00* - Policy File [Part C, Item 1]		T
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
-	(6) All Other Case Files		
	DESTROY when 5 years old		

7. ITEM NO.	B. DESCIRPTION OF ITEM I with inclusive dates or retention periods	9. GRS OR SUPERSEDED JOB CITATION	TO. ACTION TAKEN (NARS USE ONLY)
250	CLASSIFICATION 250		
	Consumer Product Tampering		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3] (3) Multi Section Occo Files 2 on more Sections	·	
	 (3) Multi-Section Case Files - 2 or more Sections (4) Case Files with 25 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) *0* - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

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REQUES			PAGE 60 of 13
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
250 ontinued	C. LEGAL ATTACHE Case Files		
ontinued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files	-	
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
251	CLASSIFICATION 251		
	Controlled Substances - Robbery		
	Controlled Substances - Burgulary		
	Controlled Substances Registrant Protection Act Of 1984		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		-
	(2) Exceptional Case Files [Part C, Item 3]		аЛ
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old	N1-6	5-87-1
	(3) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	 (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files DESTROY when 1 year old		
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REQUES	T FOR RECORDS INC. ITION AUTHORITY - CONTINUATION		PAGE 62 of 133
7. ITEM ND.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
251 continued	 C. LEGAL ATTACHE Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 30 years old (4) "00" - Policy File [Part C, Item 1] PERMANENT: Offer to NARA in 10 year blocks when 50 years old (5) "0" - Administrative File [Part C, Item 2] DISPOSAL NOT AUTHORIZED (6) All Other Case Files 		- 87-1/
	DESTROY when 5 years old		

7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
252	CLASSIFICATION 252		
•	Violent Criminal Apprehension Program [Obsolete - 1986] National Center For The Analysis Of Violent Crimes		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 3] (3) Multi-Section Case Files - 2 or more Sections (4) Case Files with 10 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
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REQUES	T FOR RECORDS DISTION AUTHORITY - CONTINUATION		FAGE 64 OF B
7. ITEM NO.	8, DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
252 ontinued	C. LEGAL ATTACHE Case Files		
0000000	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		-
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DISPOSAL NOT AUTHORIZED		
	(6) All Other Case Files		
	DESTROY when 5 years old		
15-109		ANDARD FORM 115	FIEV. 12-83)

EQUES	ST FOR RECORDS DECOSITION AUTHORITY - CONTINUATION		DAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
253	CLASSIFICATION 253		
	Fraud And Related Activity In Connection With Identification Documents False Identification Crime Control Act Of 1982 Private Identification Documents Without A Disclaimer		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 2](3) Systematic Informational Sample [10%]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
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	T FOR RECORDS TOPOSITION AUTHORITY - CONTINUATION		64 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
253 ontinued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7](3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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7. TEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
255	CLASSIFICATION 255		
	Counterfeiting Of State And Corporate Securities		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 2]		
	(3) Systematic Informational Sample [10%]		
	(4) Multi-Section Case Files - 2 or more Sections(5) Case Files with 75 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(6) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(8) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

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7.		9. GRS OR	68 OF 18
ITEM NO.	B. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
255 ontinued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	 (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	DESTROY when 5 years old		
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15-108	Four copies, including original to be submitted STA	ANDARD FORM 115	FIEV , 12-83)

	7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)
 Hostage Taking - Non Terrorism Hostage Taking - International Terrorism Hostage Taking - Domest Terrorism OFFICE OF ORIGIN Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 30 years old (3) "00" - Policy File [Part C, Item 1] PERMANENT: Offer to NARA in 10 year blocks when 50 years old (3) "00" - Administrative File [Part C, Item 2] (5) All Other Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 1] PERMANENT: Offer to NARA in 10 year blocks when 50 years old (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 30 years old (3) All Other Case Files 	256	CLASSIFICATION 256		
	256	 Hostage Taking - Terrorism [Obsolete 1989] Hostage Taking - Non Terrorism Hostage Taking - International Terrorism Hostage Taking - Domestc Terrorism A. OFFICE OF ORIGIN Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 30 years old (3) "00" - Policy File [Part C, Item 1] PERMANENT: Offer to NARA in 10 year blocks when 50 years old (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case Files [Part C, Item 10] PERMANENT: Offer to NARA in 10 year blocks when 50 years old (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files DISPOSAL NOT AUTHORIZED B. AUXILLIARY OFFICE Case Files (1) Informant Case Files [Part C, Item 10] PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA (2) Exceptional Case File [Part C, Item 3] PERMANENT: Offer to NARA in 10 year blocks when 30 years old 	N1-6	5-87-

	T FOR RECORDS DEPOSITION AUTHORITY - CONTINUATION	9. GRS OR	70 OF 2
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	SUPERSEDED JOB CITATION	10. ACTIÓN TAKEN (NARS USE ONLY)
256 continued	C. LEGAL ATTACHE Case Files		
Continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old	N1-65	-87-11
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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115-108	to the National Archives and Records Service. Pr	ANDARD FORM 11 escribed by GSA MR (41 CFR) 101-11	

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REQUES			PAGE
7. ПЕМ NO.	8. DESCIRPTION OF ITEM (with inclusive dates gr retention periods)	9. GRS OR SUPERSEDED JOB CITATION	71 OF 39 10. ACTION TAKEN INARS USE ONLYI
259	CLASSIFICATION 259		<u> </u>
	Security Clearance Investigation Program		
	A. OFFICE OF ORIGIN Case Files		
	(1) See Part B, Item 259 [FBIHQ is Office of Origin]		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 2](3) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(4) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 20 years old		
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115-108	Four copies, including original to be submitted	STANDARD FORM 11	5 (REV. 12-83)

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REQUEST	FOR RECORDS DEPOSITION AUTHORITY - CONTINUATION		72 OF 130
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
259	C. LEGAL ATTACHE Case Files		
continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) "00" - Policy File [Part C, Item 1] (3) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (4) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) *0* - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
115-108	to the National Archives and Records Service.	TANDARD FORM 11 Prescribed by GSA PMR (41 CFR) 101-11	

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REQUES			PAGE 7.3 OF 132
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN INARS USE ONLYI
260	CLASSIFICATION 260		-
	Industrial Security Program		
	A. OFFICE OF ORIGIN Case Files		
	(1) See Part B, Item 260 [FBIHQ is Office of Origin]		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 2] (3) "00" - Policy File [Part C, Item 1] 		-
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(4) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
*	(7) All Other Case Files		
	DESTROY when 20 years old		
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115-108	to the National Archives and Records Service.	STANDARD FORM 11 Prescribed by GSA FPMR (41 CFR) 101-11	

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1120000	T FOR RECORDS DECOSITION AUTHORITY - CONTINUATION		74 OF
7. ПЕМ	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED	10. ACTI TAKEN
NO.	(WITH INCLUSIVE DATES OR RETENTION PERIODS)	JOB CITATION	INARS L ONLY
260	C. LEGAL ATTACHE Case Files		
continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) "00" - Policy File [Part C, Item 1] (3) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (4) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
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	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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EQUES	ST FOR RECORDS DI DSITION AUTHORITY - CONTINUATION		75 OF 12
7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODSI	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
261	CLASSIFICATION 261		
	Security Officer Matters		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

	T FOR RECORDS DI OSITION AUTHORITY - CONTINUATION		76 OF 13
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
261 Intinued	C. LEGAL ATTACHE Case Files		
ATTEN DOG	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions be determined by the FBI and NARA	s to	
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Iten (3) Exceptional Case Files [Part C, Item 3] 	m 7]	
	PERMANENT: Offer to NARA in 10 year blocks when 50 years of	ld	
	(4) "00" - Policy File [Part C, Item 1]		
	(5) "0" - Administrative File [Part C, Item 2]		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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EQUES			PAGE
7. Item No.	8. DESCIRPTION OF ITEM (WITH WICLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	IO. ACTIC TAKEN (NARS U ONLY)
262	CLASSIFICATION 262		
	Overseas Homicide / Attempted Homicide - International Terrorism		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 2] (3) Multi-Section Case Files - 2 or more Sections 		v
	(4) Case Files with 14 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) [•] 0 [•] - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

7.		9. GRS OR	78
ПЕМ NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	SUPERSEDED JOB CITATION	íN
262 continued	C. LEGAL ATTACHE Case Files		
Continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
·	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) *0* - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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REQUES	T FOR RECORDS DUPSITION AUTHORITY - CONTINUATION	JOB NO.		PAGE 79 OF 139
7. ITEM NO.	8. DESCIRPTION OF ITEM	1	9. GRS OR SUPERSEDED JOB CITATION	TO. ACTION TAKEN INARS USE ONLY
263	CLASSIFICATION 263			
	Office Of Professional Responsibility Matters			
	A. OFFICE OF ORIGIN Case Files			
	(1) See Part B, Item 263 [FBIHQ is Office of Origin]			
	B. AUXILIARY OFFICE Case Files			
	(1) Not Applicable - Case Files Maintained At FBIHQ Only			
	C. LEGAL ATTACHE Case Files			
	(1) Not Applicable - Case Files Maintained At FBIHQ Only			
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116 100				
116-108	Four copies, including original to be submitted to the National Archives and Records Service.	Presc	DARD FORM 115 ribed by GSA (41 CFR) 101-11.4	(FEV. 12-83)

	B. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
264	CLASSIFICATION 264		
	Computer Fraud And Abuse		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
:	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 2]		
	(3) Systematic Informational Sample [10%] -		
	 (4) Multi-Section Case Files - 2 or more Sections (5) Case Files with 25 or more Serials 		
	(5) Case Files with 25 of more serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(6) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(7) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(8) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

REQUES	T FOR RECORDS DEPOSITION AUTHORITY - CONTINUATION		PAGE 81 OF 3
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
264 continued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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EQUES	T FOR RECORDS DUPSITION AUTHORITY - CONTINUATION	DEDISITION AUTHORITY - CONTINUATION	
7. TEM	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED	10. ACTIO TAKEN
NO.	INITH INCLUSIVE DATES OR RETENTION PERIODS	JOB CITATION	(NARS US ONLY)
265	CLASSIFICATION 265		
	Acts Of Terrorism In The U. S International Terrorism [Obsolete 1989] Acts Of Terrorism - International Terrorists		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 2]		
	 (3) Multi-Section Case Files - 2 or more Sections (4) Case Files with 30 or more Serials 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		

REQUES	T FOR RECORDS DESITION AUTHORITY - CONTINUATION		83 OF 13/
7. ITEM NO.	8. DESCIRPTION OF ITEM (with inclusive dates or retention periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
265 ontinued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7](3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired		
	(6) All Other Case Files		
	DESTROY when 5 years old		
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EQUES			PAGE 84 OF
7. Tem	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED	10. ACTION TAKEN
NO,	I WITH INCLUSIVE DATES OR RETENTION PERIODSI	JOB CITATION	(NARS US ONLY)
266	CLASSIFICATION 266		
	Acts Of Terrorism In The U. S Domestic Terrorism [Obsolete 1989] Acts Of Terrorism - Domestic Terrorists		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Exceptional Case Files [Part C, Item 2] (3) Multi-Section Case Files - 2 or more Sections 		
	(4) Case Files with 30 or more Serials		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(5) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(6) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired, whichever is later		
	(7) All Other Case Files		
	DESTROY when 10 years old		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DESTROY when 1 year old		
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REQUES	T FOR RECORDS DESPOSITION AUTHORITY - CONTINUATION		PAGE 85 OF 3
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
266	C. LEGAL ATTACHE Case Files		
continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7](3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 50 years old		
	(5) "0" - Administrative File [Part C, Item 2]		
	DESTROY when 3 years old or when all administrative needs have expired		
·-	(6) All Other Case Files		
	DESTROY when 5 years old		
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REQUES	ST FOR RECORDS DI		86 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM (with inclusive dates or retention periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
267	CLASSIFICATION 267		
	Drug Related Homicide		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
1	(2) Exceptional Case File [Part C, Item 3]		-
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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REQUES		<u></u>	PAGE 87 OF 133
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
267 continued	C. LEGAL ATTACHE Case Files		
001112000	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
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	ST FOR RECORDS D'OSITION AUTHORITY - CONTINUATION		88 OF 1
7. Item No.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIÓI TAKEN (NARS US ONLY)
268	CLASSIFICATION 268		
	Engineering Technical Matters - Foreign Counter-Intelligence Matters		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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REQUES		J.	PAGE 89 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN INARS USE ONLY
268	C. LEGAL ATTACHE Case Files		
ontinued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7) (3) Exceptional Case Files [Part C, Item 3] 	1	
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] 		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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7.		9. GRS OR	90 OF 10
ITEM NO.	8. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
269	CLASSIFICATION 269		
	Engineering Technical Matters - Non Foreign Counter-Intelligence Matters		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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	DISPOSAL NOT AUTHORIZED		
	 (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	(4) "00" - Policy File [Part C, Item 1]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
ntinued	(1) Informant Case Files [Part C, Item 10]		
269	C. LEGAL ATTACHE Case Files		
NO.	8. DESCIRPTION OF ITEM (with inclusive dates on retention periods)	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
ITEM			

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7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
270	CLASSIFICATION 270		
	Cooperative Witness Program		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) "00" - Policy File [Part C, Item 1]		
	(4) "0" - Administrative File [Part C, Item 2]		
	(5) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
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	DISPOSAL NOT AUTHORIZED		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
continued	(1) Informant Case Files [Part C, Item 10]		
270	C. LEGAL ATTACHE Case Files	CITATION	ONLY)
ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARS USE
7.		9 GRS OR	10 ACTION

7.	T FOR RECORDS DEDITION AUTHORITY - CONTINUATION	9. GRS OR	94- OF 10. ACTION
no.	B. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USI ONLY)
271	CLASSIFICATION 271		
	Arms Control Treaty Matters		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) "00" - Policy File [Part C, Item 1]		
	(4) "0" - Administrative File [Part C, Item 2]		
	(5) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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7. Item No.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
271 ontinued	C. LEGAL ATTACHE Case Files		
00010020	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	96 OF 10. ACTION TAKEN (NARS USI ONLY)
272	CLASSIFICATION 272		
	Money Laundering		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
272 continued	C. LEGAL ATTACHE Case Files		
continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
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7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
273	CLASSIFICATION 273		
	Adoptive Forfeiture Matter - Drugs		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
5-108	Four copies, including original to be submitted 5	TANDARD FORM 115	

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REQUEST		er	PAGE 99 OF 33
7. ITEM NO.	8. DESCIRPTION OF ITEM I with inclusive dates or retention remods;	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN INARS USE ONLY)
273 continued	C. LEGAL ATTACHE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
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115-108	Four copies, including original to be submitted 87.	ANDARD FORM 116	

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7.		9. GRS OR	10. ACTION
ITEM	8. DESCIRPTION OF ITEM	SUPERSEDED	TAKEN
NO.	IWITH INCLUSIVE DATES OR RETENTION PERIODSI	JOB CITATION	(NARS US ONLY)
274	CLASSIFICATION 274		
	Adoptive Forfeiture Matter - Organized Crime		
	A. OFFICE OF ORIGIN Case Files		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Encentional Cons Films (Best C. Item 2)		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) "00" - Policy File [Part C, Item 1]		
	(4) "0" - Administrative File [Part C, Item 2]		
	(5) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	(1) morman case riles [rait C, icin 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to		
	be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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STANDARD FORM 115 (REV. 12-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

	T FOR RECORDS DEOSITION AUTHORITY - CONTINUATION		PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
274	C. LEGAL ATTACHE Case Files		UNLI
ontinued			
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]		
	(3) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(4) "00" - Policy File [Part C, Item 1]		
	(5) "0" - Administrative File [Part C, Item 2]		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
15-108	· • •	ANDARD FORM 115	(HEV. 12-83)

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7. TEM 10.	8. DESCIRPTION OF ITEM INITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTK TAKEN (NARS U ONLY)
75	CLASSIFICATION 275		
	Adoptive Forfeiture Matter - White Collar Crime		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
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	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		n
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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	 (4) 60 - Poncy rule [rait C, Item 1] (5) *0* - Administrative File [Part C, Item 2] (6) All Other Case Files 			
	PERMANENT: Offer to NARA in 10 year blocks (4) "00" - Policy File [Part C, Item 1]	s when 50 years old		
	(3) Exceptional Case Files [Part C, Item 3]	n when 30 years old		
	(2) Mexico City and Hong Kong Legal Attache Case F	iles [Part C, Item 7]		
	PERMANENT: Transfer to NARA at a date and be determined by the FBI and NARA	under conditions to		
	(1) Informant Case Files [Part C, Item 10]			
275 continued	C. LEGAL ATTACHE Case Files			
	(WITH INCLUSIVE DATES OF RETENTION PERIODS)		CITATION	ONLY
NO.			JOB	(NARS US

OFFICIAL SPEECHES FBIHQ AUTOMATED SYSTEMS

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M 1.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. AC TAKE (NARS
	CLASSIFICATION 276	GIAHON	ONL
	Adoptive Forfeiture Matter - Violent Crime / Major Offenders Program		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] 		
	(5) All Other Case Files		
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	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
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	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
ontinued	(1) Informant Case Files [Part C, Item 10]		
276	C. LEGAL ATTACHE Case Files		
7. ITEM NO.	8. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
		9. GRS OR	PAGE 105 OF 3

7. Tem No.	8. DESCIRPTION OF ITEM I WITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
77	CLASSIFICATION 277		
	Adoptive Forfeiture Matter - Counter-Terrorism Program		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
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	.B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

115-108	to the National Archives and Records Service. Pro	ANDARD FORM 115 Iscribed by GSA WR (41 CFR) 101-11.4	(PEV. 12-83)
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	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
continued	(1) Informant Case Files [Part C, Item 10]		
277	C. LEGAL ATTACHE Case Files		
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
			PAGE 107 OF 13

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EQUES	ST FOR RECORDS DIVERSITION AUTHORITY - CONTINUATION		108 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIO TAKEN (NARS US ONLY)
278	CLASSIFICATION 278		
	President's Intelligence Oversight Board		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
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	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		

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REQUES	T FOR RECORDS DISTION AUTHORITY - CONTINUATION		109 OF 3
7. ITEM NO.	8. DESCIRPTION OF ITEM INITH INCLUSINE DATES OF RETENTION PERIODS/	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
278 ontinued	C. LEGAL ATTACHE Case Files		
DITING	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] 		
	(6) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
15-108		ANDARD FORM 115 scribed by GSA	FEV. 12-83)

7. ITEM NO.	B. DESCIRPTION OF ITEM (WITH INCLUSINE DATES OF RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
279	CLASSIFICATION 279		
	Biological Weapons Anti-Terrorism Act Of 1989		
	A. OFFICE OF ORIGIN Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case Files [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (3) "00" - Policy File [Part C, Item 1] (4) "0" - Administrative File [Part C, Item 2] (5) All Other Case Files 		
	DISPOSAL NOT AUTHORIZED		
	B. AUXILIARY OFFICE Case Files		
	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	(2) Exceptional Case File [Part C, Item 3]		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	(3) All Other Case Files		
	DISPOSAL NOT AUTHORIZED		
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REQUES			PAGE
7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
279	C. LEGAL ATTACHE Case Files		
continued	(1) Informant Case Files [Part C, Item 10]		
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA		
	 (2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7] (3) Exceptional Case Files [Part C, Item 3] 		
	PERMANENT: Offer to NARA in 10 year blocks when 30 years old		
	 (4) "00" - Policy File [Part C, Item 1] (5) "0" - Administrative File [Part C, Item 2] (6) All Other Case Files 		
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115-108	to the National Archives and Records Service. Pre-	NDARD FORM 115 Icribed by GSA IR (41 CFR) 101-11.4	(FEV. 12-83)

REQUES			PAGE
7. ПЕМ NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	NZ OF 133 10. ACTION TAKEN INARS USE ONLY
	PART E		
	MISCELLANEOUS DISPOSITION AUTHORITIES		
	The records described below are related to the FBI Central Records System but are maintained apart from the FBI's Administrative, Applicant, Criminal, and Security Case Files		
1	GENERAL INDICES: FBI HEADQUARTERS AND FIELD OFFICES		
-	Constitutes FBI primary information retrieval system for Criminal, Security, and Applicant Case Files. Manual indices system, consisting of 3 X 5 index		
	cards, is arranged alphabetically by name, organization, or codewords, relating to all Security and Applicant Case Files generated prior to 1958 and Criminal		
	Case Files generated prior to 1973. Automated indices system contains locator information on individuals, organizations and codewords relating to all Security / Applicant Case Files generated after 1957 and Criminal Case Files		
	generated after 1972	•	
	A. Manual Indices System		N1-65-89-07 Items 1 - 2
	 (1) Index cards, including main cards, photograph cards, and all others for Case Files designated for permanent retention by provisions of this Disposition Schedule 		
	PERMANENT: Transfer to NARA with related Case Files		
	(2) All other Index Cards		N1-65-89-07 Items 1 - 2
	DESTROY with related Case Files		
	B. Automated Indices System		
	(1) Index information pertaining to permanent Case Files		N1-65-90-02 Item 1 (A)(1)
	PERMANENT: Transfer to NARA with related Case Files in a format and on a medium acceptable to NARA at the time of transfer of legal custody	-	
	(2) Index information pertaining to temporary Case Files		N1-65-90-02 Item 1 (A)(2)
	DESTROY at such time as related Case Files are destroyed		
	(3) System Documentation		N1-65-90-02 Item 1 (B)
	PERMANENT: Transfer appropriate documentation to NARA with first transfer of permanent Case Files, wherein the index information has been retrieved from the Automated Indices System		
115-108	Four copies, including original to be submitted S	TANDARD FORM 11	5 (REV. 12-83)

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REQUE		B NO.		PAGE 113 OF 33
7. ITEM NO.	B. DESCIRPTION OF ITEM		9. GRS OR SUPERSEDED JOB CITATION	10, ACTION TAKEN (NARS USE ONLY)
11	OFFICIAL SPEECHES			
	A. Textual Records			
	(1) Textual record set of speeches made by former Directors and other former senior officials of the FBI and record set of official news rel			
	PERMANENT: Transfer to NARA with original audio tapes, if ex otherwise, in 10 year blocks when newest speech is 30 years old	xtant,		
	B. Audio Records			
	(1) Audio record set of speeches made by former Directors of the FBI			
	PERMANENT: Cut-off with tenure of the Director and transfer of tapes to NARA immediately.	original		
	(2) Audio record set of speeches made by former senior officials of the	FBI		
	PERMANENT: Cut-off with tenure of senior official and transfer original tapes to NARA immediately. See Item 13 (L)(12 - 13) for disposition of related electronic records			
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115-108	Four copies, including original to be submitted	STA	NDARD FORM 11	1 15 (REV. 12-83)

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	T FOR RECORDS POSITION AUTHORITY - CONTINUATION	1	114 OF 3
7. ITEM NO.	8. DESCIRPTION OF ITEM I WITH INCLUSIVE DATES OR RETENTION PERIODSI	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13	AUTOMATED SYSTEMS		
	A. Identification Division		
	Merged with Criminal Justice Information Systems Division Effective May, 1993		
	B. Training Division		
	(1) Academy Services File [ACE] DESTROY when all administrative needs have expired		NC1-65-82-0 Part E Item 13 (B)(
	(2) Police Training Schools File [PTS]		NC1-65-82-0 Part E
	DESTROY when all administrative needs have expired (3) National Center For The Analysis Of Violent Crime [NCAVC]		Item 13 (B)(N1-65-86-13
	Computerized records and related indices maintained at FBI Academy in Quantico, Virginia and FBIHQ. Contents pertain, in any manner, to official FBI investigations into violent crime. Records encompass FBI violent crime case reports; Violent Criminal Apprehension Program case reports furnished by Federal, State and Local law enforcement agencies; research studies; and indices of trends, patterns, individuals who can provide assistance to the program, public record sources, and individuals whose records are maintained within the system		
	DESTROY when 50 years old or upon termination of the program, whichever is later		

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REQUES		0.	PAGE 115 OF 132
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13	C. Administrative Services Division		
continued	(1) Financial Management System [FMS]		
	Collects, stores and reports FBI financial information. FMS interface with other FBI systems in order to obtain this information. Major applications of FMS and applicable disposition authorities are as follo		
	(a) Budget Formulation	– GRS Part 5	
	DESTROY when 1 year old after close of fiscal year covered by budget in accordance with applicable provision of General Records Schedule [GRS]	Item 2a; Item 4 and Part 20 Item 3(A)	
	(b) General Ledger	GRS Part 7	
	DESTROY when 6 years / 3 months old in accordance with applicable provisions of General Records Schedule [ORS].		
	(c) Purchasing	GRS Part 3	
	DESTROY in accordance with applicable provisions of General Records Schedule [GRS]	Item 3 and Part 20 Item 3(A)	
	(d) Accounts Receivable	GRS	
	DESTROY in accordance with applicable provisions of General Records Schedule [GRS]	Part 6 All Items and Part 20 Item 3(A)	**
	(e) Fixed Assets	GRS	
	DESTROY after 10 years following adherence to restriction set forth in applicable provisions of General Records Schedule [GRS]	Part 3 Item 1 and Part 20 Item 3(A)	
	(f) Inventory Management	GRS	
	DESTROY after 2 years following adherence to restrictions set forth in applicable provisions of General Records Schedule [GRS]	Part 3 Item 9 and Part 20 Item 3(A)	
115-108	Four copies, including original to be submitted to the National Archives and Records Service	STANDARD FORM 1	15 (REV. 12-83)

to the National Archives and Records Service.

REQUEST	FOR RECORDS POSITION AUTHORITY - CONTINUATION		116 OF 12
7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	(2) Personnel / Payroll System		
	Collects, stores and reports personnel / payroll information as required for employee compensation. Reports include management reports, audit reports, Government-mandated payroll data, personnel actions and statement of earnings. Major Sub-Systems of Personnel / Payroll System and applicable disposition authorities are as follows:		
	(a) Payroll	GRS Part 2	
	DESTROY in accordance with applicable provision of General Records Schedule [GRS]	All Items and Part 20 Item 3(A)	
	(b) Personnel	GRS Part 1	
	DESTROY in accordance with applicable provision of General Records Schedule [GRS] provided requirements of the Federal Personnel Manual, Chapter 333, Section A-4 are observed	All Items and Part 20 Item 3(A)	
	(c) Applicant	GRS	
	DESTROY in accordance with applicable provision of General Records Schedule [GRS]	Part 1 Item 15 and Part 20 Item 3(A)	
	(d) Issued Personal Property	GRS Part 4	
	DESTROY in accordance with the applicable provisions of General Records Schedule [GRS]	All Items and Part 20 Item 3(A)	
	(e) Training	GRS Part 1	
	DESTROY in accordance with the applicable provisions of General Records Schedule [GRS]	Items 29(A); 29(B) and Part 20	
		Item 3(A)	
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115-108		ANDARD FORM 11	5 (REV. 12

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Image: Second Statistics System [STAT] Part E Item 13 (C)(Aviation Skills File [PILOT] (c) Agent Answer Sheet [AAS] (d) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit File [PAMPS] (g) Payroll File [PAY] (h) Electronic Reservations / Ticketing System Purchase Order File [ERTS] (i) Accounting Voucher Edge [VOU] (i) Accounting Voucher Edge [VOU] (i) Accounting System File [CAS] (h) Program Index File [IND] (m) Cost Accounting System File [PAS] DESTROY when all administrative needs have expired D. Information Management Division [former Records Management Division] NC1-65-82-0 (l) Freedom-of Information - Privacy Acts [FOI-PA] File NC1-65-82-0	ITEM NO.	 (3) Miscellaneous Automated Systems (a) Personnel Statistics System [STAT] (b) Aviation Skills File [PILOT] (c) Agent Answer Sheet [AAS] (d) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit File [PAMPS] (g) Payroll File [PAY] (h) Electronic Reservations / Ticketing System Purchase Order File [ERTS] (i) Accounting Voucher Eiles [VOU] (j) Auto Inventory File [AUTO] (k) Federal Procurement Data File [FPDS] (l) Program Index File [IND] (m) Cost Accounting System File [CAS] (n) Property Accounting System File [PAS] 	SUPERSEDED JOB	10. ACTION TAKEN <i>INARS USE</i> <i>ONLYI</i> NC1-65-82-04
13 ontinued (3) Miscellaneous Automated Systems NC1-65-82-0 Part E (a) Personnel Statistics System [STAT] (b) Aviation Skills File [PILOT] NC1-65-82-0 (b) Aviation Skills File [PILOT] (c) Agent Answer Sheel [AAS] (d) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit Pile [PaMPS] (g) Parter Diversion [CFP] (e) Performance Appraisal Merit Pile [PaMPS] (g) Parter Diversion [CFP] (f) Performance Appraisal Merit Pile [PAMPS] (g) Parter Diversion [CFP] (f) Performance Appraisal Merit Pile [PAMPS] (g) Parter Diversion [CFP] (f) Performance Appraisal Merit Pile [PAMPS] (g) Parter Diversion [CFP] (f) Performance Appraisal Merit Pile [PAMPS] (g) Parter Diversion [CFP] <		 (3) Miscellaneous Automated Systems (a) Personnel Statistics System [STAT] (b) Aviation Skills File [PILOT] (c) Agent Answer Sheet [AAS] (d) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit File [PAMPS] (g) Payroll File [PAY] (h) Electronic Reservations / Ticketing System Purchase Order File [ERTS] (i) Accounting Voucher Files [VOU] (j) Auto Inventory File [AUTO] (k) Federal Procurement Data File [FPDS] (l) Program Index File [IND] (m) Cost Accounting System File [CAS] (n) Property Accounting System File [PAS] 	CITATION	ONLY) NC1-65-82-04 Part E
Immed (a) Personnel Statistics System [STAT] (b) Aviation Skills-File [PILOT] (c) Agent Answer Sheet [AAS] (c) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit Pist [PAMPS] (g) Payroll File [PAY] (h) Electronic Reservations / Ticketing System Purchase Order File [ERTS] (f) Accounting Voucher Edes [VOU] (f) Accounting System File [CAS] (f) Program Index File [IND] (f) Program Index [IND] (f) Program Index [I		 (a) Personnel Statistics System [STAT] (b) Aviation Skills File [PILOT] (c) Agent Answer Sheet [AAS] (d) Career Development Program [CFP] (e) Quantico Training Facilities File [QTF] (f) Performance Appraisal Merit File [PAMPS] (g) Payroll File [PAY] (h) Electronic Reservations / Ticketing System Purchase Order File [ERTS] (i) Accounting Voucher Eiles [VOU] (j) Auto Inventory File [AUTO] (k) Federal Procurement Data File [FPDS] (l) Program Index File [IND] (m) Cost Accounting System File [CAS] (n) Property Accounting System File [PAS] 		Part E
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identifies personnel who control access to restricted Case Files / Serials. (a) Individual Transactions / "Charge-Outs"				
(a) Individual Transactions / "Charge-Outs"				
DESTROY when 15 years old or when all administrative needs have		-		
expired, whichever is later		·		

Four copies, including original to be submitted to the National Archives and Records Service.

REQUEST			PAGE 118 OF 12
7. ПЕМ NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	(b) Complete Case File Record DESTROY when Case File has been transferred to NARA or when C File has been destroyed commensurate with NARA-approved disposit of Case Files		
- - -	(3) Automation Of Incoming Mail Serialization [AIMS]		
	AIMS provides a brief abstract for each Serial in a Case File and serves as a register of the highest numbered Serial in each Section of a Case File		
	(a) Records Corresponding To Temporary Case Files	GRS Part 23	
	DESTROY when Case File has been destroyed commensurate with NARA-approved disposition of Case File	Item 8	
	(b) Records Corresponding To Permanent Case Files		
	PERMANENT: Transfer to NARA in 10 year blocks when 30 or 50 years old, whichever is commensurate with NARA-approved disposition of Case Files		
	(4) Automated Headquarters General Indices		
	See Part E, Item 1		
	E. Intelligence Division		
	(1) Intelligence Information System [IIS]		
	Expert system which collects, analyzes, and correlates Foreign Counte Intelligence [FCI] information obtained through investigations related the FCI program. IIS System is functional at FBIHQ and 54 Field Off	l to	
	(a) Information Obtained From Other Federal Agencies		
	DESTROY when 18 months old or when all administrative / investigation needs have expired, whichever is later	tive	
	(b) Information From Temporary Case Files	GRS Part 23	
	DESTROY when Case File has been destroyed commensurate with NARA-approved disposition of Case File	Item 8	
	-		
115-108	Four copies, including original to be submitted to the National Archives and Records Service.	STANDARD FORM 1 Prescribed by GSA	15 (REV. 12-

7.		9. GRS OA	119 OF 3
ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODS	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
13 continued	(c) Information From Permanent Case Files		
	PERMANENT: Transfer to NARA in 10 year blocks when 30 or 50 years old commensurate with NARA-approved disposition of Case File		
	(d) System Documentation		
	PERMANENT: Transfer to NARA with related Case Files in a format acceptable to NARA at the time of transfer of legal custody		
	(2) Computerized Telephone Number File [CTNF] - Intelligence		NC1-65-82-04 Part E
	DESTROY when all administrative / investigative needs have expired		Item 13 (E)(2
	F. Criminal Investigative Division	-	
	(1) Organized Crime Information System [OCIS]		
	Expert system which collects, analyzes, and correlates Organized Crime [OC] information obtained through investigations related to the FBI OC program. OCIS System is functional at FBIHQ and in all Field Offices		
	(a) Information From Temporary Case Files		
-	REVIEW when related Case File is destroyed and DESTROY unless further retention is approved		
	(b) Information From Permanent Case Files		
	PERMANENT: Transfer to NARA in 10 year blocks when 30 or 50 years old commensurate with NARA-approved disposition of Case File		
	(c) System Documentation		
	PERMANENT: Transfer to NARA with related Case Files in a format acceptable to NARA at the time of transfer of legal custody		
	(2) Terrorist Information System [TIS]		
	Expert system which collects, analyzes, and correlates Case File information obtained through investigations relating to known or suspected terrorists and acts of terrorism. TIS System is functional at FBIHQ and in all Field Offices	, ,	
	(a) Information From Temporary Case Files		
	REVIEW when related Case File is destroyed and DESTROY unless further retention is approved		

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REQUEST	FOR RECORDS POSITION AUTHORITY - CONTINUATI		PAGE 120 OF 1
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	(b) Information From Permanent Case Files		
Johnmaed	PERMANENT: Transfer to NARA in 10 year blocks when 30 or 50 years old commensurate with NARA-approved disposition of Case File		
	(c) System Documentation		
	PERMANENT: Transfer to NARA with related Case Files in a format acceptable to NARA at the time of transfer of legal custody		
	(3) Federal Statistics File [FED]		NC1-65-82-0 Part E
Ę	Contains information on the final disposition (i.e, arrests, convictions, sentences, and court settlements) of FBI Case Files		Item 13(F)
	PERMANENT: Transfer to NARA in 10 year blocks when 30 years old	· ·	
4	(4) Organized Crime Statistics [ORC]		NC1-65-82-0 Part E
	Contains information (i.e., indictment, prosecution and conviction) related to organized crime figures who are the subjects of FBL Organized Crime investigations	•	Item 13(F)
	PERMANENT: Transfer to NARA in 10 year blocks when 30 years old	r	
	(5) Bank Robbery Statistics [BRU]		NC1-65-82-0 Part E
	Master File contains information relating to bank robberies occuring in the areas covered by FBI Field Offices. Information includes types		Item 13 (F)
	of security utilized, race / sex of subjects, value of cash taken / recovered, related injuries, time of violation, population of location of offense, involvement of narcotics and interstate aspects		
	PERMANENT: Transfer to NARA in 10 years blocks when 30 years old		
	(6) Miscellaneous Automated Systems		NC1-65-82-0 Part E
	 (a) Investigative Support Information System [ISIS] (b) Computerized Telephone Number File [CTNF] - Organized Crime / Gambling 		Item 13 (F)
	(c) Monthly Administrative Reports [MAR](d) Narcotics Matter [NAR]	-	
	(e) Procheck System [PRO](f) Bank Fraud Statistics [BFR](g) Gambling Information		
	DESTROY when all administrative / investigative needs have expired		
5-108	Four copies, including original to be submitted STA	NDARD FORM 1	15 (REV. 12-83)

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REQUES			PAGE 121 OF 13
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	G. Laboratory Division		
	(1) Criminal Laboratory Information System [CLIS]		NC1-65-82-0 Part E
	Consists of information relating to characteristics (i.e., make, model, and ballistics) of weapons		Item 13 (G)(
	DESTROY when all administrative / investigative needs have expired		
	(2) Scientific Management Information Retrieval System [SMIRS]		
	SMIRS consists of 27 reference files which contain both public source and FBI-created profiles, standards, and characteristics used to assist the FBI Laboratory in comparing and matching evidence and other submitted materials to identify that material. The 27 files of SMIRS and disposition authorities are as follows:		
	(a) National Stolen Art File		NC1-65-82-0 Part E
	Consists of descriptive information on stolen art objects		Item 13 (G)(
	DESTROY when all administrative / investigative needs have expired	\rightarrow	
	(b) Pornographic Material Reference File		N1-65-88-04 Item 1
	DESTROY when administrative / investigative needs have expired, along with related retrieval devices		
	(c) Bank-Robbery Note File		NC1-65-82-0 Part E
	DESTROY when all administrative / investigative needs have expired		Item 13 (G)(
	(d) Printer Sub - File		
	Data base of information on dot matrix printers utilizing impact dot		
	matrix, ink jet, thermal and laser processes. Each record provides		
	information on manufacturer, equipment styles and characteristics		
	DESTROY when all administrative / investigative needs have expired		
	(e) Typewriter Standards File		
	Data base of information on samples of styles of type found on typewriters. The data base is used to classify and / or identify questioned / known typewriting		
	DESTROY when all administrative / investigative needs have expired		
÷108	Four copies, including original to be submitted	STANDARD FORM 1	15 (REV. 12-83)

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7. ПТЕМ	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED	122 OF 10. ACTION TAKEN
NO.	WITH INCLUSIVE DATES OR RETENTION PERIODS)	JOB CITATION	(NARS USE ONLY)
13 ntinued	(f) Shoe Print Reference File		
	Reference file of shoe print patterns based on information from manufacturers. File is used to assist in identifying suspects from footwear impressions.		
	DESTROY when all administrative / investigative needs have expired		
	(g) National Fraudulent Check File		
	Reference file of 50,000 signatures from fraudulent checks, stolen money orders and travelers checks. The file is used to compare signatures and asssociated cases where crimes have been performed in various jurisdictions		
	DESTROY when all administrative / investigative needs have expired		
	(h) National Stolen Coin File		
	Reference file containing descriptive information and electronic images of valuable stolen and recovered coins. File is used to match stolen and recovered coins and identify owner		
	DESTROY when all administartive / investigative needs have expired		
	(i) Anonymous Letter File		
	Collection of letters, notes, graffiti, messages which reflect threats, harassment, extortion, hate, kidnap threat, threat to contaminate, sexual threat, etc. which have been sent to public officials, agencies, businesses, or the general public. New material is compared to previously submitted specimens to establish a link		
	DESTROY when all administrative / investigative needs have expired		
	(j) Watermarks Standards File		
	Collection of 45,000 records arranged alphabetically by name of watermark and trademarks and also includes the Lockwood Directory. File is used to determine the source of manufacture of paper		
	DESTROY when all administrative / investigative needs have expired		
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7.		9. GRS OR	123 OF
NO.	8. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
13 continued	(k) Smokeless Powder File		
	File contains the physical dimensions of smokeless powders and is used for comparison with suspect smokeless powders		
	DESTROY when all administrative / investigative needs have expired		
	(I) Textile Fiber Reference Collection		
	Collection of textile samples and physical properties used for both training and casework reference		
	(m) Glass Reference File		
	File of the optical and physical properties of glass. Purpose is to identify the frequency of occurences		
	DESTROY when all administrative / investigative needs have expire d		
	(n) National Automotive Paint File		
	Collection of the original paint finishes arranged by make, model, year and use of specific paints and paint manufacturers. File includes most American made and imported cars, vans, and light trucks. Purpose is to identify the year, make and model of vehicles used in crimes		
	DESTROY when all administrative / investigative needs have expired		
	(o) Firearms Weapon Collection		
	Inventory of 4,500 working weapons that are associated with a bar code. The weapons are used for side-by-side comparisons with weapons used in committing crimes. Weapons are also used to supply parts to make suspect weapons operational for test firings		
	DESTROY when all administrative / investigative needs have expired		
	(p) Weapon Disposition File		
	Inventory of all weapons disposed of by the FBI		
	DESTROY when all administrative / investigative needs have expired		
115-108	Four copies, including original to be submitted S	TANDARD FORM 11	5 (REV. 12-83)

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7.		9. GRS OR	24 OF (
ITEM NO.	8. DESCIRPTION OF ITEM	SUPERSEDED JOB CITATION	TAKEN (NARS USE ONLY)
13 ontinued	(q) Ammunition File		
	Inventory of 14,000 ammunition specimens with information on their components. Purpose is to identify evidence ammunition by manufacturer and origin		
	DESTROY when all administrative / investigative needs have expired		
	(r) General Rifling Characteristics File		
	Inventory of the characteristics of 18,000 expended bullets and cartridge cases. File is used to assist in determining possible makes and models of firearms which could have fired evidence bullets or cartridge cases		
	DESTROY when all administrative / investigative needs have expired		
	(s) Forensic Lock And Key Reference File		
	Data relating to the physical and numeric measurements of depth and width of key cuts. File is used for inter-comparisons of keys and locks and to identify key modifications		
	DESTROY when all administrative / investigative needs have expired		
	(t) Casework Bullet Lead Analysis		
	Data on the patterns and uniqueness of six elements found in bullet leads encountered during FBI Laboratory casework. The data is obtained from neutron activation analysis and inductively coupled plasma of bullet lead from cases and new boxes		
	DESTROY when all administrative / investigative needs have expired		
	(u) Research Bullet Lead Analysis File		
	Data on the patterns and uniqueness of six elements found in batches of bullet lead		
	DESTROY when all administrative / investigative needs have expired		
	(v) Casework Glass Analysis File		
	Data on the refractive index, patterns, and uniqueness of ten elements in glass found in FBI investigations. Characteristics are determined by inductively coupled plasma and refractive index analysis		
	DESTROY when all administrative / investigative needs have expired		

REQUEST F	DR RECORDS TOPOSITION AUTHORITY - CONTINUATION		125 OF 2
7. ПЕМ NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 continued	(w) Electrophoreses Testing Program		
	Tracking program to assist in scheduling twelve serological tests that must be made and tracked or evidence submitted for serology type examinations. Previous genetic marker analyses are used for comparison		
	DESTROY when all administrative / investigative needs have expired		
	(x) DNA Case Management System		
	Inventory of the scientific characteristics of bodily fluids specimens furnished to the FBI Laboratory for DNA analysis. Data on completed cases are retained for comparison with current analyses to assist in determining identities of unknown subjects or victims		
	DESTROY when all administrative / investigative needs have expired		
	(y) Bomb File		
	Data from FBI Laboratory analyses and reports prepared prior to May, 1987 concerning incendiary devices. File is used to search bomb components and case data		
	DESTROY when all administrative / investigative needs have expired		
	(z) Leg Wire File		
	Data on the physical characteristics [i.e., color combinations, wire comparisons, wire gauge, etc.] of leg wires from blasting caps. Data is used to identify questioned leg wires found at bombing sites		
	DESTROY when all administrative / investigative needs have expired		
	(aa) Evidence Control Center System		
	Case management, evidence tracking and statistical system used for relating multiple submissions to the appropriate case and assign submissions to the same examiner who handled prior casework and to assure evidence is consectively numbered. File can produce statistical reports on demand		
	DESTROY when all administrative / investigative needs have expired		
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REQUES	T FOR RECORDS DESISTION AUTHORITY - CONTINUATION		126 05 32
7. ITEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	H. Technical Services Division		
-	(1) National Crime Information Center [NCIC]		
	TRANSFERRED to Criminal Justice Information Systems Division Effective June, 1992		
	(2) Field Office Information System [FOIMS]		
	FOIMS is a comprehensive Case File management system. FOIMS is operational in all Field Offices and contains Case File information relating to the Case Number, Case / Serial Abstracts, Summaries and Indexes		
	(a) FOIMS Records Corresponding To Temporary Case Files	GRS Part 23	
	DESTROY when Case File has been destroyed commensurate with	Item 8	
	NARA-approved disposition of Case File. Disposal of FOIMS		
	information is justified by General Records Schedule [GRS]		
	(b) FOIMS Records Corresponding To Permanent Case Files		
	PERMANENT: Transfer to NARA in 10 year blocks when 30 or 50 years old commensurate with NARA-approved disposition of Case File		
	(3) Computerized Criminal History [CCH] File		
	CCH records represent complete criminal histories for offenders arrested between 1970 and 1983.		N1-65-90-01
	SYSTEM DISCONTINUED and merged into the Automated		N1-65-90-01 Item 1 (A)
	Identification [AIS]: Effective 6/89. See Item 13 (K)(2) for disposition of AIS electronic records		
	I. Legal Counsel Division		N1-65-90-01 Item 1 (B)
	(1) Legal Case Management System [LCMS]	GRS Part 23	
	LCMS functions as a case-management tracking system; as an automated system for word processing; as administrative and technical support; and as a resource back of previous legal briefs and other legal work products	Items 2 and 8	
	as a resource bank of previous legal briefs and other legal work-products. Final work products are available as part of the appropriate Case File.		NC1-65-82-04
	Prior to inclusion in the Case File, the information is protected under		Part E
	Attorney - Client privilege. LCMS is disposable under provisions of the		Item 13 (A)(2)
	General Records Schedule [GRS]		1.0m 1.5 (, (-,
	DESTROY when all administrative / investigative needs have expired		
115-108	Four copies, including original to be submitted STA	ANDARD FORM 11	15 (REV. 12-83)

	T FOR RECORDS TO POSITION AUTHORITY - CONTINUATION	1 0 200	1270F 13
7. ITEM NO.	B. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	J. Inspections Division		
	(1) Office Of Professional Responsibility [OPR] Case Tracking System		
	Case management tracking system used to produce case opening sheets,	GRS	
	updated case data sheets, case referral sheets, and master case index	Part 23	
·	information in Classification 263 [OPR Matters] investigations and	Item 8	
	Classification 278 [Presidential Intelligence Oversight Board Violations]		
	investigations. The information duplicates most of the information	1	
	entered into the HQGI and / or FOIMS and is maintained as a separate		
	system due to the sensitivity of pending cases and for investigative convenience. The OPR Case Tracking System is disposable under		
	provisions of the General Records Schedule [GRS]		
	provisions of the General Records Schedule [ORS]		
	DESTROY when all administrative / investigative needs have expired		
	(2) Polygraph Requests		
	Database maintains an index and tracking system for all polygraph		
	requests for FBI applicants, employee re-investigations, and Office		
	of Professional Responsibility cases when warranted. System covers		
	requests and examinations at FBIHQ and in Field Offices		
	DESTROY when 5 years old		
	K. Criminal Justice Information System Division		
•	(1) Manual Fingerprint Identification Records		-
	(a) Civil Fingerprint Cards / Records		N1-65-90-01
			Item 1 (A)
	DESTROY all fingerprint cards and other corresponding manual indices		
	when the records indicate that the individual has reached 75 years of age		
	(b) Criminal Fingerprint Cards / Records	-	N1-65-90-01
	DECTROY all Engenerate another manual another formation and		Item 1 (B)
	DESTROY all fingerprint cards, manual record information, and corresponding indices when records indicate that individual has reached		
	80 years of age or 7 years have elapsed since notification of individual's		
	death		
	(c) Fingerprint Minutiae Master File	+	NC1-65-82-0
			Part E
	DESTROY when all administrative needs have expired		Item 13 (A)(
5-108	Four copies, including original to be submitted ST	ANDARD FORM 1	15 (REV. 12-83)

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REQUEST	FOR RECORDS IN POSITION AUTHORITY - CONTINUATION		128 OF 1
7. FTEM NO.	8. DESCIRPTION OF ITEM IWITH INCLUSIVE DATES OR RETENTION PERIODSI	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 Intinued	(2) Automated Fingerprint Identification Records		
	(a) Automated Identification System [AIS] [former Automated Identification Division System - AIDS]		
	AIS records represent arrest and personal descriptive data on criminal fingerprint cards relating to first-offender arrests between 1983 - 6/89		
	SYSTEM DISCONTINUED and merged into Identification Division Automated Services [IDAS] File - Effective June, 1989		
	(b) IDAS File		
	IDAS records represent complete criminal history and personal descriptive data on criminal fingerprint cards relating to arrests after 6/89 and also criminal justice activity on predecessor automated systems, i.e., CCH, AIDS and AIS		
	(1) Identification Record or "Rap Sheet" Information		N1-65-90-01 Item 2(A)
	PERMANENT: Offer to NARA on magnetic tape at end of calendar year when records indicate individual has reached 80 years of age or 7 years have elapsed since notification of individual's death.		
	(2) System Documentation		N1-65-90-01 Item 2(B)
	PERMANENT: Offer to NARA with first transfer of permanent records. Transfer system modifications annually with transfer of related records.		·
	(3) Fingerprint Cards, Fingerprint Minutiae, and Automated Indices		N1-65-90-01 Item 2(C)
	DESTROY fingerprint cards, fingerprint minutiae, and automated indices when records indicate individual has reached 80 years of age or 7 years have elapsed since notiification of individual's death.		
	(4) Administrative Information		N1-65-90-01 Item 3(D)
	DESTROY Administrative Segments when no longer needed for current use in accordance with applicable provisions of General Records Schedule [GRS]	GRS Part 23 Item 3(A), 3(B) and 3(C)	
5-108		ANDARD FORM 11 scribed by GSA	15 (REV. 12-83)

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REQUES	T FOR RECORDS DEPOSITION AUTHORITY - CONTINUATION	NO.	PAGE 129 OF 139
7. ITEM NO.	B. DESCIRPTION OF ITEM WITHNCLUGVED A TESORRETENT DNPERDOS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
		JOB CITATION	(NARS USE
115-108	Four copies, including original to be submitted	STANDARD FORM 11	5 (REV. 12-83)

REQUES	T FOR RECORDS DECOSITION AUTHORITY - CONTINUATION		PAGE 130 OF 13
7. ITEM NO.	8. DESCIRPTION OF ITEM INITH INCLUSIVE DATES OR RETENTION PERIODSI	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13	L. Office Of Public And Congressional Affairs [OPCA]		
ontinued	(1) FBI Maiting List		NC1-65-82-0 Part E
	DESTROY when all administrative needs have expired		Item 13 (I)(1
	(2) Uniform Crime Reporting System	-	
	TRANSFERRED to Criminal Justice Information Services Division Effective June, 1992. See Item 13 (K)(4) for disposition of UCR electronic records		
	(3) OPCA Project And Mail Tracking System	GRS Part 23	
	System includes information on mail and / or projects tracked within OPCA, i.e., 1) Requesters' Name; 2) Company; 3) Address; 4) Subject; 5) Person Assigned To; 6) Communication Date; 7) OPCA Deadline; 8) Reminder Date; 9) Person Forwarded To; 10) Date Forwarded; 11) Recipient; 12) Comments; and 13) Completed Date. OPCA Tracking System is disposable under provisions of the General Records Schedule [GRS]	Item 8	
	DESTROY individual records 90 days after administrative needs have expired		
	(4) OPCA Research Unit Tracking System	GRS Part 23	
	System includes information on mail and / or projects tracked within the OPCA Research Unit, i.e., 1) Requesters' Name; 2) Company; 3) Address; 4) Subject; 5) Type of Request; 6) Deadline; 7) Classification; 8) Date Logged; 9) Person Assigned To; 10) Date Completed; 11) Response Pages; 12) Enclosures; 13) Type of Response; 14) Outgoing Signature; and 15) Comments. OPCA Research Unit Tracking System is disposable under provisions of the General Records Schedule [GRS]	Item 8	
	DESTROY individual records 90 days after administrative needs have expired		
	(5) Automated Address System		
	Date base of names and addresses of individuals who receive the publication entitled "Conducting Research In FBI Records"		
	DESTROY individual records when updated or superseded		

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7. ITEM NO.	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	13 OF 10. ACTION TAKEN INARS USE ONLY
13 ontinued	(6) Research Unit Library Listing		
ontinued	Data base contains a complete bibliographic citation for each FBI-o book located in the Research Unit	wned	
	DESTROY individual records when updated or superseded or when corresponding book / publication is removed from FBI collection	n	
	(7) Media Regulars		
	Data base contains professional information on all media people, i.e., reporters, who have regular contact with the OPCA Data base is disposable under provisions of the General Records Schedule [GRS]	GRS Part 23 Item 8	
	DESTROY individual records when updated or superseded		
	(8) SAC and ASAC List	/	
	Data base maintains the current list of all Special Agents in Charge and Assistant Special Agents in Charge [ASAC]	[SAC]	
	DESTROY individual records when updated or superseded		
	(9) Field Office Media Representatives		
	Data base contains professional information on all media people, i.e., reporters, who have regular contact with FBI Field Offices		
	DESTROY when individual records are updated or superseded		
	(10) Authors		
	Data base contains basic information on all articles submitted to the OPCA Publications Staff. Information includes 1) Author, 2) Addr or Unit [if FBI], and 3) Date Received		
	DESTROY when individual records are updated or superseded		
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REQUEST	FOR RECORDS DEPOSITION AUTHORITY - CONTINUATION		1320F 13
7. ITEM NO.	8. DESCIRPTION OF ITEM WITH INCLUSIVE DATES OR RETENTION PERIODS	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13 ontinued	(11) "Law Enforcement Bulletin" Articles		
ontinued	Automated index on all "Law Enforcement Bulletin" article inclu 1) Author, 2) Article, 3) Title, and 4) Issue Citations. Permanent electronic records must be maintained in accordance Title 36, Code of Federal Regulations, Part 1234, Subpart 28		
	PERMANENT: Transfer to NARA in 10 year blocks with the associated issues of the "Law Enforcement Bulletin" when the most current of the issues being transferred is 30 years old [NC1-65-82-04, Part E, Item 10 (A)(2)]		
	(12) Topics Of FBI Director's Speeches		
	Automated index containing information on all speeches writter Speech Unit / FBIHQ for the Director. Entries include 1) Date Speech, 2) Topic, and 3) Audience Addressed. Permanent electronic records must be maintained in accordance Title 36, Code of Federal Regulations, Part 1234, Subpart 28	of	
	PERMANENT: Cut-off with tenure of the Director, or every 10 whichever is sooner. Transfer automated index to NARA with associated speeches [NC1-65-82-04, Part E, Item 11]	•	
	(13) Speech Invitations To The FBI Director		
	Automated index containing information on all speech invitation received by the Director. Entries include 1) Date of Invitation, 3) Audience, and 4) Notation Re: Acceptance / Declination Permanent electronic records must be maintained in accordance Title 36, Code of Federal Regulations, Part 1234, Subpart 28	2) Topic	
	(a) Accepted Invitations		
	PERMANENT: Cut-off with tenure of the Director, or every 10 whichever is sooner. Transfer automated index to NARA with associated speeches [NC1-65-82-04, Part E, Item 11]	-	
	(b) Declined Invitations		
	DESTROY declined invitations at time of transfer at NARA of accepted invitations and associated speeches		

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REQUEST F	OR RECORDS TOPOSITION AUTHORITY - CONTINUATION	DB NO.	PAGE 133 OF 133
7. ПТЕМ NO,	8. DESCIRPTION OF ITEM	9. GRS OR SUPERSEDED JOB CITATION	10. ACTIÓN TAKEN (NARS USE ONLY)
continued	 (14) Letters [Special Correspondence Unit] Tracking system contains information about each letter or inquiry received by the Special Correspondence Unit [including Congressing inquiries and substantive mail] requiring a response from FBI Dire Entries include 1) Sender, 2) Recipient, 3) Date Received, 4) Subjects (Sperson Assigned To, 6) Deadline Date, and 7) Typist Permanent electronic records must be maintained in accordance with Title 36, Code of Federal Regulations, Part 1234, Subpart 28 PERMANENT: CUT-OFF when 10 years old. Transfer to NARA in 10 year blocks when the newest information is 10 years old (15) Letters [General Correspondence Unit] 	onal ector. ect, ith	
	Tracking system contains information about each letter received by the General Correspondence Unit. Entries include 1) Sender, 2) Recipient, 3) Date Received, 4) Subject, 5) Person Assigned To 6) Deadline Date, and 7) Typist CUT-OFF at the end of each calendar year. Hold one (1) year and DESTROY		
115-108	Four copies, including original to be submitted to the National Archives and Records Service.	STANDARD FORM 11 Prescribed by GSA FPMR (41 CFR) 101-11	

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