

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO.

NI-65-94-1

DATE RECEIVED

10-05-1993

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

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation [FBI]

3. MINOR SUBDIVISION

Information Management Division [IMD]

4. NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5. TELEPHONE EXT.

(202) 324-6903

DATE ACTING ARCHIVIST OF THE UNITED STATES

2/28/94

Raymond A. Marley

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 10 05 1993	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas B. Dineen</i>	D. TITLE Records Officer, IMD, FBI
-----------------------	--	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>HARD COPY PRINTOUTS OF FBI DIRECTOR WILLIAM SESSION'S E-MAIL July, 1992 - July, 1993</p> <p>Print-outs of Incoming and Outgoing E-Mail messages from the Office of the Director of the FBI. System implemented in the FBI Director's Office by former FBI Director William S. Sessions.</p> <p>During the tenure of former Director Sessions, the E-Mail System was used within the FBI Director's Office as a routine administrative support tool.</p> <p>Arranged chronologically. Volume is approximately 1/3 cubic foot.</p> <p>PERMANENT: Transfer hard copy print-outs to NARA when newest piece of mail is 50 years old.</p> <p><i>Copies sent to NW-W, NNT, NIA 3/7/94</i></p>		