REQUEST_FOR RECORDS DISPOSITION AUTHORITY Dob NUMBER Note 10: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) DATE RECEIVED 10: RAMAGENERGE DATE RECEIVED 10: REGM (Agency or establishment) Department of Justice DATE RECEIVED 2: MAJOR SUBDIVISION In accordance with the privation of the accordance with the privation approval or "withdrawn" 1: MINOR SUBDIVISION In accordance with the privation approval or "withdrawn" 1: ANANG OF PERSON WITH WHOM TO CONFER 5. TELEPHONE DATE 1: ANAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE DATE MINUMERT or the approval or "withdrawn" 3: AGENCY CERTIFICATION 1 hereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition records and that the records proposed for disposal on the attached	TO AGENCY provisions of 44 psition request, , is approved exce narked "disposition in" in column 10. OF THE UNITED STA Con THE UNITED STA Con of its now needed that written
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agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative / administrative use has been exhausted. Requested dispositions for VICAP records [Classification 252] maintained at the NCAVC are as follows:	

' Re	equest for Records Sposition Authority - Continuation	••	PAGE , 2 OF
7. ITEM NO.	8. DESCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
	1] CONTROL FILES		
	Administrative files consisting of requests for assistance from the NCAVC and the acknowledgements by the NCAVC. The requests are arranged by State and thereunder sequentially.		
	DESTROY when 50 years old		
	2] CASE FILES		
	Case files document the assistance provided by the NCAVC and the FBI on individual requests assistance from other law enforcement offices. Case files are aranged by Universal Case File Number [UCFN].		
-	A] Case files corresponding to FBIHQ case files with 7 or more serials		
	PERMANENT: Transfer to NARA when 50 years old		
	NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities		
	B] Case files corresponding to Office of Origin case files with 10 or more serials		
	PERMANENT: Transfer to NARA when 50 years old		
	NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities		
	C] All other case files		
I	DESTROY when 50 years old		
2	3] ENCLOSURES BEHIND FILES [EBFs] / BULKY EXHIBITS		
	Textual and Non-Textual materials that are too voluminous to be incorporated as part of the case file and consequently are maintained separately. These materials are assigned UCFNs corresponding to the case file UCFN.		
	DISPOSE of in accordance with the related case file EXCEPT for materials submitted by local law enforcement authorities, which will either be returned to the contributors or destroyed		
	NOTE: All EBFs / Bulkies which relate to permanent case files but which NARA determines do not have sufficient value to warrant archival retention will be destroyed at the time of transfer		
-203	Four copies, including original, to be submitted to the National Archives	STANDARD	

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