

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-64-87-2</b>	DATE RECEIVED <b>4-17-87</b>
1 FROM (Agency or establishment) <b>National Archives and Records Administration</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>FBI Records Appraisal Task Force</b>		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Charles Dollar</b> <b>Bruce Ambacher</b>	5 TELEPHONE EXT <b>523-5491</b> <b>523-3214</b>	DATE <b>12/29/87</b>	ARCHIVIST OF THE UNITED STATES <i>Claudia Keener</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 13 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 <b>4/15/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles Dollar</i>	D TITLE <b>NARA Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRSOR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>This request for records disposition authority covers records created in response to <u>American Friends Service Committee et.al. vs. William H. Webster et.al.</u> The lawsuit, begun in 1979, contended that the Federal Bureau of Investigation was destroying records without proper authority from the National Archives. NARA created a seventeen member task force to appraise FBI records and prepare a comprehensive records schedule. This became the most elaborate, most expensive appraisal project in the history of NARA. U.S. District Court Judge Harold H. Greene accepted the schedule September 9, 1986.</p> <p>The records cover four phases: The statistical sampling task force, active in February-March 1981; the appraisal task force, active between March and December 1981; periodic reconvening of the task force and liaison activities with the Department of Justice, FBI, and NARA administration between December 1981 and March 1987; and the first year review of the schedule in October-December 1986.</p>		<p>All changes to this proposed schedule have been approved by:</p> <p><i>Catrina Pinder</i> 8/25/88 date NARA Appraiser</p> <p><i>Charles Dollar</i> 12/7/88 date NARA Records Officer</p>

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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>1. <u>Minutes of the Statistical Sampling Task Force.</u> February - March 1981. 1 inch.</p> <p>The sampling task force functioned in February and March 1981 to devise the sampling framework and the data collection sheets used in the appraisal of FBI records. The minutes document the meetings of the six person task force, the evolution of the sampling plan, and consideration of other archival sampling approaches, as well as other decisions reached. The minutes are arranged chronologically.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		

IF 115 revision, item 2

2. General Correspondence. February 1981 - March 1987. 2.5 feet.

a. Chronological File. 1 foot.

Internal memoranda to task force members concerning current status and various aspects of the court case, memoranda and correspondence between task force members, and various legal instruments. Destroy immediately.

b. Subject File. 1 foot.

Correspondence, memoranda, and supporting documents regarding advice from consultants, sampling, archival practice, and other major concerns of the task force. PERMANENT.

c. Consultant correspondence. .5 feet.

Correspondence, memoranda, and supporting documents regarding consultant selection. Destroy immediately.

3. Exceptional Case Correspondence. March - October 1981. 1 foot.

Letters received and copies of letters sent by the project director to scholarly associations and academic departments in the United States soliciting suggestions for exceptional cases. An exceptional case has unique historical or evidential importance, stands on its own, and should be retained if nothing else in a classification is retained. All suggestions were checked in the FBI General Index to

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TAKEN  
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ONLY)

determine if an FBI case existed. Arranged chronologically.

Disposition: ~~PERMANENT.~~ <sup>Destroy</sup> Offer to NARA immediately.

4. Affidavits and other Submissions to the Court. January 1980 - June 1986. 1.5 feet.

Formal submissions to the court including the sampling plan, the project timetable, the credentials and qualifications of the task force members, monthly progress reports, responses to issues raised by the court or the plaintiffs, authorizations or concurrences in the destruction of certain case file materials, and pleadings regarding the final report. Arranged chronologically.

Disposition: PERMANENT. Offer to NARA immediately.

5. Depositions and Appearances (Oral Testimony). September 1979 - June 1982. 1 foot.

Testimony under oath of various defendants in AFSC v. Webster including NARA Records Disposition Division and Appraisal Project task force members and FBI records management staff concerning Federal archival laws and regulations, past appraisal and records scheduling activities related to FBI records, and other aspects of the lawsuit. Arranged chronologically.

Disposition: PERMANENT. Offer to NARA immediately.

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	<p>6. <u>Index to Background Studies.</u> October 1981. 1/4 inch.</p> <p>Lists of studies included in item 7. Arranged by Headquarters and Field Office and thereunder alphabetically.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		
	<p>7. <u>Background Studies of FBI Records ("Special Studies").</u> April - October 1981. 1 foot.</p> <p>Draft studies on diverse aspects of Bureau records creation, maintenance, and destruction of which some of the most significant and most pertinent were included in the final report. More than eighty studies were prepared. The topics include Bureau codes, Hoover's Official and Confidential file, indexing, the foreign counterintelligence manual, contents of Special Agents in Charge safes, the interesting case program, electronic and technical surveillance, the laboratory, automated (machine-readable) records systems, and budget records. Arranged by Headquarters and Field Office and thereunder alphabetically.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		
	<p>8. <u>Synopses of 00 Files.</u> March - April 1981. <del>1 foot.</del> 4 inches.</p> <p>The 00 file or administrative history for each classification in the Central Records System contains policy and procedure materials, relevant legislation, changes in operating procedures, and suggestions for change from Bureau personnel. The National Archives synopsis summarizes the history of each classification, significant changes in the classification, and other distinctive characteristics. Arranged numerically by FBI Central Records System classification number.</p> <p>Disposition: <del>PERMANENT.</del> <i>Destroy</i> Offer to NARA immediately.</p>		

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9.	<p><u>Headquarters 0 Files Information Cards.</u> March - August 1981. 2 inches.</p> <p>The Central Records System 0 files contain early policy and procedural documents (usually found in the 00 file), routine correspondence, case files relating to nonsubstantive investigations which did not result in a separate case file, and internal memoranda. The NARA-created cards contain information on the existence of an 0 file for a classification, when established, size in number of sections, content and other distinctive characteristics.</p> <p style="text-align: center;"><i>Destroy</i></p> <p>Disposition: <del>PERMANENT. Offer to NARA</del> immediately.</p>		
10.	<p><u>Lists of Computer-Generated Cases Selected for Sampling ("Pull Books").</u> March - August 1981. 10 volumes, 2 feet.</p> <p>Computer-generated sampling sheets for each classification in which case files were reviewed by NARA. The sheets are annotated to reflect substitutions and the reasons. They also contain the signatures of the FBI and NARA staff responsible for the pull, review, and appraisal of the case files and the relevant dates. Some volumes also contain information on Bureau records destruction, annotations on Headquarters-Field Office comparisons, special indices in a field office, and comments on records examined. Arranged by office and thereunder numerically by Central Records System classification number.</p> <p>Disposition: DESTROY immediately.</p>		
11.	<p><u>Data Collection Sheets.</u> March - October 1981. 20 feet.</p> <p>Standardized forms with information on appraiser's initials, date reviewed, classification and case file number, file size, FBI office where examined, number of serials, date of first and last serial, document types present, origins of information in the file, sensitive information masked by the Bureau, case</p>		

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	<p>origins and results, research potential and research interests. There are separate forms for criminal, security, administrative, and loyalty-applicant cases. Each data collection sheet also contains a specific violation line and space for comments (included on 40% of the sheets). All information except the reviewer comments and specific violation was entered into the machine-readable data base.</p> <p>Disposition: DESTROY <sup>immediately.</sup> <del>when no longer needed for legal purposes.</del></p> <p>12. <u>Notes, Printouts, and Working Papers Related to Corrections in the Machine-Readable Data Base.</u> August - December 1981. 1 foot.</p> <p>Printouts, rough notes, corrections, and other papers related to the review and correction of the computer-generated inventories of records in the machine-readable data base of cases reviewed. Includes notes by reviewers concerning errors and instructions to programmers for corrections. Arranged chronologically and thereunder by FBI office or type of record.</p> <p>Disposition: DESTROY immediately.</p> <p>13. <u>Inventory for the Machine-Readable Data Base of Reviewed Case Files.</u> October 1981 - January 1982. 4 inches.</p> <p>Computer printout inventories of each case file reviewed by the NARA appraisal task force in the regular sample, the multi-section sample, "extra" sample, and "special" sample. These printouts reflect all amendments and corrections. Arranged by Headquarters, Field Office or Legal Attache and thereunder by Central Records System classification number.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		

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	<p>14. <u>Documentation to the Machine-Readable Data Base of Reviewed Case Files.</u> August 1981 - January 1982. 2 inches.</p> <p>Record layouts and codebooks necessary for accessing and using the machine-readable data base of reviewed case files. Arranged by subject.</p> <p>Disposition: PERMANENT. Offer to NARA immediately</p> <p>15. <u>Machine-Readable Data Base of Reviewed Case Files.</u> April - December 1981. 1 reel. 1 inch.</p> <p>Information extracted from the 16,750 case files examined in the regular sample in Headquarters, the seven field offices, and two legal attache offices; and 900 case files examined in the Headquarters multi-section sample, field office oversample ("extras"), and the sample of field office correlates to Headquarters case files examined as part of a comparison sample ("specials").</p> <p>Each record contains all the information recorded on the data collection sheet except for the specific violation and the reviewer's comments.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p> <p>16. <u>Exceptional Case Cards.</u> March - October 1981. 2 feet.</p> <p>Approximately 4000 cards on exceptional cases which were submitted during the appraisal project by interested scholars, National Archives employees, task force members, and others. All submitted suggestions for exceptional cases were checked against the FBI General Index. Whenever possible relevant case file numbers were annotated. These cards served as input for the machine-readable Exceptional Cases data base. Arranged alphabetically.</p> <p>Disposition: DESTROY immediately.</p>		

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	<p>17. <u>Exceptional Cases Data Base Coding Sheets.</u> January 1982. 4 inches.</p> <p>Approximately 9500 entries from the exceptional case cards described in item 16. Each entry consists of the title or subject name, the type of entry code, the Headquarters case file number, the Office of Origin case file number, and the Auxiliary Office, see reference, or other office case file number. The Bureau maintains the data base. Arranged alphabetically.</p> <p>Disposition: <del>PERMANENT. Offer to NARA immediately.</del> <i>Destroy when related records have been accessed in their entirety.</i></p>		
	<p>18. <u>Computer-Generated Frequency Distributions.</u> April - November 1981. 15 feet.</p> <p>Computer printouts containing frequency distributions for the various types of information in the data collection sheets completed for each case file reviewed in the sample. The frequency distributions indicate for each classification the number of cases which contained a particular type of information, for example the number of cases referred to a U.S. Attorney or the number of cases involving an informant. This information was consolidated to create a "profile" for each classification. Arranged numerically by Central Records System classification number.</p> <p>Disposition: DESTROY immediately.</p>		
	<p>19. <u>Summary Frequency Distributions ("Profiles").</u> September - November 1981. 1 foot.</p> <p>Data collection sheets containing aggregate frequency distributions for every data element for all case files read in a classification in a particular office. Profiles contain such information as the number of cases read in the classification, the number of cases initiated by the Justice Department, and the number of cases rated as having high, medium, low, or no</p>		

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	<p>research value. Arranged numerically by Central Records System classification number.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p> <p>20. <u>Classification Comments. March - August 1981. 1 foot.</u></p> <p>Comments of NARA task force members about the case files examined in a classification including assessments of the archival value of the classification, unusual features in the case files, and the relationship to case files in other field offices and other classifications. These comments were used in conjunction with other information to establish disposition standards for each classification. Arranged numerically by Central Records System classification number and thereunder by Bureau Headquarters or field office.</p> <p>Disposition: <del>PERMANENT.</del> <sup>Destroy</sup> Offer to NARA immediately.</p> <p>21. <u>Index to Minutes of Task Force Records Retention Meetings. August - November 1981. 1 inch.</u></p> <p>The index indicates the date a Central Records System classification was considered. Arranged numerically by Central Records System classification number.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p> <p>22. <u>Minutes of Task Force Records Retention Meeting. August - November 1981. 1 foot.</u></p> <p>Minutes and draft discussion appraisal reports relating to task force meetings and discussions concerning the disposition of FBI records. The minutes contain summaries of discussions, decisions and disposition for specific records, and draft appraisal reports. Items relating to task force operations discussed prior to the</p>		

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	<p>appraisal discussions also are included. Arranged chronologically by date of meeting.</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		

SF 115 revision, item 15

23. Audiovisual Materials.

a. Black-and-white prints/negatives.

Photographs of the Archivist of the United States signing the comprehensive records disposition schedule for FBI records on November 9, 1981.  
PERMANENT.

b. Slide/tape presentation.

Two audio tape recordings of the task force's presentation to NARS staff on November 19, 1981, and the slides used in that presentation. Destroy immediately.

24. Task Force Working Papers. February -  
December 1981. .3 feet.

Draft materials, interim versions of the final report, and miscellaneous notes prepared and accumulated by task force members during the appraisal project. These include draft appraisal writeups and disposition statements which contain corrections and annotations, individual notes by task force members created to assist them in their appraisal work, preliminary drafts of portions of the final report, and copies of miscellaneous materials. Arranged by subject.

Disposition: DESTROY immediately.

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	<p>25. <u>Appraisal of the Records of the Federal Bureau of Investigation, A Report to Hon. Harold Greene, United States District Court for the District of Columbia, Submitted by the National Archives and Records Service and the Federal Bureau of Investigation. November 9, 1981. 2 volumes. 6 inches.</u></p> <p>Final report on the National Archives appraisal of the records of the FBI consisting of six sections (Introduction, History of FBI Recordskeeping, Methodology, Findings, Retention Plan, and Standard Form 115) and seven appendices (Appraisal of FBI Records, Instructions for Completing the Data Collection Sheet, FBI Field Offices Visited, Advisors: Discussions and Advice, Grouped Classifications, Special Studies, and Appraisal Project Staff).</p> <p>Disposition: PERMANENT. Offer to NARA immediately.</p>		

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	<p>The following items consist of FBI supplied background materials which, although normally disposable as duplicate reference materials, should be retained for their evidential value concerning the appraisal project, their informational value, and the convenience of reference.</p> <p>SF 115 revision, item 26</p> <p>26. <u>File Automated Control System (FACS) Printout on Multi-Section Case Files in Administrative Classifications 62 and 66.</u> April 1981. 2 inches.</p> <p>a. Two computer printouts containing the case file number and serial end date for the first serial in each section of each multi-section case file in classifications 62 (Administrative Inquiries . . .) and 66 (Administrative Matters). The NARS Appraisal Task Force annotated these printouts with the case captions for each multi-section case listed. Arranged numerically by Central Records System classification number and thereunder by FBI case file number.</p> <p>Disposition: Destroy when reference value ceases.</p> <p>b. Index cards to the above.</p> <p>Disposition: Destroy when reference value ceases.</p> <p>27. <u>FBI Field Office Holdings Reports.</u> February - March 1981. 8 inches.</p> <p>Memorandums and teletypes submitted by FBI field offices on their holdings in the Central Records System. Each field office or legal attache reported the highest case file number opened, the highest case file number destroyed, and the volume of records extant in each classification. The National Archives used these statistics to establish the sampling framework, the sampling ratio, and specific case files to be included in the sample for each classification. Arranged alphabetically by field office.</p> <p>Disposition: <del>PERMANENT. Offer to NARA</del> <i>Destroy when reference value immediately ceases.</i></p>		

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	<p>28. <u>FBI Headquarters Report on FBI Field Office Holdings.</u> February - April 1981. 4 inches.</p> <p>Statistical tabulations of the number of cases opened in each FBI field office in each Central Records System classification. The National Archives used this information to establish its sampling framework and the sampling ratio and specific case files to be included in the sample for each classification. Arranged numerically by Central Records System classification.</p> <p>Disposition: <del>PERMANENT. Offer to NARA immediately.</del> <i>Destroy when reference value ceases.</i></p> <p>29. <u>Reference File for Background Studies.</u> January - October 1981. 1 foot.</p> <p>Electrostatic copies of FBI documents concerning the Bureau and its recordskeeping practices. The bulk of the material relates to the history of the Bureau and includes copies of reports on the establishment of field offices, communications, informants, undercover agents, records maintenance, handbooks and manuals, inspections, records destruction, and congressional contacts. Other subjects include the history of the records section, the Nichols file, the Hoover Official and Confidential file, and miscellaneous materials from administrative classifications 62, 63, and 66. Arranged by subject and thereunder chronologically.</p> <p>Disposition: <del>PERMANENT. Offer to NARA immediately.</del> <i>Destroy when reference value ceases.</i></p>		