

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*N1-65-89-7*

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

DATE RECEIVED

*8/22/89*

1 FROM (Agency or establishment)

Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5 TELEPHONE EXT

324-6903

DATE

*1/5/90*

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

|                |   |  |
|----------------|---|--|
| B DATE         | C SIGNATURE OF AGENCY REPRESENTATIVE  | D TITLE  |
| <i>8/11/89</i> |  | Acting Section Chief<br>Records Section<br>Records Management Division |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARS USE ONLY) |
|-----------|---|----------------------------------|---------------------------------|
|           | <p><u>Headquarters General Index (HQGI) Cards</u> Arranged alphabetically by name, organization or code words, this series of index cards constitutes the primary information retrieval system of the Federal Bureau of Investigation (FBI).</p> <p>1. <u>Headquarters Cards</u></p> <p>a. Inactive Index cards, including main cards, photograph cards, and all others for cases designated for permanent retention by the FBI retention plan.</p> <p>PERMANENT. Transfer index cards to NARA at time cases are transferred.</p> <p>b. All other inactive index cards.</p> <p>DESTROY with related case files.</p> <p>c. Headquarters Active Index cards, including main cards, photograph cards, and all others for current cases. Total number of cards are 30,348,000; (2,642 cubic feet). NOTE: All information from these cards has been entered into the Automated General Index System, created in July, 1976. NARA did not authorize disposal of this automated system in the FBI retention plan. The FBI anticipates requesting that this automated</p> |                                  |                                 |

*FBI copy transferred to agency by John Parkley, 1-5-1990*

*copy sent to MPT 1/8/90*

| REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION |   | JOB NO                                    | PAGE<br>2 OF 2                                   |
|--|---|---|--|
| 7<br>ITEM<br>NO  | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10 ACTION<br>TAKEN<br><i>(NARS USE<br/>ONLY)</i> |
|  | <p>system be scheduled in the near future<br/>DESTROY immediately.</p> <p>2. <u>Field Office Cards</u></p> <p>a. Index cards (both active and inactive) including main cards, photograph cards and all others for cases designated for permanent retention by the FBI retention plan.</p> <p>PERMANENT. Transfer index to NARA at time cases are transferred.</p> <p>b. All other index cards (both active and inactive)<br/>DESTROY with related case files.</p> |   |  |