

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-65-83-26
DATE RECEIVED 8-29-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-28-87 Date <i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Federal Bureau of Investigation

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Robert W. Scherrer

5. TEL EXT
324-4185

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 4/27/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	E. TITLE Section Chief, Records Systems Sec. Records Management Division
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Records created by implementation of the User-Fee (UF) System for non-Federal applicant services of the Identification Division, Federal Bureau of Investigation.</p> <p>The UF System of charging a fee for certain non-Federal applicant fingerprint services became effective on October 1, 1982. Approximately 800,000 fingerprint cards, at a cost of \$12 per card, are involved in the reimbursable program on an annual basis. Growth potential is available to expand to all states, the District of Columbia, and other regulatory agencies. The recordkeeping function for the program is automated and stringent internal controls were established to ensure accountability for the funds. Records are established for all fingerprint cards received and for payment information. In addition to producing a record for each fingerprint card received, the System provides information for accounting and billing purposes and management data. A billing service is provided for State Identification Bureaus, the securities industry, and financial institutions which indicated that participation in a periodic billing arrangement was preferable</p>		<p>All changes to this schedule have been approved by <i>Clara M. Gluck</i> Clara M. Gluck, FBI Records M'g't Div</p> <p><i>Henry J. Wolfinger</i> Henry J. Wolfinger, NARA (NIR) 2/22/87</p>

115-107
4-28-87
Agency, NNF, NNS

Request for Records Disposition Authority - Continuation

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	<p>to submission of separate payments with each fingerprint card. To eliminate the need to record all draft information and ensure timely deposit of receipts associated with direct payment, a procedure was established to microfilm all checks and money orders. (Copy of Letter to All Fingerprint Contributors, July 22, 1982, attached.)</p> <p>A. Illegible fingerprint cards which are unsuitable for classification purposes and replaced by a follow-up submission.</p> <p><u>DESTROY</u> upon receipt of follow-up submission.</p> <p>B. Automated records established for all Identification User-Fee (IUF) fingerprint cards received which include name of applicant; process control number; originating agency; type of payment; reason for rejection, if necessary; date that processing was completed; Fee Account Number and type of payment; and the "positive" or "negative" notation indicating whether the fingerprint card was identified with an existing arrest record. The IUF System is an off-line System which means that all entries are placed on a series of tapes which are ultimately used to create a master file that is stored on a computer disk for two years. After two years, the information will be transferred from the disk to a tape for an additional four years, three months; therefore, the IUF master file data will be stored for a total of six years, three months.</p> <p>(1) Working tape.</p> <table border="0"> <thead> <tr> <th><u>PROGRAM</u></th> <th><u>IDENTIFICATION NO.</u></th> <th><u>DATA SET NAME</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>IUF00100</td> <td>IUF.AID SEARCH</td> </tr> <tr> <td></td> <td>IUF01400</td> <td>IUF.BIWKLY.HIST TRANACT</td> </tr> <tr> <td></td> <td>IUF00600</td> <td>IUF.BKUP.MASTER</td> </tr> <tr> <td></td> <td>IUF01103</td> <td>SAFE.IUF.BKUP.MASTER</td> </tr> </tbody> </table>	<u>PROGRAM</u>	<u>IDENTIFICATION NO.</u>	<u>DATA SET NAME</u>		IUF00100	IUF.AID SEARCH		IUF01400	IUF.BIWKLY.HIST TRANACT		IUF00600	IUF.BKUP.MASTER		IUF01103	SAFE.IUF.BKUP.MASTER		
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	<p>IUF00100 IUF.TRANACT</p> <p>IUF00100 IUF.UPDATE.DATA</p> <p>IUF01300 DIRECT PAYMENT REPORT</p> <p><u>ERASE</u> after transfer of data to computer disk.</p> <p>(2) Disk storage.</p> <p><u>ERASE</u> after two years after transfer of data to storage tape.</p> <p>(3) Tape storage.</p> <p><u>ERASE</u> after four years, three months.</p> <p>C. Records established to record direct payment including individual account number and type of payment, endorser, name of bank, city and state where bank is located, and the individual draft number, and to record payments received through the billing service.</p> <p>(1) Microfilmed copy of remittance (cashier's checks, certified checks, and money orders) and deposit tickets received through direct payment.</p> <p>(2) Microfilmed copy of remittance, billing receipt denoting total amount due, and deposit ticket, resulting from payment through billing service.</p> <p><u>DESTROY</u> after six years and three months after period covered by the account.</p> <p>D. Billing report generated in triplicate on the first day of each month to provide information for each billing account (IUF00300). One copy is retained by the contributor.</p> <p>(1) Copy of billing report retained by the Accounting Section.</p> <p><u>DESTROY</u> after six years and three months after period covered by the account.</p>		

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	<p>(2) Copy of billing report retained by the Identification Division for reference purposes.</p> <p><u>DESTROY</u> after six months.</p> <p>E. Draft information for direct payment.</p> <p>(1) Daily report generated to provide amount totals for each type of payment and a complete total of all payments received (IUF 00401).</p> <p><u>DESTROY</u> after one year ^{Three years}.</p> <p>(2) Report generated the first day of each month to show cash receipts summary (IUF 00402).</p> <p><u>DESTROY</u> after one year ^{Three years}.</p> <p>F. Monthly production report generated on a weekly basis to provide the total amount of fingerprint cards received, the total accepted for processing, total number rejected, and the reasons for rejection.</p> <p><u>DESTROY</u> after six months or when administrative needs have been met, whichever is earlier ^{Three years}.</p> <p>G. Weekly report generated to provide the number of fingerprint cards maintained within the Division for more than 30 days.</p> <p><u>DESTROY</u> after six months or when administrative needs have been met, whichever is earlier.</p> <p>H. Forms established to provide control and guidance for data entry functions.</p> <p>(1) Batch Control Number (BCN) Log Sheet (1-520). Used to record batch numbers to avoid duplication.</p> <p>(2) Fee Account Number (FAN) Control Log (1-523). Used to avoid duplication of Fee Account Numbers.</p>		

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	<p><u>DESTROY</u> after one year or when administrative needs have been met, whichever is earlier.</p> <p>(3) IUF Batch Control Sheet (1-521). Used to identify the various job numbers associated with data entry.</p> <p>(4) Record Modification Instructions (IUFMOD) (1-522). Contains record modification instructions to modify existing computer records.</p> <p><u>DESTROY</u> when necessary action is completed.</p>		