

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-65-85-1	
DATE RECEIVED November 7, 1984	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date Nov. 9, 84	<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
324-4507

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 20 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 5/14/84	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	E TITLE Section Chief, Records Section, 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.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices as the Central Records System. Amendments have been performed to ensure that records, or portions thereof, which are restricted by law from disclosure and access are likewise restricted from public disclosure in the National Archives; to protect symbol-numbered informants who are identified by name; to establish limitations for determining field office records which correspond to Headquarters records; and to correct inaccuracies and discrepancies which appear in the disposition schedule. Amended pages have been prepared for pages 8, 9, 20, 41, 70, 86, 110, 200, 233, 235, 244, 246, 254, 259, 260, 265, 271, 283, and 297. This is an amendment to Job No. NC1-65-83-20, approved April 18, 1983. Amended pages (19) should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.		22 items

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	<p>j. Any organization on the Attorney General's List of Subversive Organizations.</p> <p>k. All case files on subjects of Bureau surveillance as identified by "principal" (subject or target) cards in the ELSUR Index in Headquarters.</p> <p>l. Multisection cases with 20 sections in Headquarters, or 35 sections in Offices of Origin, or 50 sections in Auxiliary Offices.</p> <p><u>PERMANENT.</u> With the exception of informant files, offer to NARS in 10 year blocks when 50 years old.</p> <p>4. Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p> <p>5. Informant and Informant-related Cases.</p> <p>No time has been established for the transfer of informant files designated for permanent retention to NARS. Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT.</u> Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p> <p>6. "Reserved" Cases.</p> <p>In most classifications, after classification 151, the Bureau has not assigned case numbers 1 through 10 to routine investigative cases.</p>		

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	<p>Instead, these numbers have been reserved to allow for the creation of administrative or control files. Unless otherwise stated in Part B, the following disposition applies to "Reserved" cases:</p> <p style="text-align: center;"><u>DISPOSAL NOT AUTHORIZED.</u></p>		
7.	<p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court orders which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p style="text-align: center;"><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
8.	<p>Freedom of Information and Privacy Acts correspondence filed in substantive case files prior to establishment of 62 case file and 190 classification.</p> <p style="text-align: center;">See disposition instructions in Part B.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC, 552a (e) (1), (5), (7)).</p> <p style="text-align: center;">Submit SF-115, Request for Records Disposition Authority, to NARS.</p>		
10.	<p>IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the use of which is restricted by law.</p> <p style="text-align: center;"><u>DESTROY</u> when 20 years old, 30 years old, or prior to transfer to NARS, whichever is applicable.</p>		<p>Disposal not Authorized Case files and other records appraised as permanent in the NARS-FBI Report of November 9, 1981, shall be retained in their entirety, without the withdrawal of any record material and transferred to NARS in accordance with 44 USC 210-3-2104 and NCI-65-82-4.</p>

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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
11.	<p>CLASSIFICATION 11 - Tax (Other than Income)</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. remaining microfilm.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p>		

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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
32.	<p>CLASSIFICATION 32 - Identification (Fingerprint Matters)</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. cases 1-10, 16171-16181, and 32343-32353.</p> <p>c. "0" files - sections 1 and 2.</p> <p>d. systematic evidential sample.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p> <p>e. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

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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
61.	<p>CLASSIFICATION 61 - Treason or Misprision of Treason</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. all remaining cases.</p> <p>c. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p>		

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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
69.	<p>CLASSIFICATION 69 - Contempt of Court</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining microfilm.</p> <p>e. cases involving leaks of Grand Jury testimony and union violations of restraining orders.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old, commensurate with general authorities contained in Part A, Item 10.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

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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
182.	<p>CLASSIFICATION 182 - Illegal Gambling Business; Illegal Gambling Business, Obstruction; Illegal Gambling Business, Forfeiture</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining cases corresponding to Office of Origin multisection cases.</p> <p>e. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

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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
93.	<p>CLASSIFICATION 93 - Ascertaining Financial Ability</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. microfilm in the sample.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p> <p>e. all other case files including remaining microfilm.</p> <p><u>DESTROY</u> when 20 years old.</p>		

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	<p style="text-align: center;"><u>PART C</u> GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES</p> <p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to insure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p> <p>1. "00" Files.</p> <p>The character of the "00" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 30 years old or when all administrative needs have been met, whichever is later.</p> <p>2. "0" Files.</p> <p>The character of the "0" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p> <p>3. Exceptional Case Files.</p> <p>Office of Origin and Legat investigative case files, excluding informant and informant-related cases, corresponding to the case files designated for permanent retention in Part A, Item 3.</p> <p><u>PERMANENT.</u> Offer to NARS in 10 year blocks when 50 years old.</p>		

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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
8.	<p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court order which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC 552 a(e)(1), (5), (7)).</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARS.</p>		
10.	<p>Informant and Informant-Related Material</p> <p>Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports or other communications, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT</u>. Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p>		
11.	<p>IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the usage restricted by law.</p> <p><u>DESTROY</u> when 10, 20, or 30 years old, or prior to transfer to NARS, whichever is applicable.</p>	Disposal not authorized.	Case files and other records appraised as permanent in the NARS-FBI Report of Nov. 9, 1981, shall be retained in their entirety, without the withdrawal of any record material and transferred to NARS in accordance with 44 USC 210-3-2104 and NCI-65-82-4.

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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
	(a) multisection cases. (b) cases corresponding to Headquarters multisection cases. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 30 years old.		
45.	CLASSIFICATION 45 - Crime on the High Seas See Part C.		
46.	CLASSIFICATION 46 - Fraud Against the Government; Anti-Kickback Statute, Dependent Assistance Act of 1950; False Claims, Civil; Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act, Criminal; Renegotiation Act, Civil; Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act a. Office of Origin case files. (1) Washington Field Office multisection cases. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
47.	CLASSIFICATION 47 - Impersonation See Part C.		
48.	CLASSIFICATION 48 - Postal Violation (Except Mail Fraud) See Part C.		
49.	CLASSIFICATION 49 - National Bankruptcy Act See Part C.		

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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
56.	CLASSIFICATION 56 - Election Laws See Part C.		
57.	CLASSIFICATION 57 - War Labor Dispute Act (Obsolete) See Part C.		
58.	CLASSIFICATION 58 - Bribery; Conflict of Interest a. Office of Origin case files. (1) multisection cases. (2) cases corresponding to Headquarters multisection cases. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
59.	CLASSIFICATION 59 - World War Adjusted Compensation Act. See Part C.		
60.	CLASSIFICATION 60 - Anti-Trust a. Office of Origin case files. (1) multisection cases corresponding to Headquarters multisection cases. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
61.	CLASSIFICATION 61 - Treason or Misprision of Treason a. Office of Origin and Auxiliary Office case files. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		

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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
77.	CLASSIFICATION 77 - Applicants (Special Inquiry, Departmental and Other Government Agencies, except those handling special classifications) See Part C.		
78.	CLASSIFICATION 78 - Illegal Use of Government Transportation Requests See Part C.		
79.	CLASSIFICATION 79 - Missing Persons See Part C.		
80.	CLASSIFICATION 80 - Public Affairs Matters a. cases on contacts with state and local law enforcement agencies and with district and state attorneys. b. SAC contacts. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old. c. interesting case summaries. d. cases on contacts with law enforcement authorities not listed in a above, with the media, and with local business establishments. See Part C. e. all other cases. <u>DISPOSAL NOT AUTHORIZED.</u>		
81.	CLASSIFICATION 81 - Gold Hoarding a. Butte and Portland case files. <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 30 years old.		

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101.	<p>CLASSIFICATION 101 - Hatch Act (Obsolete)</p> <p>a. all cases in Office of Origin and Auxiliary Offices.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		
102.	<p>CLASSIFICATION 102 - Voorhis Act</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
103.	<p>CLASSIFICATION 103 - Interstate Transportation of Stolen Cattle</p> <p>See Part C.</p>		
104.	<p>CLASSIFICATION 104 - Servicemen's Dependents Allowance Act of 1942. (Obsolete)</p> <p>See Part C.</p>		
105.	<p>CLASSIFICATION 105 - Foreign Counter-intelligence Matters</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases.</p> <p>(2) cases corresponding to Headquarters multisection cases.</p> <p>(3) cases corresponding to Headquarters cases with 10 or more serials.</p> <p>(4) cases with 15 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Legat case files.</p> <p>(1) cases with 15 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

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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
106.	<p>CLASSIFICATION 106 - Alien Enemy Control; Escaped Prisoners of War and Internees</p> <p>See Part C.</p>		
107.	<p>CLASSIFICATION 107 - Denaturalization Proceedings (Obsolete)</p> <p>See Part C.</p>		
108.	<p>CLASSIFICATION 108 - Foreign Travel Control</p> <p>a. Office of Origin case files.</p> <p>(1) "OO" files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
109.	<p>CLASSIFICATION 109 - Foreign Political Matters</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Auxiliary Office case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. Legat case files.</p> <p>(1) multisection cases.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
110.	<p>CLASSIFICATION 110 - Foreign Economic Matters</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

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	<p>inquiry without the consent of the person or entity shall be promptly destroyed, unless it is or may become pertinent to authorized investigative activity or the person is a potential witness in a criminal prosecution. Any decision not to destroy all information about the person or entity shall be recorded with explanatory facts and circumstances in an investigative case file and shall be reviewed periodically by the SAC or designated field supervisor."</p> <p><u>DESTRUCTION NOT AUTHORIZED.</u> This matter will be resolved between the Attorney General of the United States and the Archivist of the United States.</p> <p>b. remaining cases.</p> <p>(1) systematic informational sample of 2,500 cases each in New York, Washington, Los Angeles, San Francisco, St. Louis and Chicago.</p> <p>(2) multisection cases.</p> <p>(3) cases with subfiles.</p> <p>(4) cases with nonhuman sources.</p> <p><u>PERMANENT</u></p> <p>(5) Legat case files.</p> <p><u>PERMANENT</u></p> <p>(6) all other cases.</p> <p><u>DESTROY</u> when 30 years old.</p>		

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156.	<p>CLASSIFICATION 156 - Employee Retirement Income Security Act</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		
157.	<p>CLASSIFICATION 157 - Civil Unrest</p> <p>a. Office of Origin case files.</p> <p>(1) systematic informational sample in Jackson, New Orleans, and New York.</p> <p>(2) multisection cases.</p> <p>(3) cases in which subjects are not individuals.</p> <p>(4) cases corresponding to all cases identified for permanent retention in Headquarters.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Legat case files.</p> <p>(1) multisection case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
158.	<p>CLASSIFICATION 158 - Labor-Management Reporting and Disclosure Act of 1959 (Security Matters) (Obsolete)</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

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205.	<p>CLASSIFICATION 205 - Foreign Corrupt Practices Act of 1977.</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Auxiliary Office case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. Legat case files.</p> <p>(1) multisection cases. (2) Correlates to retained Headquarters case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
206.	<p>CLASSIFICATION 206 - Fraud Against the Government - Department of Defense</p> <p>See Part C.</p>		
207.	<p>CLASSIFICATION 207 - Fraud Against the Government - Environmental Protection Agency</p> <p>a. Office of Origin case files.</p> <p>(1) "OO" files. (2) "O" files. (3) all cases.</p> <p><u>DISPOSAL NOT AUTHORIZED</u></p>		

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	<p>The following is a list of schedule items from Parts B and D that provides for either a systematic evidential or systematic informational sample of cases initiated before 1978. The size of the sample is indicated after the schedule item. The size of samples of cases initiated after 1977 will be determined by a representative of the Archivist of the United States when the Bureau begins planning transfer of the sample.</p> <p>Part B - Headquarters Sample of Cases Initiated before 1978.</p> <p><u>Item - Sample Size</u></p> <p>1b - 500 2b - 115 4b - 24 5b - 20 6b - 20 7b - 1,500 8a(2) - 20 9b - 1,500 10b - 45 12b - 104 15b - 1,500 17b - 500 19b - 62 23b - 237 25b - 1,500 26b - 1,500 28b - 217 29b - 1,500 31b - 1,500 from each decade beginning with 1922 32d - 500 33b - 11 39c - 1,500 40b - 1,500 41b - 38 42b - 500 43b - 500 44b (2) - 1,500 from each decade beginning with 1978 45b - 500 46b - 1,500 47b - 500 49b - 500 51b - 5 52b - 500</p>		