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## SCANNING TRACKING SHEET

FOIPA # 918504-2

SUBJECT National Archives

FILE # 66F-HQ-1190059

SECTION # all

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U.S. DEPARTMENT OF JUSTICE

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**HQ-1190059**

**Sec. 2**

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Subject: \_\_\_\_\_

Computer or Case Identification Number: \_\_\_\_\_

Title of Case: \_\_\_\_\_ Section \_\_\_\_\_

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File Number: 66F-HQ-1190059 Section 2Serial(s) Reviewed: all

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# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

February 9, 2000

NWM 05.00

**MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS:** Publication of proposed rule on eliminating the requirement to rewind computer tapes.

On February 3, 2000, the National Archives and Records Administration (NARA) published a proposed rule in the *Federal Register* to eliminate requirements for rewinding computer tapes. The proposed rule is also available at <http://www.nara.gov/nara/1234pro.html> in HTML format and via GPO Access ([http://www.access.gpo.gov/su\\_docs/fedreg/a000203c.html](http://www.access.gpo.gov/su_docs/fedreg/a000203c.html)) in plain text or PDF format.

The proposed rule would eliminate the requirement that federal agencies rewind all computer tapes containing unscheduled or permanent records every three-and-a-half years (36 *CFR* 1234.30(g)(3)).

We invite your comments on this proposed regulation. Please submit all comments by April 3, 2000, to Regulation Comment Desk, NPLN, Room 4100, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland, 20740-6001. You may also fax comments to (301) 713-7270.

If you have questions about the proposed regulation, please contact

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[Redacted]

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**MICHAEL L. MILLER**

Director

Modern Records Programs

66F-HQ-C1190059-113



# Federal Register

2-3-00

Vol. 65 No. 23

Pages 5219-5406

Thursday

Feb. 3, 2000

Additionally, comments may be viewed, printed or downloaded remotely via the Internet through FERC's Homepage, using the RIMS or CIPS link. RIMS contains all comments but only those comments submitted in electronic format are available on CIPS. User assistance is available at 202-208-2222, or by E-Mail to [rimsmaster@ferc.fed.us](mailto:rimsmaster@ferc.fed.us).

#### List of Subjects in 18 CFR Part 382

##### Annual charges.

By direction of the Commission, Commissioner Bailey did not participate in this decision.

**David P. Boergers,**  
Secretary.

In consideration of the foregoing, the Commission proposes to amend Part 382, Chapter I, Title 18 of the *Code of Federal Regulations*, as set forth below:

#### PART 382—ANNUAL CHARGES

1. The authority citation for Part 382 continues to read as follows:

**Authority:** 5 U.S.C. 551-557; 15 U.S.C. 717-717w, 3301-3432; 16 U.S.C. 791a-825r, 2601-2645; 42 U.S.C. 7101-7352; 49 U.S.C. 60502; 49 App. U.S.C. 1-85.

##### § 382.102 [Amended]

2. In section 382.102 paragraphs (h), (i), (j) and (k) are removed and paragraphs (l), (m), (n), (o) and (p) are redesignated as (h), (i), (j), (k) and (l), respectively.

3. Section 382.201 is revised to read as follows:

##### § 382.201 Annual charges under Parts II and III of the Federal Power Act and related statutes.

(a) *Determination of costs to be assessed to public utilities.* The adjusted costs of administration of the electric regulatory program, excluding the costs of regulating the Power Marketing Agencies, will be assessed to public utilities.

(b) *Determination of annual charges to be assessed to public utilities.* The costs determined under paragraph (a) of this section will be assessed as annual charges to each public utility based on the proportion of the megawatt-hours of transmission of electric energy in interstate commerce of each public utility in the immediately preceding reporting year (either a calendar year or fiscal year, depending on which accounting convention is used by the public utility to be charged) to the sum of the megawatt-hours of transmission of electric energy in interstate commerce in the immediately preceding reporting year of all public utilities being assessed annual charges.

(c) *Reporting requirement.* (1) For purposes of computing annual charges,

as of January 1, 2002, a public utility, as defined in § 382.102(b), must submit under oath to the Office of the Secretary by April 30 of each year an original and conformed copies of the following information (designated as FERC Reporting Requirement No. 582 (FERC-582)): the total megawatt-hours of transmission of electric energy in interstate commerce, which for purposes of computing the annual charges and for purposes of this reporting requirement, will be measured by the sum of the megawatt-hours of all unbundled transmission (including MWh received in wheeling transactions and MWh delivered in exchange transactions) and the megawatt-hours of all bundled wholesale power sales (to the extent the megawatt-hours were not separately reported as unbundled transmission). This information should be reported to 3 decimal places; e.g., 3,105 KWh will be reported as 3.105 MWh.

(2) Corrections to the information reported on FERC-582, as of January 1, 2002, must be submitted under oath to the Office of the Secretary on or before the end of each calendar year in which the information was originally reported (i.e., on or before the last day of the year that the Commission is open to accept such filings, e.g., on or before December 31, 2002, etc.)

(d) *Determination of annual charges to be assessed to power marketing agencies.* The adjusted costs of administration of the electric regulatory program as it applies to Power Marketing Agencies will be assessed against each power marketing agency based on the proportion of the megawatt-hours of sales of each power marketing agency in the immediately preceding reporting year (either a calendar year or fiscal year, depending on which accounting convention is used by the power marketing agency to be charged) to the sum of the megawatt-hours of sales in the immediately preceding reporting year of all power marketing agencies being assessed annual charges.

[FR Doc. 00-2366 Filed 2-2-00; 8:45 am]

BILLING CODE 6717-01-P

#### NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

##### 36 CFR Part 1234

RIN 3095-AA94

#### Elimination of Requirement to Rewind Computer Tapes

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Proposed rule.

**SUMMARY:** NARA proposes to revise its regulations to eliminate the requirement that Federal agencies rewind under controlled tension all computer tapes containing unscheduled or permanent records every 3½ years. This change would affect Federal agencies that store unscheduled or permanent records on computer open-reel tapes or tape cartridges.

**DATES:** Comments must be received on or before April 3, 2000.

**ADDRESSES:** Send comments to Regulation Comment Desk, NPLN, Room 4100, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland, 20740-6001. You may also fax comments to (301) 713-7270.

**FOR FURTHER INFORMATION CONTACT:** Nancy Allard or Shawn Morton at (301) 713-7360.

**SUPPLEMENTARY INFORMATION:** This proposed rule eliminates the requirement for Federal agencies to rewind under controlled tension all tapes containing unscheduled or permanent electronic records every 3½ years which is contained in 36 CFR 1234.30(g)(3). This requirement was imposed to address the maintenance and storage of open-reel computer tapes. After tape cartridges became commonplace, computer centers generally did not periodically rewind cartridges. A study conducted by NIST in 1991 concluded that periodic retensioning of computer tape cartridges is unnecessary. In addition, recent electrical engineering studies have questioned whether open-reel tapes should be periodically rewound. Another 1991 NIST study found that the process of rewinding tapes may actually harm them, and would outweigh the benefits associated with storing tapes rewound under controlled tension.

This proposed rule is not a significant regulatory action for the purposes of Executive Order 12866. As required by the Regulatory Flexibility Act, it is hereby certified that this proposed rule will not have a significant impact on a substantial number of small entities because it applies to Federal agencies.

**List of subjects in 36 CFR Part 1234**

Archives and records, Computer technology.

For the reasons stated in the preamble, the National Archives and Records Administration proposes to amend 36 CFR Part 1234 to read as follows:

**PART 1234—ELECTRONIC RECORDS MANAGEMENT****Subpart C—Standards for the Creation, Use, Preservation, and Disposition of Electronic Records**

1. The authority citation for part 1234 continues to read as follows:

Authority: 44 USC 2104a; 44 USC 2904c.

**§ 1234.30 [Amended]**

2. In § 1234.30, remove paragraph (g)(3) and redesignate paragraphs (g)(4) through (g)(7) as paragraphs (g)(3) through (g)(6) respectively.

Dated: January 27, 2000.

John W. Carlin,

Archivist of the United States.

[FR Doc. 00-2385 Filed 2-2-00; 8:45 am]

BILLING CODE 7515-01-P

**ENVIRONMENTAL PROTECTION AGENCY****40 CFR Part 52**

[MD082-3028b; FRL-6531-2]

**Approval and Promulgation of Air Quality Implementation Plans; Maryland; 15 Percent Rate of Progress Plan for the Baltimore Ozone Nonattainment Area**

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

**SUMMARY:** EPA proposes to convert its conditional approval of a State Implementation Plan (SIP) revision submitted by the State of Maryland to a full approval. The revision consists of the 15 percent rate of progress requirements for the Baltimore severe ozone nonattainment area. EPA is also proposing to approve revisions to certain portions of the 1990 base year emissions inventory of volatile organic compound (VOC) and nitrogen oxide (NOx) emissions for the Baltimore nonattainment area. In the Final rules section of this *Federal Register*, EPA is converting its conditional approval of the Baltimore area's 15% Plan to a full approval and approving revisions to the 1990 base year emissions inventory as a direct final rule without prior proposal

because the Agency views this as a noncontroversial submittal and anticipates no adverse comments. A detailed rationale for the approval is set forth in the direct final rule. If no adverse comments are received in response to this action, no further activity is contemplated. If EPA receives adverse comments, the direct final rule will be withdrawn and all public comments received will be addressed in a subsequent final rule based on this proposed rule. EPA will not institute a second comment period on this action. Any parties interested in commenting on this action should do so at this time.

**DATES:** Comments must be received in writing by March 6, 2000.

**ADDRESSES:** Written comments should be addressed to David L. Arnold, Chief, Ozone and Mobile Sources Branch, Mailcode 3AP21, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103. Copies of the documents relevant to this action are available for public inspection during normal business hours at the Air Protection Division, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103; and Maryland Department of the Environment, 2500 Broening Highway, Baltimore, Maryland 21224.

**FOR FURTHER INFORMATION CONTACT:** Kristeen Gaffney, (215) 814-2092, at the EPA Region III address above, or by e-mail at gaffney.kristeen@epa.gov.

**SUPPLEMENTARY INFORMATION:** For further information, please see the information provided in the direct final action, with the same title, that is located in the "Rules and Regulations" section of this *Federal Register* publication.

Dated: January 14, 2000.

Bradley M. Campbell,

Regional Administrator, Region III.

[FR Doc. 00-2176 Filed 2-2-00; 8:45 am]

BILLING CODE 6560-50-P

**ENVIRONMENTAL PROTECTION AGENCY****40 CFR Part 52**

[MD059-3049b; FRL-6530-9]

**Approval and Promulgation of Air Quality Implementation Plans; Maryland, Post-1996 Rate of Progress Plan for Cecil County and Revisions to the 1990 Base Year Emissions Inventory**

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

**SUMMARY:** EPA proposes to approve the State Implementation Plan (SIP) revision submitted by the State of Maryland for the purpose of establishing the three percent per year emission reduction rate-of-progress requirement for the period 1996-1999 for the Maryland portion of the Philadelphia-Wilmington-Trenton ozone nonattainment area, namely Cecil County, Maryland. EPA is also approving revisions to the 1990 base year inventory of ozone precursor emissions submitted by the State of Maryland for Cecil County. EPA is approving the State's SIP submittals as a direct final rule without prior proposal because the Agency views these as noncontroversial submittals and anticipates no adverse comments. A detailed rationale for the approval is set forth in the direct final rule. If no adverse comments are received in response to this action, no further activity is contemplated. If EPA receives adverse comments, the direct final rule will be withdrawn and all public comments received will be addressed in a subsequent final rule based on this proposed rule. EPA will not institute a second comment period on this action. Any parties interested in commenting on this action should do so at this time.

**DATES:** Comments must be received in writing by March 6, 2000.

**ADDRESSES:** Written comments should be addressed to David L. Arnold, Chief, Ozone and Mobile Sources Branch, Mailcode 3AP21, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103. Copies of the documents relevant to this action are available for public inspection during normal business hours at the Air Protection Division, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103; and the Maryland Department of the Environment, 2500 Broening Highway, Baltimore, Maryland, 21224.

**FOR FURTHER INFORMATION CONTACT:** Kristeen Gaffney, (215) 814-2092, at the EPA Region III address above, or by e-mail at gaffney.kristeen@epa.gov.

**SUPPLEMENTARY INFORMATION:** For further information, please see the information provided in the direct final action, with the same title, that is located in the "Rules and Regulations" section of this *Federal Register* publication.

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

February 23, 2000

NWM 06.00

## MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Publication of proposed rule on records declassification.

On February 17, 2000, the National Archives and Records Administration (NARA) published a proposed rule in the *Federal Register* to update its declassification regulations. The proposed rule is also available at <http://www.nara.gov/nara/1260pro.html> and via GPO Access ([http://www.access.gpo.gov/su\\_docs/fedreg/a000217c.html](http://www.access.gpo.gov/su_docs/fedreg/a000217c.html)) in plain text or PDF format.

The proposed rule would update NARA's declassification regulations to incorporate changes resulting from Executive Orders 12958 and 13142, which govern federal classification and declassification activities. We have also included new rules for agencies that wish to send personnel to a NARA facility to review classified records, and rules for loaning archival records to agencies for declassification review.

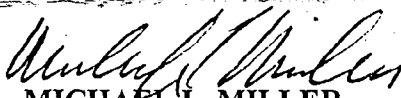
We invite your comments on this proposed regulation. Please submit all comments by April 17, 2000, to Regulation Comment Desk, NPLN, Room 4100, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland, 20740-6001. You may also fax comments to (301) 713-7270.

If you have questions about the proposed regulation, please contact

[Redacted]

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MICHAEL L. MILLER  
Director  
Modern Records Programs

66F-HQ-C1190059-114





# Federal Register

2-17-00

Vol. 65 No. 33

Pages 8013-8242

Thursday

Feb. 17, 2000

**PART 39—AIRWORTHINESS  
DIRECTIVES**

1. The authority citation for part 39 continues to read as follows:

**Authority:** 49 U.S.C. 106(g), 40113, 44701.

**§ 39.13 [Amended]**

2. Section 39.13 is amended by adding the following new airworthiness directive:

**Fokker Services B.V.:** Docket 2000-NM-06-AD.

**Applicability:** Model F27 Mark 050, 100, 200, 300, 400, 500, 600, and 700 series airplanes; and Model F28 Mark 0070, 0100, 1000, 2000, 3000, and 4000 series airplanes; certificated in any category; on which any Pacific Scientific Model 0108900 series flight crew shoulder harness assembly is installed.

**Note 1:** This AD applies to each airplane identified in the preceding applicability provision, regardless of whether it has been modified, altered, or repaired in the area subject to the requirements of this AD. For airplanes that have been modified, altered, or repaired so that the performance of the requirements of this AD is affected, the owner/operator must request approval for an alternative method of compliance in accordance with paragraph (b) of this AD. The request should include an assessment of the effect of the modification, alteration, or repair on the unsafe condition addressed by this AD; and, if the unsafe condition has not been eliminated, the request should include specific proposed actions to address it.

**Compliance:** Required as indicated, unless accomplished previously.

To prevent failure of the shoulder harness, which could result in injury to the flight crew during turbulent flight conditions or during emergency landing conditions, accomplish the following:

**Functional Test**

(a) Within 6 months after the effective date of this AD, perform a one-time functional test to verify correct installation of the shoulder harnesses of the pilot's and co-pilot's seats, in accordance with paragraph (a)(1), (a)(2), (a)(3), or (a)(4) of this AD, as applicable. If any shoulder harness is incorrectly installed, prior to further flight, replace the shoulder harness assembly with a new or serviceable shoulder harness assembly, in accordance with paragraph (a)(1), (a)(2), (a)(3), or (a)(4) of this AD, as applicable.

(1) For Model F27 Mark 050 series airplanes: Accomplish the actions in accordance with Fokker Service Bulletin SBF50-25-051, dated October 14, 1999.

(2) For Model F27 Mark 100, 200, 300, 400, 500, 600, and 700 series airplanes: Accomplish the actions in accordance with Fokker Service Bulletin SBF27/25-65, dated October 14, 1999.

(3) For Model F28 Mark 0070 and 0100 series airplanes: Accomplish the actions in accordance with Fokker Service Bulletin SBF100-25-088, dated October 14, 1999.

(4) For Model F28 Mark 1000, 2000, 3000, and 4000 series airplanes: Accomplish the actions in accordance with Fokker Service

Bulletin SBF28/25-103, dated October 14, 1999.

**Alternative Methods of Compliance**

(b) An alternative method of compliance or adjustment of the compliance time that provides an acceptable level of safety may be used if approved by the Manager, International Branch, ANM-116, FAA, Transport Airplane Directorate. Operators shall submit their requests through an appropriate FAA Principal Maintenance Inspector, who may add comments and then send it to the Manager, International Branch, ANM-116.

**Note 2:** Information concerning the existence of approved alternative methods of compliance with this AD, if any, may be obtained from the International Branch, ANM-116.

**Special Flight Permits**

(c) Special flight permits may be issued in accordance with §§ 21.197 and 21.199 of the Federal Aviation Regulations (14 CFR 21.197 and 21.199) to operate the airplane to a location where the requirements of this AD can be accomplished.

**Note 3:** The subject of this AD is addressed in Dutch airworthiness directive BLA 1999-139 (A), dated October 29, 1999.

Issued in Renton, Washington, on February 11, 2000.

**Donald L. Riggins,**

*Acting Manager, Transport Airplane Directorate, Aircraft Certification Service.*

[FR Doc. 00-3798 Filed 2-16-00; 8:45 am]

**BILLING CODE 4910-13-U**

**NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION****36 CFR Part 1260**

**RIN 3095-AA67**

**Records Declassification**

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Proposed rule.

**SUMMARY:** NARA has reviewed its regulations related to declassification of national security-classified information in records transferred to NARA's legal custody. NARA is updating them to incorporate changes resulting from Executive Order 12958, Classified National Security Information. The changes in this proposed rule include:

—Revising the timeline for systematic review from 30 years to 25 years.

—Redefining declassification responsibilities to reflect the E.O. 12958 requirement for agencies to maintain systematic review programs.

—Adding requirements for agencies that elect to review their accessioned records at NARA.

—Adding requirements for loaning records to agencies for declassification review.

—Revising requirements for reclassification of information to meet the provisions of E.O. 12958.

The proposed rule will affect members of the public who file mandatory review requests and Federal agencies.

**DATES:** Comments must be received on or before April 17, 2000.

**ADDRESSES:** Send comments to Regulation Comment Desk, NPLN, Room 4100, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland, 10740-6001. You may also fax comments to (301) 713-7270.

**FOR FURTHER INFORMATION CONTACT:** Nancy Allard or Shawn Morton at (301) 713-7360.

**SUPPLEMENTARY INFORMATION:** Following is a discussion of substantive changes contained in this proposed rule. The proposed rule is written in plain language in accordance with the Presidential Memorandum of June 1, 1998, Plain Language in Government Writing. Additional nonsubstantive changes, such as updated addresses, have been made throughout this proposed rule.

We are reorganizing Subpart A to include general information that is found in the current § 1260.1, including definitions for systematic review and mandatory review, and sections on the purpose, scope, and authority of this regulation. Executive Order 12958 changes the timeline for systematic review from 30 years to 25 years, and it also requires that agencies retain the responsibility for systematic review for older records; however, they may delegate declassification authority to NARA by providing declassification guidance to NARA. This redefinition of responsibilities is reflected in the proposed § 1260.20, which is a change to the existing § 1260.2(c) that gave NARA declassification responsibility for records more than 30 years old. The proposed §§ 1260.22 and 1260.26 detail declassification responsibilities for White House originated information and intelligence and cryptography information. The responsibilities in these proposed sections are unchanged from the responsibilities outlined in the existing § 1260.2. The proposed § 1260.24 assigns declassification responsibility for foreign government information to the agency that received the information regardless of the age of the information. This is a change from the existing § 1260.2(b) and (c) that gave NARA the responsibility for

declassification review of foreign government information that is more than 30 years old.

Subpart C is retitled "Systematic Review." The proposed § 1260.40 stipulates that NARA will review for declassification under systematic review all records in its holdings that are over 25 years old. However, the originating agencies may choose to review these records themselves by sending personnel to the NARA facility in which the records are located to conduct the review. The proposed § 1260.42 outlines the rules for agencies that wish to send personnel to a NARA facility to conduct a systematic declassification review. Agency reviewers must abide by NARA security regulations and procedures for handling archival materials. Agency reviewers also must obtain approval from NARA before using scanners, microfilm readers or other equipment to copy or read original records. The proposed § 1260.44 explains procedures for NARA to loan original records back to agencies for declassification review if agency reviewers cannot work at a NARA facility. NARA will inspect areas in which loaned records are to be stored and reviewed to ensure that the records are maintained in archivally acceptable conditions and that the areas meet the standards for the storage and handling of national security-classified materials. The requesting agencies must abide by NARA procedures for handling and preserving original records.

The proposed § 1260.50, which consists of the current §§ 1260.10 and 1260.30, details NARA's responsibilities for handling mandatory review requests for Executive branch records. NARA will refer copies of records in its possession that are less than 25 years old back to the originating agencies for declassification review. Agencies may also send agency reviewers to NARA to review records on-site. The agency responsibilities and the appellate process under mandatory review in the proposed §§ 1260.52 and 1260.54 are essentially unchanged from the existing §§ 1260.12 and 1260.32. The proposed § 1260.58, which contains portions of the existing §§ 1260.42 and 1260.50, discusses how NARA will handle mandatory review requests for White House originated information.

Procedures for reclassifying records are moved to the proposed Subpart E, and encompass the existing §§ 1260.70 through 1260.74. These regulations are essentially unchanged, except that we include a provision in the proposed § 1260.74 that states that NARA will notify the requesting agency if NARA appeals a reclassification request to ISOO.

This proposed rule is not a significant regulatory action for the purposes of Executive Order 12866. As required by the Regulatory Flexibility Act, it is hereby certified that this proposed rule will not have a significant impact on a substantial number of small entities because it applies to Federal agencies.

#### List of Subjects in 36 CFR Part 1260

Archives and records.

For the reasons stated in the preamble, the National Archives and Records Administration proposes to revise 36 CFR Part 1260 to read as follows:

### SUBCHAPTER D— DECLASSIFICATION

## PART 1260—DECLASSIFICATION OF NATIONAL SECURITY INFORMATION

### Subpart A—General Information

Sec.

- 1260.1 What is the purpose of this regulation?
- 1260.2 Definitions.
- 1260.4 What NARA holdings are covered by this regulation?
- 1260.6 What is the authority for this regulation?

### Subpart B—Responsibilities

- 1260.20 Who is responsible for the declassification of national security-classified Executive Branch information that has been accessioned by NARA?
- 1260.22 Who is responsible for the declassification of national security-classified White House originated information in NARA's holdings?
- 1260.24 Who is responsible for declassification of foreign government information in NARA's holdings?
- 1260.26 Who is responsible for declassification of information concerning intelligence or cryptography in NARA's holdings?

### Subpart C—Systematic Review

- 1260.40 How will records at NARA be reviewed for declassification?
- 1260.42 What are the procedures for agency personnel to review records at a NARA facility?
- 1260.44 Will NARA loan accessioned records back to the agencies to conduct declassification review?

### Subpart D—Mandatory Review

#### Executive Branch Records

- 1260.50 What procedures does NARA follow when it receives a request for Executive Branch records under mandatory review?
- 1260.52 What are agency responsibilities when it receives a mandatory review request forwarded by NARA?
- 1260.54 What is the appeal process when a mandatory review request for Executive Branch information is denied?

#### White House Originated Information

- 1260.56 Is White House originated information subject to mandatory review?
- 1260.58 What are the procedures for requesting a mandatory review of White House originated information?
- 1260.60 What are agency responsibilities with regard to mandatory review requests for White House originated information?
- 1260.62 What are the procedures when agencies receive a mandatory review request for White House originated information in their custody?
- 1260.64 What is the appeal process when a mandatory review request for White House originated information is denied?

### Subpart E—Reclassification

- 1260.70 Can Executive Branch information be reclassified?
- 1260.72 Can White House information be reclassified?
- 1260.74 Can NARA appeal a request to reclassify information?

Authority: 44 U.S.C. 2101 to 2118; 5 U.S.C. 552; EO 12958, 60 FR 19825, 3 CFR, 1995 Comp., p.333; EO 13142, 64 FR 66089

### Subpart A—General Information

#### § 1260.1 What is the purpose of this regulation?

This regulation defines the responsibilities of NARA and other Federal agencies for declassification of national security classified information in the holdings of NARA. This part also provides procedures for conducting systematic reviews of NARA holdings and for processing mandatory review requests for NARA holdings. Regulations for researchers wishing to request Federal records under the Freedom of Information Act (FOIA) or under mandatory review can be found in 36 CFR 1254.38.

#### § 1260.2 Definitions.

(a) *Systematic declassification review* means the review for declassification of national security-classified information contained in records that have been determined by the Archivist of the United States to have permanent value in accordance with 44 U.S.C. 2107.

(b) *Mandatory declassification review* means the review for declassification of national security-classified information in response to a request for declassification that meets the requirements under section 3.6 of Executive Order 12958.

#### § 1260.4 What NARA holdings are covered by this regulation?

The NARA holdings covered by this regulation are records legally transferred to the National Archives and Records Administration (NARA), including Federal records accessioned into the

National Archives of the United States; and Presidential records; Nixon Presidential materials, and donated historical materials in Presidential Libraries and in the National Archives of the United States.

**§ 1260.6 What is the authority for this regulation?**

Declassification of and public access to national security information is governed by Executive Order 12958 of April 17, 1995 (3 CFR 1995 Comp., p. 333) and by the Information Security Oversight Office Implementing Directive for Executive Order 12958 (32 CFR part 2001).

**Subpart B—Responsibilities**

**§ 1260.20 Who is responsible for the declassification of national security-classified Executive Branch information that has been accessioned by NARA?**

(a) *Information less than 25 years old.* The originating agency is responsible for its declassification.

(b) *Information more than 25 years old.* The originating agency retains the ultimate responsibility for declassification but may delegate declassification authority to NARA in the form of declassification guidance.

(c) *Information in records of a defunct agency.* NARA is responsible for the declassification of records of a defunct agency that has no successor in function. NARA will consult with agencies having primary subject matter interest before making declassification determinations.

**§ 1260.22 Who is responsible for the declassification of national security-classified White House originated information in NARA's holdings?**

(a) NARA is responsible for declassification of information from a previous administration that was originated by:

- (1) The President;
- (2) The White House staff;
- (3) Committees, commissions, or boards appointed by the President; or
- (4) Others specifically providing advice and counsel to the President or acting on behalf of the President.

(b) NARA will consult with agencies having primary subject matter interest before making declassification determinations.

**§ 1260.24 Who is responsible for declassification of foreign government information in NARA's holdings?**

(a) The agency that received or classified the information is responsible for its declassification.

(b) In the case of a defunct agency, NARA is responsible for declassification of foreign government information in its

holdings and will consult with the agencies having primary subject matter interest before making declassification determinations.

**§ 1260.26 Who is responsible for declassification of information concerning intelligence or cryptography in NARA's holdings?**

(a) The Director of the Central Intelligence Agency is responsible for declassification of information concerning intelligence activities and intelligence sources and methods.

(b) The Secretary of Defense is responsible for declassification of information concerning cryptography.

**Subpart C—Systematic Review**

**§ 1260.40 How will records at NARA be reviewed for declassification?**

(a) NARA staff will systematically review for declassification records over 25 years old for which the originating agencies have provided declassification guidance if the originating agency does not wish to review the records itself.

(b) Agencies may choose to review their own records that are over 25 years old themselves by sending personnel to the NARA facility where the records are located to conduct the declassification review.

(c) The originating agency must review records less than 25 years old and records for which the originating agency has not provided declassification guidance.

**§ 1260.42 What are the procedures for agency personnel to review records at a NARA facility?**

(a) NARA will make the records available to properly cleared agency reviewers. NARA will provide space for agency reviewers in the facility in which the records are located as space is available. NARA will also provide training and guidance for agency reviewers on the proper handling of archival materials.

(b) Agency reviewers must:

(1) Follow NARA security regulations and abide by NARA procedures for handling archival materials;

(2) Follow NARA procedures for identifying and marking documents that cannot be declassified; and

(3) Obtain permission from NARA before bringing into a NARA facility computers, scanners, tape recorders, microfilm readers and other equipment necessary to view or copy records. NARA will not allow the use of any equipment that poses an unacceptable risk of damage to archival materials. See 36 CFR 1254.26 and 1254.27 for more information on acceptable equipment.

**§ 1260.44 Will NARA loan accessioned records back to the agencies to conduct declassification review?**

In rare cases, when agency reviewers cannot be accommodated at a NARA facility, NARA will consider a request to loan records back to an originating agency in the Washington, DC metropolitan area for declassification review. Each request will be judged on a case-by-case basis. The requesting agency must:

(a) Ensure that the facility in which the documents will be stored and reviewed passes a NARA inspection to ensure that the facility maintains:

(1) The correct archival environment for the storage of permanent records; and

(2) The correct security conditions for the storage and handling of national security-classified materials.

(b) Meet NARA requirements for ensuring the safety of the records;

(c) Abide by NARA procedures for handling of archival materials;

(d) Identify and mark documents that cannot be declassified in accordance with NARA procedures; and

(e) Obtain NARA approval of any equipment such as scanners, copiers, or cameras to ensure that they do not pose an unacceptable risk of damage to archival materials.

**Subpart D—Mandatory Review**

**Executive Branch Records**

**§ 1260.50 What procedures does NARA follow when it receives a request for Executive Branch records under mandatory review?**

(a) If the requested records are less than 25 years old, NARA refers copies of the records to the originating agency or to the agency that has primary subject matter interest for declassification review. Agencies may also send personnel to a NARA facility where the records are located to conduct a declassification review.

(b) If the requested records are more than 25 years old, NARA will review the records using systematic declassification guidance. NARA will refer any documents it is unable to declassify to the appropriate agency for declassification determinations.

(c) When the records were originated by a defunct agency that has no successor agency, NARA is responsible for making the declassification determinations, but will consult with agencies having primary subject matter interest.

(d) In every case, NARA will acknowledge receipt of the request and inform the requester of the action taken. If additional time is necessary to make

a declassification determination, NARA will tell the requester how long it will take to process the request. NARA will also tell the requester if part or all of the requested information is referred to other agencies for declassification review.

**§ 1260.52 What are agency responsibilities when it receives a mandatory review request forwarded by NARA?**

(a) The agency must make a determination within 180 calendar days after receiving the request or inform NARA of the additional time needed to process the request. If an initial decision has not been made on the request within 1 year after the original date of the request, the requester may appeal to the Interagency Security Classification Appeals Panel (ISCAP).

(b) The agency must notify NARA of any other agency to which it forwards the request in those cases requiring the declassification determination of another agency.

(c) The agency must return to NARA a complete copy of each declassified document with the agency determination. If documents cannot be declassified in their entirety, the agency must return to NARA a copy of the documents with those portions that must be withheld clearly marked.

(d) The agency must also furnish, for transmission to the requester, a brief statement of the reasons the requested information cannot be declassified and a statement of the requester's right to appeal the decision, along with the procedures for filing an appeal and the name, title, and address of the appeal authority.

**§ 1260.54 What is the appeal process when a mandatory review request for Executive Branch information was denied?**

(a) If an agency denies a declassification request under mandatory review, the requester may appeal directly to the appeal authority at that agency.

(b) If requested by the agency, NARA will supply the agency with:

(1) Copies of NARA's letter to the requester transmitting the agency denial; and

(2) Copies of any documents denied in part that were furnished to the requester.

(c) The agency appeal authority must notify NARA in writing of the final determination and of the reasons for any denial.

(d) The agency must furnish to NARA a complete copy of any document they released to the requester only in part, clearly marked to indicate the portions that remain classified. NARA will give

the requester a copy of any notifications from the agencies that describe what information has been denied and what the requesters appeal rights are.

(e) In the case of an appeal for information originated by a defunct agency, NARA will notify the requester of the results and furnish copies of documents declassified in full and in part. If the request cannot be declassified in its entirety, NARA will send the requester a brief statement of why the requested information cannot be declassified and a notice of the right to appeal the determination within 60 calendar days to the Deputy Archivist of the United States, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

**White House Originated Information**

**§ 1260.56 Is White House originated information subject to mandatory review?**

White House originated information is subject to mandatory review consistent with the Presidential Records Act, the Presidential Materials and Recordings Act, and any deeds of gift that pertain to the materials or the respective Presidential administrations. Unless precluded by such laws or agreements, White House originated information is subject to mandatory review 5 years after the close of the administration which created the materials or when the materials have been archivally processed, whichever occurs first.

**§ 1260.58 What are the procedures for requesting a mandatory review of White House originated information?**

(a) NARA will promptly acknowledge to the requester the receipt of a request for White House originated information.

(b) If the requested information is less than 25 years old, NARA will consult with agencies having primary subject matter interest and request their recommendations regarding declassification.

(c) If the requested information is more than 25 years old, NARA will review the information using applicable systematic review guidance. NARA will refer any documents that cannot be declassified using systematic guidance to the agencies with primary subject matter interest for their recommendations regarding declassification.

(d) NARA will notify the requester of the results and furnish copies of the documents declassified in full and in part. If the requested records are not declassified in their entirety, NARA will send the requester a brief statement of the reasons the information cannot be declassified and a notice of the right to

appeal the determination within 60 calendar days to the Deputy Archivist of the United States, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

**§ 1260.60 What are agency responsibilities with regard to mandatory review requests for White House originated information?**

When an agency receives a mandatory review request from NARA for consultation on declassification of White House originated material, whether it is an initial request or an appeal, the agency must:

(a) Advise the Archivist whether the information should be declassified in whole or in part or should continue to be exempt from declassification;

(b) Provide NARA a brief statement of the reasons for any denial of declassification; and

(c) Return all reproductions referred for consultation, including a complete copy of each document that should be released only in part, clearly marked to indicate the portions that remain classified.

**§ 1260.62 What are the procedures when agencies receive a mandatory review request for White House originated information in their custody?**

(a) If an agency that has custody of classified White House originated information of a previous administration receives a request for mandatory review, the agency will forward to the Office of Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001:

(1) The request for mandatory review; (2) Copies of the documents containing the requested information; and

(3) A recommendation concerning declassification.

(b) NARA will make a determination on declassification after consulting with any other agency with primary subject matter interest and will notify the requester. If the request is denied in whole or in part, the requester may appeal the decision within 60 calendar days after receiving the denial. The appeal should be sent to the Deputy Archivist of the United States, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

**§ 1260.64 What is the appeal process when a mandatory review request for White House originated information is denied?**

(a) When the Deputy Archivist of the United States receives an appeal, he/she will review the decision to deny the information and consult with the

appellate authorities in the agencies having primary subject matter interest in the information.

(b) NARA will notify the requester of the determination and make available any additional information that has been declassified as a result of the requester's appeal.

(c) NARA will also notify the requester of the right to appeal denials of access to the Executive Secretary of the Interagency Security Classification Appeals Panel, Attn: Mandatory Review Appeals, c/o Information Security Oversight Office, National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Room 5W, Washington, DC 20408.

#### Subpart E—Reclassification

##### § 1260.70 Can Executive Branch information be reclassified?

(a) An agency may ask NARA to temporarily close, re-review, and possibly reclassify records and donated historical materials originated by the agency. Records that were declassified in accordance with E.O. 12958 (or predecessor orders) may be reclassified only if the information is less than 25 years old and has not been previously disclosed to the public. Agencies must submit in writing requests to reclassify Executive Branch records to the Assistant Archivist for Records Services—Washington, DC, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Requests to reclassify information in Presidential libraries must be submitted in writing to the Assistant Archivist for Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. In the request, the agency must:

- (1) Identify the records or donated materials involved as specifically as possible;
- (2) Explain the reason the re-review and possible reclassification may be necessary; and
- (3) Provide any information the agency may have concerning any previous public disclosure of the information.

(b) If the urgency of the request precludes a written request, an authorized agency official may make a preliminary request by telephone and follow up with a written request within 5 workdays.

##### § 1260.72 Can White House originated information be reclassified?

An agency may ask NARA to temporarily close, re-review, and possibly reclassify White House

originated information that has been declassified in accordance with E.O. 12958 (or predecessor orders) only if it has not been previously disclosed to the public. The agency must follow the same procedures as a request for reclassification of agency originated information in 36 CFR 1260.70, but it must submit the request to the Assistant Archivist for Presidential Libraries, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

##### § 1260.74 Can NARA appeal a request to reclassify information?

NARA may appeal to the Director of the Information Security Oversight Office any re-review or reclassification request from an agency when, in the Archivist's opinion, the facts of previous disclosure suggest that such action is unwarranted or unjustified. NARA will notify the requesting agency that it is appealing the request at the same time that it initiates the appeal.

Dated: February 11, 2000.

John W. Carlin,

Archivist of the United States.

[FR Doc. 00-3729 Filed 2-16-00; 8:45 am]

BILLING CODE 7515-01-P

## ENVIRONMENTAL PROTECTION AGENCY

### 40 CFR Part 52

[VA103-5047b; FRL-6534-8]

#### Approval and Promulgation of Air Quality Implementation Plans; Commonwealth of Virginia; Oxygenated Gasoline Program

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

**SUMMARY:** EPA proposes to approve the State Implementation Plan (SIP) revision submitted by the Commonwealth of Virginia. The revision makes the oxygenated gasoline program a contingency measure of the maintenance plan for the Northern Virginia area, which means that the oxygenated gasoline program would only be required to be implemented in the Northern Virginia area if there is a violation of the carbon monoxide (CO) national ambient air quality standard (NAAQS). In the "Rules and Regulations" section of this *Federal Register*, EPA is approving the State's SIP submittal as a direct final rule without prior proposal because the Agency views this as a noncontroversial submittal and anticipates no adverse

comments. A more detailed description of the state submittal and EPA's evaluation are included in a Technical Support Document (TSD) prepared in support of this rulemaking action. A copy of the TSD is available, upon request, from the EPA Regional Office listed in the **ADDRESSES** section of this document. If EPA receives no adverse comments, EPA will not take further action on this proposed rule. If EPA receives adverse comments, EPA will withdraw the direct final rule and it will not take effect. EPA will address all public comments in a subsequent final rule based on this proposed rule. EPA will not institute a second comment period. Any parties interested in commenting on this action should do so at this time.

**DATES:** Comments must be received in writing by March 20, 2000.

**ADDRESSES:** Written comments should be addressed to David L. Arnold, Chief, Ozone and Mobile Sources Branch, Mailcode 3AP21, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103. Copies of the documents relevant to this action are available for public inspection during normal business hours at the Air Protection Division, U.S. Environmental Protection Agency, Region III, 1650 Arch Street, Philadelphia, Pennsylvania 19103; and the Virginia Department of Environmental Quality, 629 East Main Street, Richmond, Virginia 23219.

**FOR FURTHER INFORMATION CONTACT:** Kelly L. Bunker, (215) 814-2177, at the EPA Region III address above, or by e-mail at [bunker.kelly@epa.gov](mailto:bunker.kelly@epa.gov).

**SUPPLEMENTARY INFORMATION:** For further information, please see the information provided in the direct final action, with the same title, that is located in the "Rules and Regulations" section of this *Federal Register* publication.

Dated: February 1, 2000.

Bradley M. Campbell,

Regional Administrator, Region III.

[FR Doc. 00-3358 Filed 2-16-00; 8:45 am]

BILLING CODE 6560-50-P

**ENVIRONMENTAL PROTECTION AGENCY****40 CFR Part 52**

[NC-84-9936(b), NC-88-9937(b); FRL-6520-3]

**Approval and Promulgation of Air Quality Implementation Plans; North Carolina; Miscellaneous Revisions to the Forsyth County Local Implementation Plan**

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

**SUMMARY:** On January 17, 1997, and November 6, 1998, on behalf of the Forsyth County Environmental Affairs Department the North Carolina Division of Air Quality submitted miscellaneous revisions to the Forsyth County Local Implementation Plan (LIP). These revisions include but are not limited to the adoption of Exclusionary Rules and the amending of multiple Volatile Organic Compounds (VOC) rules. Forsyth County is submitting these revisions to adopt federally approved regulations, previously adopted into the North Carolina State Implementation Plan, into the LIP. In the final rules section of this *Federal Register*, the EPA is approving the revision as a direct final rule without prior proposal because the EPA views this as a noncontroversial revision and anticipates no adverse comments. A detailed rationale for the approval is set forth in the direct final rule. If no adverse comments are received in response to that direct final rule no further activity is contemplated in relation to this proposed rule. If EPA receives adverse comments, the direct final rule will be withdrawn and all public comments will be addressed in a subsequent final rule based on this proposed rule. The EPA will not institute a second comment period on this document. Any parties interested in commenting should do so at this time.

**DATES:** To be considered, comments must be received by March 20, 2000.

**ADDRESSES:** Written comments on this action should be addressed to Randy Terry at the Environmental Protection Agency, Region 4 Air Planning Branch, 61 Forsyth Street, SW, Atlanta, Georgia 30303.

Copies of documents relative to this action are available for public inspection during normal business hours at the following locations. The interested persons wanting to examine these documents should make an appointment with the appropriate office at least 24 hours before the visiting day

and reference files NC84-9936 and NC88-9937. The Region 4 office may have additional background documents not available at the other locations.

Air and Radiation Docket and Information Center (Air Docket 6102), U.S. Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460.

Environmental Protection Agency, Region 4 Air Planning Branch, 61 Forsyth Street, SW, Atlanta, Georgia 30303.

North Carolina Department of Environment and Natural Resources, 2728 Capitol Boulevard, Raleigh, North Carolina 27604;

Forsyth County Environmental Affairs Department, 537 North Spruce Street, Winston-Salem, NC 27101-1362.

Office of the Federal Register, 800 North Capitol Street, NW, Suite 700, Washington, D.C.

**FOR FURTHER INFORMATION CONTACT:** Randy Terry, Regulatory Planning Section, Air Planning Branch, Air, Pesticides & Toxics Management Division, Region 4 Environmental Protection Agency, 61 Forsyth Street SW, Atlanta, Georgia 30303. The telephone number is (404) 562-9032.

**SUPPLEMENTARY INFORMATION:** For additional information see the direct final rule which is published in the rules section of this *Federal Register*.

Dated: December 3, 1999.

A. Stanley Meiburg,  
Acting Regional Administrator, Region 4.  
[FR Doc. 00-3360 Filed 2-16-00; 8:45 am]  
BILLING CODE 6560-50-P

**ENVIRONMENTAL PROTECTION AGENCY****40 CFR Part 52**

[CA-226-0172b; FRL-6534-3]

**Approval and Promulgation of State Implementation Plans; California State Implementation Plan Revision; South Coast Air Quality Management District**

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

**SUMMARY:** EPA is proposing to approve revisions to the California State Implementation Plan (SIP) which concern the control of particulate matter (PM) emissions. The revisions amend Rules 403 and 1186 adopted by the South Coast Air Quality Management District (SCAQMD). The intended effect of these SIP revisions is to regulate PM emissions in accordance with the requirements of the Clean Air Act, as

amended in 1990 (CAA or the Act). In the Final Rules section of this *Federal Register*, EPA is approving the State's SIP revision as a direct final rule without prior proposal because the Agency views this as a noncontroversial revision and anticipates no adverse comments. A detailed rationale for this approval is set forth in the direct final rule. If no adverse comments are received, no further activity is contemplated. If EPA receives adverse comments, the direct final rule will be withdrawn and all public comments received will be addressed in a subsequent final rule based on this proposed rule. EPA will not institute a second comment period. Any parties interested in commenting should do so at this time.

**DATES:** Written comments must be received by March 20, 2000.

**ADDRESSES:** Written comments must be submitted to Dave Jesson at the Region IX office listed below. Copies of the rules and EPA's evaluation of the rules are available for public inspection at EPA's Region IX office during normal business hours. Copies of the rules are also available at the following locations:

California Air Resources Board,  
Stationary Source Division, Rule  
Evaluation Section, 2020 "L" Street,  
Sacramento, CA 95814.

South Coast Air Quality Management  
District, 21865 E. Copley Drive,  
Diamond Bar, CA 91765.

**FOR FURTHER INFORMATION CONTACT:** Dave Jesson, Planning Office (AIR-2), Air Division, U.S. Environmental Protection Agency, Region IX, 75 Hawthorne Street, San Francisco, CA 94105-3901, 415-744-1288, or jesson.david@epa.gov.

**SUPPLEMENTARY INFORMATION:** This document concerns revisions to SCAQMD Rule 403, Fugitive Dust, and Rule 1186, PM10 Emissions from Paved and Unpaved Roads and Livestock Operations. The SCAQMD adopted the revisions on December 11, 1998, and the California Air Resources Board submitted the rules to EPA on May 13, 1999. For further information, please see the direct final action located in the Rules section of this *Federal Register*.

Dated: January 28, 2000.

Nora L. McGee,  
Acting Regional Administrator, Region IX.  
[FR Doc. 00-3475 Filed 2-16-00; 8:45 am]  
BILLING CODE 6560-50-U

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

MAR 9 2000

NWM 07.00

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Supreme Court action in the case of *Public Citizen v. Carlin*.

On March 6, 2000, the Supreme Court denied Public Citizen's petition to review the Court of Appeals' decision in the *Public Citizen v. Carlin* case, concerning the National Archives and Records Administration's (NARA) General Records Schedule 20.

As you will remember, in the case of *Public Citizen v. Carlin*, a Federal judge declared General Records Schedule 20, concerning the disposition of electronic copies of certain Federal records, null and void. In August 1999, an appeals court reversed the decision. The plaintiffs then filed a petition asking the Supreme Court to review the Court of Appeals' decision. This week, the Supreme Court refused to hear the case, letting stand the decision in favor of NARA. That action should conclude this case.

This decision does not affect the guidance issued in NARA Bulletin No. 2000-02, Disposition of electronic copies (December 27, 1999). Bulletin No. 2000-02 is still in effect. If you have any questions concerning this memo or the disposition of electronic records, please contact your NARA appraisal archivist in the Life Cycle Management Division at 301-713-7110 or at <http://www.nara.gov/records/comm/workgrp.html>.

MICHAEL L. MILLER

Director

Modern Records Programs

66F-HQ-C1190059-115



# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 2, 2000

NWM 10.00

MEMORANDUM TO AGENCY RECORDS OFFICERS: Publication of *Managing X-ray Films as Federal Records* and proposed rule on NARA's reproduction fee schedule.

The National Archives and Records Administration (NARA) recently published the enclosed brochure, *Managing X-ray Films as Federal Records*. We will post the brochure on the records management web site ([www.nara.gov/records/](http://www.nara.gov/records/)) in the coming months.

As we notified many of you by email, NARA also published a proposed rule beginning on page 24164 in the April 25, 2000, Federal Register to revise its fee schedule for reproduction of records in its custody. A copy of the proposed rule is posted on NARA's web site at [www.nara.gov/nara/fees-pro.html](http://www.nara.gov/nara/fees-pro.html). Comments must be submitted to the NARA Regulation Comment Desk by June 26, 2000. They may be faxed to 301-713-7270 or mailed to 8601 Adelphi Rd., Rm. 4100, College Park, MD 20740-6001.

If you did not receive an email message about the proposed rule, we do not have your current email address. Please send your email address to

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b7C

**MICHAEL L. MILLER**

Director

Modern Records Programs


66F-HQ-C1190059-117

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 31, 2000

  
Mr. Dennis Weaver  
U.S. Department of Justice  
Federal Bureau of Investigation  
935 Pennsylvania Avenue, NW  
J. Edgar Hoover Building  
Washington, DC 20535-0001

Dear Mr. Weaver:

On Wednesday, April 5<sup>th</sup>, the Washington National Records Center experienced a small fire in one of its records storage areas. By this time, you or a colleague in your Agency, should have been contacted by myself, or by your Account Representative, regarding any impact to your records or records center services. All records impacted by the fire were removed from the Washington National Records Center and were frozen until they could be treated and dried. Dehumidification and air drying efforts were completed, and the NARA Conservation Lab directed all recovery efforts.

As you know, this was the second fire to occur at the Washington National Records Center over the past few months. To ensure we maximize the security of your records, and the safety of staff and visitors, at the Washington National Records Center, we have taken the following actions:

- Increased presence of roving guards patrolling the building
- Further tightened access to records storage areas
- Camera surveillance in appropriate areas
- Audible alarms on all emergency exit doors
- Enhanced supervisory coverage

66F-HQ-C1190059-118

On Friday, April 12, 2000, the Federal Protective Service arrested a NARA employee, charging the individual with arson in the April 5, 2000, fire. The investigation continues regarding the events surrounding the February 29, 2000, fire. We will update you as more information becomes available on this subject.

We are confident that the measurement we have put in place will ensure the safety of our staff, visitors, and your records. Please do not hesitate to contact me at [REDACTED] or your Account Representative, [REDACTED]

[REDACTED], should you have any questions on this subject.

Sincerely,



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b7C

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 2, 2000

NWM 10.00

MEMORANDUM TO AGENCY RECORDS OFFICERS: Publication of *Managing X-ray Films as Federal Records* and proposed rule on NARA's reproduction fee schedule.

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If you did not receive an email message about the proposed rule, we do not have your current email address. Please send your email address to [redacted] at [redacted]

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MICHAEL L. MILLER

Director

Modern Records Programs

66F-HQ-C1190059-120

October 27, 2000

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b7C

[REDACTED]  
Chief, Historical and Executive Review Unit  
Office of Public and Congressional Affairs  
Room 11144  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20530

Dear [REDACTED]

This is in reply to your October 26, 2000 phone conversation with [REDACTED] concerning additional classifications for FBI review. It is our understanding that the FBI would like to review some classifications that can be reviewed quickly at the same time they are reviewing the more complex and sensitive records listed on the November 6, 1999 letter from [REDACTED]

We have consulted with officials and archivists in NARA's Textual Archives Services Division and they agree with the FBI's suggestion that the following classes be reviewed:

- 9 Extortion
- 29 Financial Institution Fraud
- 46 Fraud Against the Government
- 165 Interstate Transmission of Wagering Information
- 166 Interstate Transportation in Aid of Racketeering,
- 167 Destruction of Interstate Property
- 168 Interstate Transportation of Wagering Paraphernalia
- 174 Bomb Threats
- 183 Racketeer Influenced and Corrupt Organizations

The Textual Archives Services Division did not recommend any other classifications be added to the above list. We commend the FBI for expediting the review and transfer of records to NARA. If you have any questions, please contact [REDACTED]

Sincerely,

MARIE B. ALLEN  
Director  
Life Cycle Management Division

66F-HQ-1190059-135

Official file - NWML  
Reading file - NWML

cc: [redacted] NWCT  
[redacted] NWML

Dennis R. Weaver, Section Chief  
Information Management Section  
Room 9998  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20535-0001

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Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Room 1B327 Box 20  
Washington, DC 20535-0001

[redacted]  
FOIA Initiatives Coordinator  
U.S. Department of Justice  
Office of Information and Privacy  
Flag Building, Suite 570  
Washington, DC 20530

**(1301-1b Federal Bureau of Investigation)**

MD/jh/10/27/200

Saved as S:\Correspondence\FBI letter for new classes

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

February 8, 2001

[Redacted]  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Room 1B327 Box 20  
Washington, DC 20535-0001

b6  
b7C

Dear [Redacted]

This is in reply to your phone request of January 25, 2001 concerning additional classifications for FBI review. It is our understanding that the FBI will continue to review the classifications listed in the National Archives and Records Administration's (NARA) letters dated November 6, 1999 and October 27, 2000, (see attached) but expects to complete the review of many of the records before the end of this year. We also understand that the more sensitive and complex classifications such as Classification 105 (Counterintelligence) will take longer to review and transfer.

After consulting with officials in NARA's Textual Archives Services Division and the Initial Processing and Declassification Division we recommend that the FBI review the following classifications:

- 19 Censorship Matters
- 72 Intimidating Witnesses
- 87 National Stolen Property Act - Civil
- 101 Hatch Act
- 114 Alien Property Custodian Matters
- 95 Laboratory Examinations

Your request concerning permanent FBI records raises another issue for NARA: the transfer of the FBI Identification Division's Criminal Records System. The electronic records in this system were appraised as permanent under Job No. N1-65-90-01. The disposition requires the FBI to transfer annually those records that indicate that the individual has reached 80 years of age or 7 years have elapsed since the notification of the individual's death. NARA received two accessions (in 1993 and 1994), but has not received any additional transfers of these records. Please contact [Redacted] at [Redacted] ext [Redacted] to arrange to transfer the eligible electronic records to NARA.

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66F-HQ-C1190059-136

We commend the FBI for expediting the review and transfer of records to the National Archives.  
If you have any questions, please contact [REDACTED]

Sincerely,

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*Marie B. Allen*

MARIE B. ALLEN  
Director  
Life Cycle Management Division

Attachments

cc:

[REDACTED]  
Unit Chief, Historical and Executive Review Unit  
Office of Public and Congressional Affairs  
Room 11144  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20535-0001





# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

**NOV - 2 1999**

Mr. Dennis R. Weaver  
Section Chief  
Information Management Section  
Federal Bureau of Investigation  
935 Pennsylvania Avenue, NW  
Washington, DC 20535-0001

Dear Mr. Weaver:

Representatives of the National Archives and Records Administration, the FBI, and the Department of Justice have been working together for several months to develop a plan for the declassification of FBI records and transfer of the records to the National Archives. On October 22 members of the staff of the Office of Records Services met with representatives of the FBI and the Department of Justice to discuss declassification priorities, accessioning practices, and the records disposition schedule for FBI records. This letter is a follow-up to that meeting and provides information that the FBI and DOJ participants requested.

We were asked to provide a list of FBI case file classifications that our researchers have expressed the most interest in. We were also asked if we would accession records prior to their being eligible for transfer according to the FBI's records disposition schedule. This early accessioning would be in accordance with the terms of the 1995 Memorandum of Understanding signed by the Director of the Information Security Oversight Office and the Attorney General concerning Executive Order 12958.

I have enclosed a list that identifies the classes of FBI case files that are most frequently requested by researchers. I have also enclosed a list of classes that have been accessioned by the National Archives. We would appreciate any efforts the FBI can make to give the most frequently requested records a high priority for declassification review, particularly those from the earlier date periods.

We will be happy to accession records as they are declassified. Please be aware, however, that accessioning will not necessarily mean immediate public access. Over the course of the next year we will be transferring into the National Archives approximately 300,000 cubic feet of records from the Washington National Records Center in Suitland, Maryland. This huge influx of accessions will divert many of our resources so we may not be able to process fully the FBI records that come to us for several months. Nevertheless, we will continue to work closely with the FBI to ensure that the declassified records are brought into our custody as soon as they are offered.

Another topic that was discussed on October 22 was the relationship between the FBI records disposition schedule and the 1995 Memorandum of Understanding concerning EO 12958. The MOU

mandates the transfer of records to NARA 25 years after close of case, while the FBI records disposition schedule specifies different dates of transfer. Depending on the classification, the schedule requires that FBI records be transferred when they are 30 or 50 years old.

As you know, the Bureau's records disposal program came under intense judicial scrutiny in 1980-81 when both the FBI and NARA were defendants in *American Friends Service Committee, et al., v. William H. Webster, et al.* Under federal court order, a special NARA task force developed a comprehensive records schedule for FBI Headquarters and field office records which the court approved in November 1981. The Bureau has been using the 1981 schedule for records disposal authority; however, that document is now almost 20 years old and needs revision. The FBI's records schedule does not reflect current FBI records management practices. For example, the FBI has eliminated the creation of FBI Headquarters case file and is using the Automated Case Support (ACS) system, an electronic system, to create case files.

One approach to reconcile the different transfer instructions of the MOU and the schedule is for NARA and the FBI to work in partnership on a project to update the FBI's records schedule effective Oct. 1, 2001. NARA has recently initiated a targeted assistance program to help agencies with their critical records management needs. Although all projects have already been selected for FY2000, the FBI could apply for assistance with the updating of the schedule for consideration as an FY2001 targeted assistance project. Appraisal archivist [redacted] can advise you on the format and requirements for submitting such applications.

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Meanwhile, we encourage you, where practicable, to review the high priority classes in accordance with the terms of the MOU and to transfer these records at 25 years.

I commend the FBI for expediting the transfer of records to NARA and look forward to working closely with you and your staff when we update the FBI records schedule.

Sincerely,

[redacted]

Records Services – Washington, DC

Enclosures

## FBI Records Accessioned by the National Archives

| Class | Title   | Dates   | Comments  |
|-------|---|---------|-----------|
| 1     | National Academy Matters  | 1935-41 | HQ and FO |
| 7     | Kidnapping  | 1932-37 | HQ        |
| 15    | Theft from Interstate Shipment  | 1920-67 | HQ and FO |
| 25    | Selective Service Act   | 1922-67 | HQ and FO |
| 26    | Interstate Transportation of Stolen Motor Vehicles and Stolen Aircraft  | 1931-63 | HQ and FO |
| 32    | Fingerprint Matters (Federal Building Sites)                            | 1923-41 | HQ and FO |
| 34    | Lacy Act  | 1921-43 | HQ        |
| 35    | Civil Service   | 1921-43 | HQ        |
| 36    | Mail Fraud  | 1921-49 | HQ        |
| 38    | Naturalization Matters (Application for Pardon to Restore Civil Rights) | 1921-35 | HQ        |
| 42    | Deserter, Deserter Hoarding   | 1920-60 | HQ and FO |
| 44    | Civil Rights  | 1951-55 | HQ        |
| 61    | Treason   | 1921-36 | HQ        |
| 87    | Interstate Transportation of Stolen Property                            | 1934-40 | HQ and FO |
| 88    | Unlawful Flight to Avoid Prosecution                                    | 1938-52 | HQ and FO |
| 91    | Bank Robbery  | 1931-66 | HQ and FO |
| 95    | Laboratory Examinations   | 1937-40 | HQ        |
| 100   | Domestic Security   | 1942-76 | HQ and FO |
| 176   | Anti-Riot Law   | 1968-71 | HQ and FO |

Plus

Miscellaneous Classes/case files relating to World War II

Special Cases: MLK, Hobson, CISPES, JFK

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**Classes recommended as priorities for 25-year declassification review and transfer to NARA:**

**1. Continuations of classes already accessioned:**

44--Civil Rights 1959-75  
61--Treason 1937-75  
176-Anti-Riot Law 1972-75

**2. Additional classes**

157--Civil Unrest 1959-75  
173--Civil Rights of 1964 1964-75  
65---Espionage 1920's-1975  
105---Foreign Counterintelligence 1938-75  
74---Perjury 1924-75  
92---Racketeering Enterprise Investigations 1936-75

Official File – NW

CC: NWML

NWML [REDACTED]

NWCT

NWMD

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[REDACTED]  
FOIA Initiatives Coordinator  
Department of Justice  
Office of Information and Privacy  
Flag Building, Suite 570  
Washington, DC 20530

[REDACTED]  
Chief, Historical and Executive Review Unit  
Office of Public and Congressional Affairs  
Room 11144  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20530

[REDACTED]  
Records Disposition/Archival and  
Micrographics Subunit  
Room 4933  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20535-0001

October 27, 2000

[redacted]  
Chief, Historical and Executive Review Unit  
Office of Public and Congressional Affairs  
Room 11144  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20530

b6  
b7C

Dear [redacted]

This is in reply to your October 26, 2000 phone conversation with [redacted] concerning additional classifications for FBI review. It is our understanding that the FBI would like to review some classifications that can be reviewed quickly at the same time they are reviewing the more complex and sensitive records listed on the November 6, 1999 letter from [redacted]

We have consulted with officials and archivists in NARA's Textual Archives Services Division and they agree with the FBI's suggestion that the following classes be reviewed:

- 9 Extortion
- 29 Financial Institution Fraud
- 46 Fraud Against the Government
- 165 Interstate Transmission of Wagering Information
- 166 Interstate Transportation in Aid of Racketeering,
- 167 Destruction of Interstate Property
- 168 Interstate Transportation of Wagering Paraphernalia
- 174 Bomb Threats
- 183 Racketeer Influenced and Corrupt Organizations

The Textual Archives Services Division did not recommend any other classifications be added to the above list. We commend the FBI for expediting the review and transfer of records to NARA. If you have any questions, please contact [redacted]

Sincerely,

MARIE B. ALLEN  
Director  
Life Cycle Management Division

Official file - NWML  
Reading file - NWML

cc: [redacted] NWCT  
[redacted] NWML

Dennis R. Weaver, Section Chief  
Information Management Section  
Room 9998  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Washington, DC 20535-0001

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[redacted]  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Room 1B327 Box 20  
Washington, DC 20535-0001

[redacted]  
FOIA Initiatives Coordinator  
U.S. Department of Justice  
Office of Information and Privacy  
Flag Building, Suite 570  
Washington, DC 20530

**(1301-1b Federal Bureau of Investigation)**

MD/jh/10/27/200

Saved as S:\Correspondence\FBI letter for new classes

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

February 11, 2001

[Redacted]  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Room 1B327 Box 20  
Washington, DC 20535-0001

[Redacted]

This is a follow-up to our letter dated February 8, 2001 relating to your January 25, 2001 phone request for additional classifications. After consulting with officials in the National Archives and Records Administration's (NARA) Textual Archives Services Division and the Initial Processing and Declassification Division we recommend that the FBI review the following classifications:

- 109 Foreign Political Matters
- 110 Foreign Economic Matters
- 111 Foreign Social Conditions
- 112 Foreign Funds
- 113 Foreign Military and Naval Matters

It is our understanding that the FBI will continue to review the classifications listed in the NARA letters dated November 6, 1999, October 27, 2000, and February 8, 2001. We commend the FBI for expediting the review and transfer of records to the National Archives. If you have any questions, please contact [Redacted]

Sincerely,

*Marie B. Allen*

MARIE B. ALLEN  
Director  
Life Cycle Management Division

b6  
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cc [Redacted]

Unit Chief, Historical and Executive Review Unit  
Office of Public and Congressional Affairs  
Federal Bureau of Investigation  
935 Pennsylvania, Ave., NW  
Washington, DC 20535-0001

66F-HQ-C1190059-137





U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

May 1, 2001

Mr. Delandero Reid  
Assistant Branch Chief  
Reference Service Branch  
Washington National Records Center  
National Archives and Records Administration  
4205 Suitland Road  
Suitland, Maryland 20746-8001

Dear Mr. Reid:

The purpose of this letter is to provide authorization for [redacted] Voucher Examiner, assigned to the Commercial Payments Unit, Accounting Section, Finance Division, Federal Bureau of Investigation (FBI), to review official FBI records currently maintained at your facility.

The records to which [redacted] will require access are FBI Site Audit records previously transferred to the WNRC under Accession Numbers 065-99-0001, 065-99-0004, 065-99-0005, 065-00-0003, 065-00-0004, 065-01-0002, 065-01-0003, 065-01-0004, 065-01-0005, 065-01-0008, and 065-01-0009. [redacted] has contacted the Reference Service Branch directly and has scheduled an appointment for Wednesday, May 9, 2001, to review these records.

Your cooperation and assistance is greatly appreciated and any questions concerning this matter may be directed to me at [redacted]

Sincerely yours,

[Signature]  
[redacted]  
Acting Records Officer

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. Liaison & \_\_\_\_\_  
Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

66F-HQ-C1190059-140

MAIL ROOM ☒



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

April 25, 2001

[redacted]  
Federal Bureau of Investigation  
935 Pennsylvania Ave, NW  
J. Edgar Hoover Building  
Washington, DC 20535-0001

[redacted]  
The New Year is off to a great start for the Records Center Program. We held the first Records Center Forum of the year in February and plan to see all of our agencies at the Records Administrators Conference (RACO) in May. We are making great advancements in improving many elements of our business operations and we plan to share additional information on these initiatives with you shortly.

One such improvement is the ability for agencies to receive records center holdings reports in electronic format via an e-mail attachment or on a CD-ROM. In the past we offered the "01 Report", an Accession Number Master List, of an agency's holdings upon request in hard copy format. This listing shows an agency's current holdings by accession number and by storage location. Additional information such as the accession volume, disposal authority, disposal date, series description and freeze code information is also included in this report. Depending on the size of an agency's holdings, these reports have often amounted to several boxes of paper. Attached to this letter is a sample page from your agencies 01 report. By providing agencies with electronic listings of their holdings they now have the ability to sort, search or query their holdings in a more accurate and timely manner. We have prepared a survey to assist us in determining our customer's demand for these reports. We would like for you to complete the survey and return it in the envelope provided. The estimated completion time of the survey is 5 minutes. The answers to the survey will greatly help us improve our service to you. Survey responses can be faxed to [redacted] we would appreciate receiving your response by May 23, 2001.

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The Records Center Program appreciates your continued support of the program and we thank you in advance for completing the survey. If you have questions about the survey or would like to discuss other issues please contact [redacted] your agency's account representative at [redacted]

Sincerely,

David Weinberg  
Director  
Records Center Program

66F-HQ-C1190059-141

Enclosures



## Records Center Holdings Report Survey

Name:

Phone Number

Title:

RECORDS OFFICER (ACTING)

Fax Number:

Agency:

FBI

E-mail:

Address:

935 PENNSYLVANIA AVENUE, N.W.  
WASHINGTON, DC 20535

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### A. Receiving the 01 Report – Accession Number Master List

1.) Have you ever requested an 01 report of your agency holdings?

Yes



No

\_\_\_\_\_ (skip to question # B. (4) )

2.) Do you currently receive an 01 report of your agency holdings on a regular basis?

Yes



No

If yes, how often,



Monthly



Annually



Quarterly



as needed



Other

3.) Do you request the 01 report from



the local records center

Which center

WNRC - SUITLAND, MARYLAND



your agency's account representative



Other source

(Name)

4.) Do you request your agency holdings on a national or local level?



National



Local

5.) In what format have you received the 01 report?



Paper Copy



Electronic Format --



E-Mail Attachment



Floppy Disk



CD-ROM

**B. Format of Reports**

1.) Do you find the format of the 01 report useful?

☒ Yes ☐ No (if not why)

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2.) For what purpose do you request the 01 report?

☒ Verify billing data ☐ Locate records  
☐ Apply/review/obtain freeze data ☒ Trend analysis  
☒ Check the status of unscheduled records ☐ Allocate cost internally  
☐ Other use please explain

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3.) If you have received an 01 report in electronic format do you find the data easy to manage?

☐ Yes ☐ No ☒ N/A

4.) If you could receive a record center report of holdings in electronic format what software utility would be most useful?

☒ Microsoft Excel ☒ Microsoft Access ☐ LOTUS 1-2-3  
☐ dBase ☐ Formatted Text ☐ Other: \_\_\_\_\_

5.) How often would you like to receive a report of your agencies' holdings

☒ Monthly ☐ Semi-Annually  
☐ Quarterly ☐ Annually  
☐ As needed  
☐ Other \_\_\_\_\_

---

6.) Have you requested other types of reports?

\_\_\_\_ Yes

☒ No

\_\_\_\_ 05 Report – Disposal Date Report

\_\_\_\_ 08 Report – Disposal Authority Report

\_\_\_\_ 23 Report – Disposal Concurrence Report

Other \_\_\_\_\_

The Record Center Programs thanks you for taking the time to complete this survey. Please feel free to add any additional thoughts or comments in the space provided below.

FYI - THE SAMPLE "01" PAGE ATTACHED TO  
MY SURVEY WAS RECORD GROUP 64.

FBI IS RG 65

Survey responses can be faxed to: 301-713-7205

or

Mailed to the:

**National Archives and Records Administration**

**Office of Regional Records Services**

**8601 Adelphi Road, Room 3600**

**College Park, MD 20740-6001**

Questions regarding this survey can be directed to your Account Representative at (301) 713-7210.

3-16-01

# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/02/2001

**To:** CJIS

Administrative Services

**Attn:** Information Management Section  
File Services Unit  
Facilities Management  
and Security Section  
Facility Management Unit

**From:** Information Resources

Records Disposition and Archival/Room 10475

**Contact:** [REDACTED]

**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

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**Case ID #:** 66F-HQ-C1190059 - 142  
66F-HQ-C1177333 - 330

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 8/31/2000, bearing signature of the Archivist of the United States.

**Details:** On 4/19/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting disposition authority to the Criminal Justice Information Services (CJIS) Division for the destruction of hard-copy teletypes received from other government agencies (OGA).

The Federal Bureau of Investigation (FBI) is the recipient of approximately 27,000 OGA teletypes per month. These OGA teletypes are received electronically and uploaded into a control file within the Electronic Case File (ECF) function of the Automated Case Support (ACS) System. Annually a new control file is being opened, within ACS, to maintain the OGA incoming teletypes.

Until 2/24/2000, an "original" hard-copy teletype was generated from the electronic format and filed in a "hard-copy" control file with the appropriate file and serial number

To: CJIS From: Information Resources  
Re: 66F-HQ-C1190059, 05/02/2001

markings. Inasmuch as the serial number for each individual teletype was generated by ACS, this "hard-copy" control file was secondary to the ECF within ACS. Uploading of these OGA teletypes allows for full text retrieval by authorized FBI personnel within the substantive division for review and appropriate action. Effective 2/23/2000, the FBI discontinued the filing of "original" hard-copy teletypes into the designated OGA control file.

Established ACS controls do not allow a document to be altered and additional controls have been put in place in order to prevent the deletion of records from the electronic version of the OGA teletype control file. In view of these ACS controls as well as the fact that the uploading permits full text retrieval of the information, authority was sought from NARA in order to permit the destruction of the "original" hard-copy teletypes currently being maintained at the [REDACTED] Maintenance Facility. At the present time, the FBI is maintaining approximately 1,250 linear feet, comprising 7,432 sections of "original" hard-copy OGA teletypes within control files 62F-HQ-C1266116 (Calendar Year 1998), 62F-HQ-1273531 (Calendar Year 1999) and 62F-HQ-C1310201 (Calendar Year 2000). This material is totally duplicate of the ECF within ACS for the same time periods.

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Based on the NARA appraisal of these records and a review of Part B of the current FBI Records Retention Plan and Disposition Schedule, the disposition authority for the "original" hard-copy OGA teletypes is being established as an addition to Classification 62, Item 8 which covers records of the FBI pertaining to liaison matters with agencies of the Federal government, states, cities, penal and other institutions. The NARA approved disposition for the "original" hard-copy OGA teletypes grants authority to the CJIS Division for the immediate destruction of this material.

Any questions concerning the disposition authority for the OGA teletypes may be directed to FBI Archives Specialist [REDACTED].

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To: CJIS From: Information Resources  
Re: 66F-HQ-C1190059, 05/02/2001

**LEAD(s) :**

**Set Lead 1:**

CJIS

AT ALEXANDRIA, VIRGINIA

As authorized by NARA, File Services Unit, Information Management Section, CJIS should immediately dispose of "original" hard-copy teletypes, dated prior to 2/24/2000, received from other government agencies which are currently maintained at the South Pickett Street File Maintenance Facility.

**Set Lead 2:**

ADMINISTRATIVE SERVICES

AT WASHINGTON, DC

Coordinate with File Services Unit, South Pickett Street the disposal of approximately 1,250 linear feet, comprising 7,432 sections of "original" hard-copy OGA teletypes, dated prior to 2/24/2000, received from other government agencies which are currently maintained at the [REDACTED] Maintenance Facility. Point of contact at [REDACTED] is Unit Chief [REDACTED]

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**CC:**

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)   |   | LEAVE BLANK (NARA use only)  |                                  |
|--|---|--|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | JOB NUMBER<br><b>N1-65-00-5</b>  |                                  |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>  |   | DATE RECEIVED<br><b>8-31-2000</b>  |                                  |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>   |   | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                                  |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>  |   |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>  |   |  |                                  |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, |   | DATE<br><b>4-6-01</b>  |                                  |
| <input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.  |   | b2<br>b6<br>b7C  |                                  |
| DATE<br><b>08/29/2000</b>  |   | TITLE<br><b>Archives Specialist<br/>Information Management Section</b>   |                                  |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|  | <p>The Federal Bureau of Investigation (FBI) is the recipient of approximately 27,000 teletypes per month from other government agencies (OGA). These OGA teletypes are received electronically and uploaded into a control file within the Electronic Case File (ECF) function of the Automated Case Support (ACS) System. Annually a new control file is been opened to maintain the OGA incoming teletypes.</p> <p>Until 2/24/2000, an "original" hard-copy teletype was generated from the electronic format and filed in a "hard-copy" control file with the appropriate file and serial number markings. Inasmuch as the serial number for each individual teletype was generated by ACS, this "hard-copy" control file was secondary to the ECF within ACS. Uploading of these OGA teletypes allows for full text retrieval by authorized FBI personnel within the substantive division for review and appropriate action.</p> <p>Effective 2/23/2000, the FBI discontinued the filing of "original" hard-copy teletypes into the designated OGA control file. Established ACS controls do not allow a document to be altered and additional controls have been put in place in order to prevent the deletion of records from the electronic version of the OGA teletype control file.</p> |  |                                  |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.<br>N1-65-00-05                     | PAGE<br>2 OF 2                            |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|  | <p>At the present time, the FBI is maintaining approximately 1,250 linear feet, comprising 7,432 sections of "original" hard-copy OGA teletypes within control files 62F-HQ-C1266116 (Calendar Year 1998), 62F-HQ-1273531 (Calendar Year 1999) and 62F-HQ-C1310201 (Calendar Year 2000). This material is duplicate of the ECF within ACS for the same time periods.</p> <p>Classification 62</p> <p>(8) Liaison With Agencies Of The Federal Government, States, Cities, Penal And Other Institutions</p> <p>(a) Teletypes Received From Other Government Agencies</p> <p>1) Textual Records - Prior To 2/24/2000</p> <p>DESTROY immediately</p> <p>2) Electronic Control File Within ACS</p> <p>a) 62F-HQ-C1266116 (Calendar Year 1998)</p> <p>b) 62F-HQ-1273531 (Calendar Year 1999)</p> <p>c) 62F-HQ-C1310201 (Calendar Year 2000)</p> <p>d) Subsequent control files created for each calendar year</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(b) All Other Case Files (NCI-65-82-04 CLASS 62, ITEM 8)</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> |  |   |

# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/02/2001

**To:** Director's Office

**Attn:** Office of Public and  
Congressional Affairs  
Room 7240

**From:** Information Resources

Records Disposition and Archival/Room 10475

**Contact:** [REDACTED]

**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 - 143

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 8/31/2000, bearing signature of the Archivist of the United States.

**Details:** On 4/19/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting final disposition authority to the Research Unit, Office of Public and Congressional Affairs (OPCA) for records relative to the Bureau-Wide Information Program (BWIP).

Instituted in November, 1973, the BWIP was established as a means of communicating information throughout the FBI. Primary purpose of BWIP was to communicate 1) matters of interest to all Field Offices, particularly the Special Agents In Charge (SAC); 2) matters which require expeditious dissemination to the Field Offices; and 3) information on matters which would be useful to SAC in answering public or media inquiries. Information was received from FBI entities and screened by the External Affairs Division (predecessor to the Office of Public and Congressional Affairs) prior to the Bureau-wide release. Communications disseminated under the BWIP were numbered according to the calendar year and distribution order. For example, 75-7 would have been the 7th communication in calendar year 1975. BWIP was discontinued in 1989.

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To: Director's Office From: Information Resources  
Re: 66F-HQ-C1190059, 05/02/2001

Based on the NARA appraisal of these records and a review of Part B of the current FBI Records Retention Plan and Disposition Schedule, the disposition authority for the BWIP is being established as an additional item to Classification 62. The NARA approved disposition for the BWIP recommends that the Headquarters (HQ) case file (62-115768) be transferred to the custody of NARA when the case file is 25 years old, which will be commensurate with the administrative needs of the Research Unit, OPCA. Additionally, the BWIP case files within the various Field Offices which are copies of all information disseminated by the External Affairs Division may be destroyed immediately. The only exception to the authorized destruction of Field Office BWIP material will be that material being maintained by the Albany Field Office. In an effort to ensure that the historical integrity of the HQ BWIP case file is complete, the Albany Field Office will be instructed to forward all BWIP material to the Research Unit, OPCA, for consolidation into the HQ case file.

Any questions concerning the final disposition authority for the BWIP case files may be directed to FBI Archives Specialist

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To: Director's Office From: Information Resources  
Re: 66F-HQ-C1190059, 05/02/2001

**LEAD(s):**

**Set Lead 1:**

DIRECTOR'S OFFICE

AT OPCA FO, DC

Research Unit establish proper safeguards to ensure that case file pertaining to Bureau-Wide Information Program is retained for eventual transfer to National Archives and Records Administration at such time as administrative needs have expired.

**Set Lead 2:**

DIRECTOR'S OFFICE

AT OPCA FO, DC

Research Unit advise Archives Specialist [redacted]  
[redacted] when Albany Field Office case file pertaining to  
Bureau-Wide Information Program should be forwarded to FBIHQ.

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)   |   | LEAVE BLANK (NARA use only)  |                                  |
|--|---|--|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>• WASHINGTON, DC 20408   |   | JOB NUMBER<br><b>N1-65-00-3</b>  |                                  |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>  |   | DATE RECEIVED  |                                  |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>   |   | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                                  |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>  |   |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE   |   |  |                                  |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   | DATE<br><b>4-2-00</b>  |                                  |
| DATE<br><b>2/4/2000</b>  |   | TITLE<br><b>FBI Archives Specialist<br/>Information Management Section</b>   |                                  |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|  | <p style="text-align: center;"><b>BUREAU-WIDE INFORMATION PROGRAM</b></p> <p>Instituted in November, 1973, the Bureau-Wide Information Program (BWIP) was established as a means of communicating information throughout the FBI. Primary purpose of BWIP was to communicate 1) matters of interest to all Field Offices, particularly the Special Agents In Charge (SAC); 2) matters which require expeditious dissemination to the Field Offices; and 3) information on matters which would be useful to SAC in answering public or media inquiries. Information was received from FBI entities and screened by the External Affairs Division (predecessor to the Office of Public and Congressional Affairs) prior to the Bureau-wide release. Communications disseminated under the BWIP were numbered according to the calendar year and distribution order. For example, 75-7 would have been the 7th communication in calendar year 1975. BWIP was discontinued in 1989.</p> <p>1. Bureau-Wide Information Program (Headquarters)<br/><br/>Bureau case file 62-115768.<br/><br/>PERMANENT. Transfer to NARA when <sup>25</sup>50 years old.</p> <p>2. Bureau-Wide Information Program (Field Office)<br/><br/>Files within the Field Offices are copies of all information disseminated by the External Affairs Division.</p> <p style="text-align: center;">UPON APPROVAL OF SCHEDULE 2</p> <p>DESTROY when 5 years old or when administrative needs have expired whichever is later.</p> |  |                                  |

**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**  
**Information Management Section**

\_\_\_ 7176 DIRECTOR'S OFFICE  
\_\_\_ 7142 Deputy Director's Office  
  
\_\_\_ 7427 Office of General Counsel  
\_\_\_ 7901 Equal Employment Opportunity  
\_\_\_ 7240 OPCA  
\_\_\_ 7129 OPR  
  
\_\_\_ WV-C3 CJIS  
\_\_\_ QT Training Division  
\_\_\_ 6012 Administrative Services Division  
\_\_\_ 5829 Information Resources Division  
\_\_\_ 7110 National Security Division  
\_\_\_ 7116 Criminal Investigative Division  
\_\_\_ 3090 Laboratory Division  
\_\_\_ 7825 Inspection Division  
\_\_\_ 6032 Finance Division  
\_\_\_ 7128 Counterterrorism Division  
\_\_\_ 7443 Investigative Services Division

CJIS FRONT OFFICE

\_\_\_ WV-C3 AD Mr. Loesch [redacted]  
\_\_\_ WV-D3 DAD Mr. Kirkpatrick [redacted]  
\_\_\_ HQ 11255 DAD Mr. Walchak [redacted]  
\_\_\_ WV-B3 ADAD Mr. Jones [redacted]  
\_\_\_ WV-C3 [redacted] [redacted]

Identification and Investigative Services

\_\_\_ WV-E2 [redacted]

- HANDLED*
- ☐ Please Call Me  
☐ Take Appropriate Action  
☐ Please Circulate  
☐ For Your Information  
☐ Initial/Review & Return

*Comments:* [redacted]

RE: [redacted]

*Did you receive the survey?  
I did not. Please handle.  
Thanks.*

Information Management Section

\_\_\_ HQ 9998 Mr. Weaver [redacted]  
\_\_\_ HQ 5334 [redacted]  
\_\_\_ [redacted]  
\_\_\_ HQ 497 [redacted]  
\_\_\_ Newington Annex [redacted]  
\_\_\_ HQ 9998 [redacted]  
\_\_\_ HQ 9998 [redacted]

Information Technology Management Section

\_\_\_ WV-B2 [redacted]

NICS Program Office

\_\_\_ WV-A3 [redacted]

Programs Development

\_\_\_ WV-C3 [redacted]

Programs Support

\_\_\_ WV-E3 [redacted]

Resources Management

\_\_\_ WV-D3 [redacted]

[redacted]

*RM H475  
10475*

- ☐ Prepare a Response  
☐ See Reverse Side

[redacted]

*[Signature]*  
**DENNIS R. WEAVER**

SECTION CHIEF  
INFORMATION MANAGEMENT SECTION

Room 9998, Phone [redacted]

*3/24/2001*  
Date: \_\_\_\_\_

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2001 MAR 20 P 1:32 March 14, 2001

Dear Records Officer or Records Liaison:

Several weeks ago I sent you a letter asking you to participate in a survey as part of a study for the National Archives and Records Administration (NARA) to gather information concerning records management practices within Federal agencies. If you have already taken the survey, thank you very much for your input. If you have *not* taken the survey, I urge you to do so.

Your views and perceptions relating to the creation, maintenance, use, and disposition of Federal records in your work environment are very important to the study's success because *you* have experience with and knowledge about the records management process. NARA is currently evaluating several strategies for improving the records management program. Your opinions are *essential* to help us understand which aspects of the records management process are working and which need to be changed. NARA has asked my company, SRA International, Inc., to conduct this survey.

- ***Your answers will be kept strictly confidential and will be combined with others in summary reports.*** You are *not* asked to provide your name, social security number, or other identifiers on the survey. And the results will *not* be linked to individuals.
- ***The survey should take you only about 15 minutes to complete.*** To participate in the survey, please go to the following URL  
<http://surveys.sra.com/login.asp>  
and enter the following password  
**recordkeeping**

Please allow 15 minutes to complete the online survey because once you begin the survey you cannot save your responses and restart where you left off. If you decide to exit before completing the survey and come back at a later time, you will have to start from the beginning.

- ***You can help improve the records management process by participating in the survey.*** We know you are busy and have many pressures on your time, but your input on this survey is essential. Please take time to complete the survey now.

We expect to make preliminary survey findings available by Summer 2001. If you have any questions regarding the survey or encounter problems accessing the survey website, please call me at [redacted] Thank you again for your participation.

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SRA International, Inc.

SRA International, Inc.  
4300 Fair Lakes Court • Fairfax, Virginia 22033 • (703) 803-1500 • Fax (703) 803-1509

2000 15th Street North • Arlington, Virginia 22201 • (703) 558-4700 • Fax (703) 558-4723

66F-HQ-C1190059-144

HANDLED VIA  
INTERNET 3/21/2001





2001 MAR 20 P 1:32

March 14, 2001

Dear Records Officer or Records Liaison:

Several weeks ago I sent you a letter asking you to participate in a survey as part of a study for the National Archives and Records Administration (NARA) to gather information concerning records management practices within Federal agencies. If you have already taken the survey, thank you very much for your input. If you have *not* taken the survey, I urge you to do so.

Your views and perceptions relating to the creation, maintenance, use, and disposition of Federal records in your work environment are very important to the study's success because *you* have experience with and knowledge about the records management process. NARA is currently evaluating several strategies for improving the records management program. Your opinions are *essential* to help us understand which aspects of the records management process are working and which need to be changed. NARA has asked my company, SRA International, Inc., to conduct this survey.

- ***Your answers will be kept strictly confidential and will be combined with others in summary reports.*** You are *not* asked to provide your name, social security number, or other identifiers on the survey. And the results will *not* be linked to individuals.
- ***The survey should take you only about 15 minutes to complete.*** To participate in the survey, please go to the following URL

**<http://surveys.sra.com/login.asp>**

and enter the following password:

**recordkeeping**

Please allow 15 minutes to complete the online survey because once you begin the survey you cannot save your responses and restart where you left off. If you decide to exit before completing the survey and come back at a later time, you will have to start from the beginning.

- ***You can help improve the records management process by participating in the survey.*** We know you are busy and have many pressures on your time, but your input on this survey is essential. Please take time to complete the survey now.

We expect to make preliminary survey findings available by Summer 2001. If you have any questions regarding the survey or encounter problems accessing the survey website, please call me at [redacted]. Thank you again for your participation.

Sincerely,

[redacted signature box]

SRA International, Inc.

SRA International, Inc.

4300 Fair Lakes Court • Fairfax, Virginia 22033 • (703) 803-1500 • Fax (703) 803-1509

2000 15th Street North • Arlington, Virginia 22201 • (703) 558-4700 • Fax (703) 558-4723

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# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

March 23, 2001

NWM 11.2001

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Web Site Snapshot Initiative Update

In NWM 05.2001, the National Archives and Records Administration (NARA) requested that agencies take a one-time snapshot of agency public web sites as they existed on or before January 20, 2001. I want to thank those who have already submitted their snapshots for their contributions to this effort. Your snapshots provide valuable historical documentation of the first generation of the government's use of the web to communicate with American citizens. They will also document government policies that were in place at the time of the snapshot.

We appreciate all the work that agencies have already accomplished. For those of you who have not yet submitted your snapshot, NARA staff will be working with records officers to establish a date by which NARA can look forward to receiving your agency's submission. Numerous agencies have either submitted their snapshots or negotiated extensions due to the complexity or comprehensiveness of their web sites.

Again, thank you for your support of this web snapshot initiative. You are making a major contribution toward preserving a record of the important work that your agency does.

MICHAEL L. MILLER  
Director  
Modern Records Programs

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

April 19, 2001

NWM 13.2001

## MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Request for comment on draft of Technical Report to accompany ISO 15489.

The National Archives and Records Administration has been asked to review and comment on the final draft of the Technical Report that accompanies the proposed International Standard on Records Management, ISO 15489. This Technical Report presents one possible methodology for implementing ISO 15489 and has been written for use by public and private organizations throughout the world.

We are seeking the views of Federal agency records officers and information resource managers before we develop our comments for the U.S. standards organization (NISO) that will be voting on the draft. Your feedback would be valuable to us, and we look forward to your advice. We are particularly interested in knowing whether you believe that any of the guidance is not appropriate for the U.S. Federal sector and receiving suggestions for more clearly worded concepts.

An electronic copy of the draft will be attached to the email version of this memo. Since the draft technical report is approximately 70 pages long, paper copies of this report will not be sent via surface mail. If you wish to receive an electronic copy of the draft technical report, please email your request to [records.mgt@nara.gov](mailto:records.mgt@nara.gov).

Please send your written comments by May 2, 2001, to [redacted] or to Policy and Communications Staff (NPOL), Room 4100, 8601 Adelphi Rd., College Park, MD 20740-6001. If you have questions, please contact [redacted] prior to April 27 on [redacted]

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*Michael E. Miller*  
MICHAEL E. MILLER  
Director  
Modern Records Programs

66F-HQ-C1190059-146

FEDERAL BUREAU OF INVESTIGATION

**Precedence:** PRIORITY

**Date:** 05/04/2001

**To:** CJIS

**Attn:** Information Management Section  
File Services Unit (FSU)

**From:** Administrative Services  
Facilities Management and Security Section (FMSS)  
**Contact:** [REDACTED]

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**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 - 147  
66F-HQ-C1177333 - 331

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** FSU personnel are requested to contact [REDACTED]  
Unit Chief, Facility Management Unit (FMU), FMSS, Rm. 1B875,  
Ext. [REDACTED] to provide requirements needed for assistance in  
destruction of records.

**Details:** Reference IRD EC dated 5/2/01 setting lead for ASD to  
coordinate with FSU, [REDACTED] the disposal of  
records.

This is to advise that the FMU, FMSS, ASD, will assist  
the FSU in this destruction project. However [REDACTED] Unit  
Chief, FSU, must contact [REDACTED] to  
advise of the expected requirements for assistance in this matter  
to ensure the FMU has the capability and resources to provide to  
this effort.

To: CJIS From: Administrative Services  
Re: 66F-HQ-C1190059, 05/04/2001

LEAD(s):

Set Lead 1:

CJIS

AT ALEXANDRIA, VIRGINIA

It is requested that [redacted] Unit Chief, FSU,  
contact [redacted] regarding assistance  
and logistical requirements for the destruction of records as set  
forth in IRD EC dated 5/2/01.

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# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/17/2001

**To:** Administrative Services

**Attn:** Leah M. Meisel  
Section Chief  
Human Resource Management

**From:** Information Resources

Records Disposition and Archival/Room 10475

**Contact:** [REDACTED]

**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 - 149

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**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 1/10/2001, bearing signature of the Archivist of the United States.

**Details:** On 5/15/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting final disposition authority to the Staffing Unit (SU), Human Resource Management Section (HRMS), Administrative Services Division (ASD) which permits the destruction of the documentation and recordings created as a result of FBIHQ and Field Office Career Board deliberations generated in conjunction with the advertising and filling of vacant FBI support employee (non-agent) positions.

The support selection documentation for each individual posting consists of the vacancy announcement, position applications from candidates, results of any tests or exercises, crediting plan(s), evaluations of applications, and communications containing lists of qualified candidates and final selection(s). If an interview was afforded to any of the candidates, the selection documentation will also include the interview questions, audio tapes, and score sheets. Support selection documentation is stored by vacancy announcement number.

To: Administrative Services From: Information Resources  
Re: 66F-HQ-C1190059, 05/17/2001

There is no indexing of a candidate's name or social security number.

Selection files are maintained solely to enable the SU, HRMS, ASD to reconstruct the selection process for a particular vacancy announcement in response to a grievance. Documentation and recordings are created and maintained at FBIHQ and in various FBI Field Offices. The documentary material and recordings may be destroyed two years after final determination of the Career Board or after final adjudication of litigation, whichever is later. Any electronic copies of these records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the aforementioned "hard-copy" textual records may be destroyed within 60 days after the record-keeping copy has been produced.

Any questions concerning the final disposition authority for the support personnel (non-agent) selection documentation and recordings may be directed to FBI Archives Specialist

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To: Administrative Services From: Information Resources  
Re: 66F-HQ-C1190059, 05/17/2001

LEAD(s):

Set Lead 1:

ADMINISTRATIVE SERVICES

AT WASHINGTON, DC

As authorized by NARA, SU, HRMS, ASD may immediately dispose of support personnel (non-agent) selection documentation and recordings two years after final determination of the Career Board or after final adjudication of litigation, whichever is later.

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|--|---|--|-----------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)  |   | <b>LEAVE BLANK (NARA use only)</b>   |                 |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | JOB NUMBER<br><b>NI- 65- 01- 2</b>   |                 |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>  |   | DATE RECEIVED<br><b>1-11-2001</b>  |                 |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>   |   | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                 |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>  |   |  |                 |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE  | DATE   |                 |
|  |   | <b>5-4-01</b>  |                 |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |                 |
| DATE   | TITLE   |  | b2<br>b6<br>b7C |
| <b>01/10/2001</b>  | <b>Archives Specialist<br/>Information Management Section</b> |  |                 |

| 7. ITEM NO.                         | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------------------------------|--|-----------------------------------|----------------------------------|
| <b>ITEM 1</b><br>A. Textual Records | <p style="text-align: center;"><b>FBI SUPPORT PERSONNEL (NON-AGENT) SELECTION DOCUMENTATION AND RECORDINGS</b></p> <p>Documentation and recordings created as a result of FBIHQ and Field Office Career Board deliberations generated in conjunction with the advertising and filling of vacant FBI support employee (non-agent) positions.</p> <p>The support selection documentation for each individual posting consists of the vacancy announcement, position applications from candidates, results of any tests or exercises, crediting plan(s), evaluations of applications, and communications containing lists of qualified candidates and final selection(s). If an interview was afforded to any of the candidates, the selection documentation will also include the interview questions, audio tapes, and score sheets. Support selection documentation is stored by vacancy announcement number. There is no indexing of a candidate's name or social security number.</p> <p>Selection files are maintained solely to enable the Pay Administration and Support Staffing Unit (PASSU), Administrative Services Division (ASD) to reconstruct the selection process for a particular vacancy announcement in response to a grievance. Documentation and recordings are created and maintained at FBIHQ and in various FBI Field Offices.</p> <p><b>DISPOSITION:</b> Temporary. Destroy two (2) years after final determination of the Career Board or after final adjudication of litigation, whichever is later.</p> |                                   |                                  |

# REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
|                   | <p><b>B. ELECTRONIC RECORDS</b></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by Item A of this schedule.</p> <p>DISPOSITION: Temporary. Destroy within 60 days after the record-keeping copy has been produced.</p> |  |   |



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : January 30, 2001

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Reply to :  
Attn of :  NWML

Subject : Appraisal of records covered by Job No. N1-65-01-02

To : Director, NWML

The Department of Justice's Federal Bureau of Investigation (FBI)) requests disposition for records generated in connection with the selection of support (non-agent) personnel.

Item 1A covers documentation and recordings created as a result of FBI Career Board deliberations generated in conjunction with the advertising and filling of vacant FBI support employee (non-agent) positions. The records contain vacancy announcements, applications from candidates, test or exercise results, crediting plans, application evaluations, and communications containing lists of qualified candidates and final selections. If the FBI interviewed a candidate the records will include the interview questions, audiotapes, and score sheets.

The records are created at both headquarters and field offices. The headquarters records are maintained in the Administrative Services Division's Pay Administration and Support Staffing Unit and can be used to reconstruct the selection process for a particular vacancy announcement in response to a grievance.

The type of records covered in the proposed schedule is identical to that covered by General Record Schedule 1, items 15 and 32 (employment applications and merit promotion case files) which have a 2-year retention period. The FBI is requesting disposition authority because, unlike the records covered by GRS 1, items 15 and 32, the FBI selection records are not subject to OPM inspection or audit. Records generated by the selection process of management and professional positions within the FBI are scheduled as temporary under Job No. N1-65-93-4; therefore, I concur with the proposed temporary disposition of records generated for non-professional positions.

Item 1B covers copies of the records created using electronic mail and word processing applications. The electronic copies of the records do not significantly add to the archival value of the records and are correctly proposed as temporary.

Retention periods of the temporary records on this schedule appear to be sufficient for the protection of rights and interests of those involved, as well as to ensure government accountability.

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Life Cycle Management Division

# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/17/2001

**To:** Information Resources

**Attn:** [REDACTED]

Supervisory Archives Technician  
Records Disposition and  
Archival Subunit, Room 4933

**From:** Information Resources

Records Disposition and Archival, Room 10475

**Contact:** [REDACTED]

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**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 — ISO

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 1/10/2001, bearing signature of the Archivist of the United States.

**Details:** On 5/15/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting final disposition authority to the Records Disposition and Archival Subunit (RDAS), Information Resources Division (IRD) for the disposal of "rap sheets" used to identify case files for court order expungements. These hard copy criminal arrest records (rap sheets) are generated by an electronic record system within the Criminal Justice Information Services (CJIS) Division which is scheduled as "permanent" under NARA Job Number N1-65-95-03. These records are used for administrative purposes by the Information Resources Division (IRD) to specifically identify case files, or any portion of their contents, which have been mandated by Court Order for destruction, expungement or sealing of the case file. The continued maintenance of the "rap sheets" may conflict with the provisions of the Privacy Act of 1974, (Title 5, United States Code, Section 552a), as amended. Since the "rap sheets" within the CJIS electronic records system are scheduled for permanent retention under NARA Job N1-65-95-03, the hard copy within IRD are considered temporary records. It

To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/17/2001

has been determined that these retention periods are adequate for purposes of government accountability and none of the records being destroyed have legal rights implications. The hard copy "rap sheet" records used by the IRD and maintained within the RDAS are covered by two categories with separate retention time frames. These categories are as follows:

A. Rap sheets where a complete search of the HQ Central Records System indices and/or Field Office indices determines that case files exist which are identifiable with individual whose criminal arrest record has been mandated by Court Order for destruction, expungement or sealing. These records may be destroyed one year after final processing of case files by an Archives Technician.

B. Rap sheets where a complete search of the HQ Central Records System indices and/or Field Office indices fails to determine that case files exist (No Record). These records may be destroyed after 90 days from the search of the indices.

Any questions concerning the final disposition authority for the hard copy "rap sheet" records used for administrative purposes by the Information Resources Division (IRD) to specifically identify case files, or any portion of their contents, which have been mandated by Court Order for destruction, expungement or sealing of the case file may be directed to FBI Archives Specialist [redacted]

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To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/17/2001

LEAD(s):

Set Lead 1:

INFORMATION RESOURCES

AT WASHINGTON, DC

As authorized by NARA, RDAS, IRD may destroy the hard copy "rap sheet" records which are used for administrative purposes.

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)   |   | LEAVE BLANK (NARA use only)  |                                  |
|--|---|--|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | JOB NUMBER<br><b>N1-65-01-3</b>  |                                  |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>  |   | DATE RECEIVED<br><b>1-11-2001</b>  |                                  |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>   |   | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                                  |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>  |   |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>  |   |  |                                  |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><div style="display: flex; justify-content: space-between; align-items: center;"> <div><input checked="" type="checkbox"/> is not required;</div> <div><input type="checkbox"/> is attached; or</div> <div><input type="checkbox"/> has been requested.</div> <div style="text-align: right;">b2<br/>b6<br/>b7C</div> </div> |   | DATE<br><b>5-4-01</b>  |                                  |
| DATE<br><b>01/10/2001</b>  | TITLE<br><b>Archives Specialist<br/>Information Management Section</b>  |  |                                  |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|  | <p style="text-align: center;"><b>RAP SHEETS USED TO IDENTIFY CASE FILES FOR COURT ORDER EXPUNGEMENTS</b></p> <p><b>ITEM 1</b><br/>Criminal arrest records (rap sheets) received from the Criminal Justice Information Services Division which are used for administrative purposes by the Information Resources Division to identify case files, or any portion of their contents, mandated by Court Order for destruction, expungement or sealing. Continued maintenance of the "rap sheets" may conflict with the provisions of the Privacy Act of 1974, (Title 5, United States Code, Section 552a), as amended.</p> <p>A. Rap sheets where complete search of the HQ Central Records System indices and/or Field Office indices determines that case files exist which are identifiable with individual whose criminal arrest record has been mandated by Court Order for destruction, expungement or sealing.</p> <p style="padding-left: 40px;">DESTROY one year after final processing of case files.</p> <p>B. Rap sheets where complete search of the HQ Central Records System indices and/or Field Office indices fails to determine that case files exist (No Record).</p> <p style="padding-left: 40px;">DESTROY after 90 days.</p> |  |                                  |





# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : January 30, 2001

Reply to :  NWML  
Attn of :

Subject : Appraisal of records covered by Job No. N1-65-01-3

To : Director, NWML

The Department of Justice's Federal Bureau of Investigation (FBI) requests disposition authority for arrest records ("rap sheets") used by the Information Resources Division to identify case files for court ordered expungements.

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These hard copy rap sheets are generated by an electronic system, the Criminal Justice Information Services (CJIS) Division records system which is scheduled as permanent under Job No. N1-65-95-03. The records covered by the proposed schedule are rap sheets generated by CJIS, but used by Information Resources Division staff for administrative purposes, specifically when the courts order an expungement, destruction, or sealing of a case file. Since the rap sheets are scheduled for permanent retention in the CJIS system, these printed versions are proposed for temporary retention. The proposed retention periods are adequate for purposes of government accountability and none of the records proposed for disposal have legal rights implications.

I recommend approval of this schedule as submitted.



Life Cycle Management Division

# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/18/2001

**To:** Information Resources

**Attn:** Major Projects Section

**From:** Information Resources

Records Disposition and Archival/Room 10475

**Contact:** [REDACTED]

**Approved By:** [REDACTED]

**Drafted By:** [REDACTED]

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**Case ID #:** 66F-HQ-C1190059 - ISI

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 8/29/2001, bearing signature of the Archivist of the United States.

**Details:** On 5/15/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting the Major Projects Section, Information Resources Division final disposition authority for Year 2000 (Y2K) Program Records (Date Conversion Records and Reports).

This disposition authority covers files and records related to the initiative undertaken to ensure that automated systems would continue to function reliably when the date changed to the calendar year 2000. The project related to activities conducted by all entities within the Federal Bureau of Investigation (FBI). Files and records may include but are not limited to:

- 1) Records related to overall Y2K efforts, plans, strategies, submissions to the FBI Y2K Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.

- 2) List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance.

To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/18/2001

3) Testing documentation such as descriptions of types of tests performed on various systems (e.g., baseline, unit, regression, etc.); types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Y2K readiness of applications and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Y2K compliant; plans for retesting computers, applications or systems that fail a Y2K test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Y2K readiness.

4) Reviews of the Y2K program conducted by the Department of Justice (DOJ) Y2K Program Manager, DOJ Office of the Inspector General and the General Accounting Office, or independent validation and verification contractors.

5) Contracts (not including purchase orders) in which Y2K compliance is a stated requirement and contracts with outside consultants to address the century date change.

6) Records of correspondence with external vendors, such as documentation from websites or certification letters, describing the Y2K status of vendor products and services used by the FBI.

7) Records of correspondence with the Congress, the Office of Management and Budget, and the General Accounting Office.

All of these categories of records have been appraised by NARA as "Temporary." The files were closed at the end of the calendar year 2000, and may be retired to the Washington National Record Center (WNRC), Suitland, Maryland one year after the closure. If these records are retired, the WNRC will handle the destruction 6 years after closure of the file. Destruction will be set for calendar year 2007.

NARA also appraised and granted disposition authority for electronic versions, as created by electronic mail and word processing applications, of files and records described by Items 1 through 7. These electronic versions were also appraised as "Temporary" and may be deleted when the official file copy is filed in the aforementioned files.

Any questions concerning the final disposition authority for the Major Projects Section, Information Resources Division Y2K Program Records may be directed to FBI Archives Specialist

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To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/18/2001

LEAD(s):

Set Lead 1:

INFORMATION RESOURCES

AT WASHINGTON, DC

As authorized by NARA, Major Projects Section,  
Information Resources Division may dispose of files and records  
pertaining to the Y2K Program Records (Date Conversion Records  
and Reports)

CC: 1 - IRD Front Office, Room 9939

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)   |  | LEAVE BLANK (NARA use only)  |                                  |
|--|--|--|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |  | JOB NUMBER<br><b>N1-65-00-8</b>  |                                  |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>  |  | DATE RECEIVED<br><b>8-31-00</b>  |                                  |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>   |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                                  |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>  |  |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE   | DATE   | 12-22-00                         |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  | b2<br>b6<br>b7C  |                                  |
|  |  |  |                                  |
| DATE<br><b>08/29/2000</b>  | TITLE<br><b>FBI Archives Specialist<br/>Information Management Section</b>   |  |                                  |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|  | <p style="text-align: center;"><b>YEAR 2000 PROGRAM RECORDS<br/>Date Conversion (Y2K) Records and Reports</b></p> <p>Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the calendar year 2000. The project related to activities conducted by all entities within the Federal Bureau of Investigation (FBI). Files may include but are not limited to:</p> <p>1) Records related to overall Y2K efforts, plans, strategies, submissions to the FBI Y2K Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p>2) List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000. Retire to the Washington National Record Center one year after close. Destroy 6 years after close of file.</p> <p><i>Agency, NWMD, NWMD, NR</i></p> |  |                                  |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>2 OF 2                            |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|  | <p>3) Testing documentation such as descriptions of types of tests performed on various systems (e.g., baseline, unit, regression, etc.); types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Y2K readiness of applications and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Y2K compliant; plans for retesting computers, applications or systems that fail a Y2K test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Y2K readiness.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000.<br/>Retire to the Washington National Record Center one year after close.<br/>Destroy 6 years after close of file.</p> <p>4) Reviews of the Y2K program conducted by the Department of Justice (DOJ) Y2K Program Manager, DOJ Office of the Inspector General and the General Accounting Office, or independent validation and verification contractors.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000.<br/>Retire to the Washington National Record Center one year after close.<br/>Destroy 6 years after close of file.</p> <p>5) Contracts (not including purchase orders) in which Y2K compliance is a stated requirement and contracts with outside consultants to address the century date change.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000.<br/>Retire to the Washington National Record Center one year after close.<br/>Destroy 6 years after close of file.</p> <p>6) Records of correspondence with external vendors, such as documentation from websites or certification letters, describing the Y2K status of vendor products and services used by the FBI.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000.<br/>Retire to the Washington National Record Center one year after close.<br/>Destroy 6 years after close of file.</p> <p>7) Records of correspondence with the Congress, the Office of Management and Budget, and the General Accounting Office.</p> <p>TEMPORARY - Close the files at the end of the calendar year 2000.<br/>Retire to the Washington National Record Center one year after close.<br/>Destroy 6 years after close of file.</p> |  |   |

8) Electronic versions of records covered by items 1 through 7 of this schedule created by electronic mail and word processing applications.

TEMPORARY. Delete when file copy is filed in a record keeping system.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

Job No. N1-065-00-6

Item Count: 8

**SUMMARY**

The Federal Bureau of Investigation requests disposition authority for Year 2000 (Y2K) Program Records. These records document the FBI's initiative undertaken to insure that automated systems would function reliably when the date changed to the year 2000.

Items 1 through 7 cover plans; strategies; testing plans; testing results; monitoring and tracking records; policy letters; lists of applications or systems reviewed or accessed; scope of work records; testing documentation; records documenting review of Y2K programs conducted by DoJ's Y2K program manager, DoJ's Office of Inspector General, and the General Accounting Office, or independent validation and verification contractors; contracts; correspondence with vendors; and correspondence with Congress, the Office of Management and Budget, and the General Accounting Office. The proposed temporary retention of these records is adequate to meet the administrative needs of the FBI and to protect the legal rights and interests of the government. Furthermore, the proposed retention periods are sufficient to ensure government accountability.

Item 8 provides for the disposal of electronic versions of e-mail messages and word processing documents, which meets the business needs of the agency.

All the records covered by this schedule have administrative value to the agency, but do not contain any evidential or informational value. I recommend the approval of this disposition request.

**RECOMMENDATION**

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.



2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.



3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.



4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**☐ Not required.

Required —

Publication Date: 10/06/00

Copies Requested: 0

Comments Received: 0

| SIGNATURES                                    | TITLE         | SIGNATURE | DATE     |
|---|---------------|-----------|----------|
| Appraisal<br><i>gr 12/8/00</i> <i>12/8/00</i> | Appraiser     |           | 12/04/00 |
|   | NWML          |           | 12/08/00 |
| CONCURRENCES                                  | NWM b6<br>b7C |           | 12/8/00  |
|   | NR            |           | 12/18/00 |
|   | NW            |           | 12/20/00 |
|   |               |           |          |



# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 05/18/2001

**To:** Information Resources

**Attn:** Information Management Section  
Room 9998

**From:** Information Resources

Records Disposition and Archival

**Contact:** [REDACTED]

**Approved By:** [REDACTED]

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**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 - 152  
66F-HQ-C1186292 - 1389

**Title:** DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD  
OFFICE RECORDS

**Synopsis:** To advise of receipt of approved disposition authority from the Archivist of the United States.

**Enclosure(s):** Standard Form (SF) 115 dated 9/6/2000, bearing signature of the Archivist of the United States.

**Details:** On 5/15/2001, an approved SF-115 was received from the National Archives and Records Administration (NARA) granting final disposition authority for Classifications 280 through 288 and to update the Federal Bureau of Investigation (FBI) Records Retention Plan and Disposition Schedules.

The NARA granted disposition authority is for official files and records within Classification 280 through 288, maintained at FBI Headquarters and Field Offices. Granting of these authorities is a result of the 5-year update (conducted in 1997) as required by the provisions of the 1984 Memorandum of Agreement executed by NARA and the FBI. The 1997 NARA appraisal included the following:

- 1) Review of Classifications 280 - 288 which were created subsequent to the initial submission of the disposition schedule to the United States District Court for the District of Columbia [USDC] and previous 5-year updates conducted in 1986 and 1991; and

To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/18/2001

2) Re-evaluation of Classifications 89 and 105 to determine the continued appropriateness of the approved disposition for these two case file classifications.

These dispositions apply only to those case files in a textual format which have been in a "closed" status prior to 1/1/95. The disposition for all case files regardless of classification, closed after 1/1/95, will remain as "Disposal Not Authorized" until such time as an evaluation has been conducted by NARA in order to determine an appropriate disposition.

With regards to case files and records within Classification 287 (Computer Investigations and Threat Assessment Center), this case file classification was administratively closed in 1995. The only material within this classification is the administrative file ("0") and the policy file ("00"). The disposition of these files is set forth in Part A, Item 1 and Item 2. However, in view of the lack of volume of material, the disposition within Classification 287 is established as "DISPOSAL NOT AUTHORIZED" until further review by NARA. No other case files were created by the FBI and subsequent violations were opened under Classification 288 (National Infrastructure and Computer Intrusion Program).

The amended and additional pages will be inserted within the comprehensive disposition schedule (NARA Job Number NC1-65-82-04) which was approved by the Archivist of the United States and submitted to the USDC on 11/9/81, and accepted by the USDC with modifications of NARA Job Number NC1-65-86-25, on 9/9/86.

Any questions concerning the final disposition authority for Classifications 280 through 288 and the update to the Federal Bureau of Investigation (FBI) Records Retention Plan and Disposition Schedules may be directed to FBI Archives Specialist

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To: Information Resources From: Information Resources  
Re: 66F-HQ-C1190059, 05/18/2001

**LEAD(s) :**

**Set Lead 1:**

INFORMATION RESOURCES

AT WASHINGTON, DC

As authorized by NARA, Information Resources Division should insert amended and additional pages into the comprehensive disposition schedule (NARA Job Number NC1-65-82-04) in order to update the Federal Bureau of Investigation (FBI) Records Retention Plan and Disposition Schedules.

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)  |  | LEAVE BLANK (NARA use only)  |                                  |
|---|--|--|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |  | JOB NUMBER<br><b>NI-65-00-7</b>  |                                  |
| 1. FROM (Agency or establishment)<br><b>Department of Justice</b>   |  | DATE RECEIVED<br><b>9-11-00</b>  |                                  |
| 2. MAJOR SUBDIVISION<br><b>Federal Bureau of Investigation</b>  |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |                                  |
| 3. MINOR SUBDIVISION<br><b>Information Resources Division</b>   |  |  |                                  |
| 4. NAME OF PERSON WITH WHOM TO CONFER   | 5. TELEPHONE   | DATE   | ARCHIVIST OF THE UNITED STATES   |
|   |  | <b>4-2-01</b>  |                                  |
| 6. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>30</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, |  |  |                                  |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.  |  |  |                                  |
| DATE  | SIGNATURE OF AGENCY REPRESENTATIVE   | TITLE  |                                  |
| <b>9/6/2000</b>   |  | <b>Archives Specialist<br/>Information Resources Division</b>  |                                  |
| 7. ITEM NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|   | <p>Proposed disposition for official files and records maintained at Federal Bureau of Investigation [FBI] Headquarters and Field Offices as a result of the 5-year update (conducted in 1997) as required by the provisions of the 1984 Memorandum of Agreement executed by NARA and the FBI. These authorities are the results of:</p> <p>1) Review of Classifications 280 - 288 which were created subsequent to the initial submission of the disposition schedule to the United States District Court for the District of Columbia [USDC] and previous 5-year updates conducted in 1986 and 1991; and</p> <p>2) Re-evaluation of Classifications 89 and 105 to determine the continued appropriateness of the approved disposition for these two case file classifications.</p> <p>These proposed dispositions apply only to those case files in a textual format which have been in a "closed" status prior to 1/1/95. The disposition for all case files regardless of classification, closed after 1/1/95, will remain as "DISPOSAL NOT AUTHORIZED" until such time as an evaluation has been conducted by NARA in order to determine an appropriate disposition.</p> <p>[Amended and additional pages will be inserted within the comprehensive disposition schedule (NARA Job Number NC1-65-82-04) which was approved by the Archivist of the United States and submitted to the USDC on 11/9/81, and accepted by the USDC with modifications of NARA Job Number NC1-65-86-25, on 9/9/86.]</p> |  |                                  |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 30

| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 89                | <p>CLASSIFICATION 89</p> <p>ASSAULTING A FEDERAL OFFICER<br/>KILLING A FEDERAL OFFICER<br/>CONSPIRACY TO IMPEDE OR INJURE AN OFFICER OF<br/>THE UNITED STATES<br/>CONGRESSIONAL ASSASSINATION STATUTE<br/>CONGRESSIONAL, CABINET AND SUPREME COURT ASSASSINATION,<br/>KIDNAPPING AND ASSAULTING<br/>CRIMES AGAINST FAMILY MEMBERS</p> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to<br/>be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]<br/>(4) Systematic Evidential Sample [1,500]<br/>(5) Multi Section Case Files - 2 or more Sections<br/>(6) Remaining Microfilm In The Sample<br/>(7) Case Files Corresponding To Office Of Origin Multi-Section Case Files<br/>(8) "00" - Policy File [Part A, Item 1]<br/>(9) "0" - Administrative File - Section 1 [Part A, Item 2]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(10) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all remaining Sections of "0" Administrative File when<br/>20 years old after restrictions in Part A, Item 2 have been met</p> <p>(11) All Other Case Files Including Remaining Microfilm</p> <p>DESTROY when 20 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>3 OF 30                           |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 105  | <p>CLASSIFICATION 105</p> <p>SECURITY MATTER - OTHER THAN COMMUNIST / SOCIALIST<br/>WORKERS PARTY / NATION OF ISLAM [Obsolete - 1977]<br/>INTERNAL SECURITY [Obsolete - 1977]<br/>INTERNAL SECURITY - Specific Country<br/>FOREIGN COUNTER-INTELLIGENCE - TERRORISM [Specific Country]<br/>[Obsolete - 1977 / Changed To CLASSIFICATION 199]<br/>FOREIGN COUNTER-INTELLIGENCE [Specific Country] [Obsolete - 1988]<br/>FOREIGN COUNTER-INTELLIGENCE [Specific Country] [Obsolete - 1992]<br/>FOREIGN COUNTER-INTELLIGENCE [Specific Country]<br/>[Obsolete - 1981 / Re-Opened 1992]</p> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to<br/>be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]<br/>(4) Systematic Evidential Sample [500]<br/>(5) Multi Section Case Files - 2 or more Sections<br/>(6) Case Files, Closed Prior To 1/1/82, With 10 or more Serials<br/>(7) Case Files, Closed Between 1/1/82 and 1/1/95,<br/>With 20 or more Serials<br/>(8) "00" - Policy File [Part A, Item 1]<br/>(9) "0" - Administrative File - Initiated Between 1937 - 1944<br/>[Part A, Item 2]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(10) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all remaining Sections of "0" Administrative File when<br/>20 years old after restrictions in Part A, Item 2 have been met</p> <p>(11) All Other Case Files</p> <p>DESTROY when 30 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>4 OF 30                           |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM.<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 280  | <p>CLASSIFICATION 280</p> <p>EQUAL EMPLOYMENT OPPORTUNITY</p> <ul style="list-style-type: none"> <li>- INVESTIGATIVE CASE MATTERS - (280A)</li> <li>- COUNSELING ACTIVITIES - (280B)</li> <li>- RECRUITMENT - CONFERENCES - TRAINING AND SEMINAR MATTERS - (280C)</li> <li>- ADMINISTRATIVE MATTERS - (280D)</li> </ul> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Case Files Designated As 280A Matters</p> <p>DESTROY 4 years after resolution of case (GRS 1, 25a.)</p> <p>(3) Reserved Case Files [Part A, Item 6]</p> <p>(4) Exceptional Case Files [Part A, Item 3]</p> <p>(5) Case Files Designated As 280B Matters</p> <p>(6) Case Files Designated As 280C Matters</p> <p>(7) Case Files Designated As 280D Matters</p> <p>(8) "0" - Administrative File [Part A, Item 2]</p> <p>(9) "00" - Policy File [Part A, Item 1]</p> <p>(10) All Other Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 281               | <p>CLASSIFICATION 281</p> <p>ORGANIZED CRIME - DOMESTIC INTELLIGENCE</p> <ul style="list-style-type: none"><li>- LA COSA NOSTRA AND ITALIAN ORGANIZATIONS</li><li>- CENTRAL / SOUTH AMERICAN ORGANIZATIONS</li><li>- MEXICAN ORGANIZATIONS</li><li>- ASIAN ORGANIZATIONS</li><li>- OTHER MAJOR CRIMINAL ORGANIZATIONS</li><li>- AFRICAN ORGANIZATIONS</li><li>- RUSSIAN / EASTERN EUROPEAN / EURASIAN ORGANIZATIONS</li><li>- CARIBBEAN ORGANIZATIONS</li><li>- ALIEN SMUGGLING INVESTIGATIONS</li></ul> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]</p> <p>(4) Systematic Evidential Sample</p> <p>(5) Multi-Section Case Files - 2 or more Sections</p> <p>(6) Case Files With 19 or more Serials</p> <p>(7) "00" -Policy File [Part A, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(8) "0" -Administrative File [Part A, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 30 years old or after all restrictions in Part A, Item 2 have been met</p> <p>(9) All Other Case Files</p> <p>DESTROY when 20 years old</p> |  |   |



## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 282               | <p>CLASSIFICATION 282</p> <p>CIVIL RIGHTS - COLOR OF LAW</p> <ul style="list-style-type: none"><li>- FORCE AND/OR VIOLENCE</li><li>- NON-BRUTALITY</li><li>- FORCE AND/OR VIOLENCE IN INDIAN COUNTRY</li><li>- NON-BRUTALITY IN INDIAN COUNTRY</li></ul> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]</p> <p>(4) Informational Sample</p> <p>(5) Multi-Section Case Files - 2 or more Sections</p> <p>(6) "00" - Policy File [Part A, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(7) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 30 years old or after all restrictions in Part A, Item 2 have been met</p> <p>(8) All Other Case Files</p> <p>DESTROY when 20 years old</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 283               | <p>CLASSIFICATION 283</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country</p> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]</p> <p>(4) Systematic Evidential Sample</p> <p>(5) Multi-Section Case Files - 2 or more Sections</p> <p>(6) Case Files With 6 or more Serials</p> <p>(7) "00" - Policy File [Part A, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(8) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 20 years old or after all restrictions in Part A, Item 2 have been met</p> <p>(9) All Other Case Files</p> <p>DESTROY when 30 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>8 OF 30                           |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 284  | <p>CLASSIFICATION 284</p> <p>ECONOMIC COUNTER-INTELLIGENCE - Specific Country</p> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]</p> <p>(4) Systematic Evidential Sample</p> <p>(5) Multi-Section Case Files - 2 or more Sections</p> <p>(6) Case Files With 10 or more Serials</p> <p>(7) "00" - Policy File [Part A, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(8) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 20 years old or after all restrictions in Part A, Item 2 have been met</p> <p>(9) All Other Case Files</p> <p>DESTROY when 30 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>9 OF 30                           |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 285  | <p>CLASSIFICATION 285</p> <p>ACTS OF ECONOMIC ESPIONAGE<br/>ECONOMIC ESPIONAGE ACT OF 1996</p> <ul style="list-style-type: none"> <li>- WHITE COLLAR CRIME PROGRAM</li> <li>- VIOLENT CRIME PROGRAM</li> <li>- ORGANIZED CRIME PROGRAM</li> </ul> <p>A. HEADQUARTERS Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part A, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Reserved Case Files [Part A, Item 6]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(3) Exceptional Case Files [Part A, Item 3]</p> <p>(4) "00" - Policy File [Part A, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part A, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 30 years old or after all restrictions in Part A, Item 2 have been met</p> <p>(6) All Other Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 286               | <p>CLASSIFICATION 286</p> <p>FREEDOM OF ACCESS TO CLINIC ENTRANCES (FACE) ACT OF 1994</p> <ul style="list-style-type: none"><li>- FORCE OR VIOLENCE AGAINST PERSON(S)</li><li>- THREAT OF FORCE OR INTIMIDATION AGAINST PERSON(S)</li><li>- PROPERTY DAMAGE OR DESTRUCTION ONLY</li><li>- RELIGIOUS FREEDOM AT A PLACE OF WORSHIP</li><li>- CIVIL ACTION</li></ul> <p>(1) All Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 288               | <p>CLASSIFICATION 288</p> <p>NATIONAL INFRASTRUCTURE AND COMPUTER<br/>INTRUSION PROGRAM (NIPCIP)<br/>COMPUTER INVESTIGATIONS THREAT ANALYSIS<br/>COMPUTER INTRUSION<br/>NATIONAL HUMINT COLLECTION DIRECTIVE<br/>TECHNICAL SUPPORT</p> <ul style="list-style-type: none"><li>- WHITE COLLAR CRIME PROGRAM</li><li>- VIOLENT CRIME AND MAJOR OFFENDERS PROGRAM</li><li>- ORGANIZED CRIME / DRUG PROGRAM</li><li>- NATIONAL FOREIGN INTELLIGENCE PROGRAM</li><li>- DOMESTIC TERRORISM PROGRAM</li><li>- CIVIL RIGHTS PROGRAM</li></ul> <p>(1) All Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>13 OF 30                          |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 89   | <p>CLASSIFICATION 89</p> <p>ASSAULTING A FEDERAL OFFICER<br/>KILLING A FEDERAL OFFICER<br/>CONSPIRACY TO IMPEDE OR INJURE AN OFFICER OF<br/>THE UNITED STATES<br/>CONGRESSIONAL ASSASSINATION STATUTE<br/>CONGRESSIONAL, CABINET AND SUPREME COURT ASSASSINATION,<br/>KIDNAPPING AND ASSAULTING<br/>CRIMES AGAINST FAMILY MEMBERS</p> <p>A. OFFICE OF ORIGIN Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to<br/>be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Multi-Section Case Files [2 or more Sections]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY when 3 years old or when all administrative needs have<br/>been met, whichever is later</p> <p>(6) All Other Case Files</p> <p>DESTROY when 10 years old</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 89<br>continued   | <p>CLASSIFICATION 89</p> <p>ASSAULTING A FEDERAL OFFICER .....</p> <p>B. AUXILIARY OFFICE Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> <p>C. LEGAL ATTACHE Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY when 3 years old or when all administrative needs have been met, whichever is later</p> <p>(6) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |



| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>15 OF 30                          |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 105  | <p>CLASSIFICATION 105</p> <p>SECURITY MATTERS</p> <ul style="list-style-type: none"> <li>- OTHER THAN COMMUNIST / SOCIALIST WORKERS PARTY / NATION OF ISLAM [Obsolete - 1977]</li> </ul> <p>INTERNAL SECURITY [Obsolete -1977]</p> <p>INTERNAL SECURITY - Specific Country</p> <p>FOREIGN COUNTER-INTELLIGENCE - TERRORISM [Specific Country] [Obsolete - 1977 / Changed To CLASSIFICATION 199]</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country [Obsolete - 1988]</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country [Obsolete - 1992]</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country [Obsolete - 1981 / Re-Opened 1992]</p> <p>A. OFFICE OF ORIGIN Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Multi-Section Case Files [2 or more Sections]</p> <p>(4) Case Files corresponding to FBIHQ Multi-Section Case Files [2 or more Sections]</p> <p>(5) Case Files, <b>Closed Prior To 1/1/82</b>, corresponding to FBIHQ Case Files with 10 or more Serials</p> <p>(6) Case Files, <b>Closed Prior To 1/1/82</b>, with 15 or more Serials</p> <p>(7) Case Files, <b>Closed Between 1/1/82 and 1/1/95</b>, corresponding to FBIHQ case Files with 20 or more Serials</p> <p>(8) Case Files, <b>Closed Between 1/1/82 and 1/1/95</b>, with 20 or more Serials</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(9) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(10) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY when 3 years old or when all administrative needs have been met, whichever is later</p> <p>(11) All Other Case Files</p> <p>DESTROY when 20 years old</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 105<br>continued  | <p>CLASSIFICATION 105</p> <p>SECURITY MATTERS .....</p> <p>B. AUXILIARY OFFICE Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> <p>C. LEGAL ATTACHE Case Files Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) Case Files with 20 or more Serials</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(6) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY when 3 years old or when all administrative needs have been met, whichever is later</p> <p>(7) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>17 OF 30                          |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 280  | <p>CLASSIFICATION 280</p> <p>EQUAL EMPLOYMENT OPPORTUNITY</p> <ul style="list-style-type: none"> <li>- INVESTIGATIVE CASE MATTERS - (280A)</li> <li>- COUNSELING ACTIVITIES - (280B)</li> <li>- RECRUITMENT - CONFERENCES - TRAINING AND SEMINAR MATTERS - (280C)</li> <li>- ADMINISTRATIVE MATTERS - (280D)</li> </ul> <p>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</p> <p>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Case Files Designated As 280A Matters (GRS 1, 25a)</p> <p>DESTROY 4 years after resolution of case</p> <ul style="list-style-type: none"> <li>(3) Exceptional Case Files [Part C, Item 3]</li> <li>(4) Case Files Designated As 280B Matters</li> <li>(5) Case Files Designated As 280C Matters</li> <li>(6) Case Files Designated As 280D Matters</li> <li>(7) "0" - Administrative File [Part C, Item 2]</li> <li>(8) "00" - Policy File [Part C, Item 1]</li> <li>(9) All Other Case Files</li> </ul> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>18 OF 30                          |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 281  | <p>CLASSIFICATION 281</p> <p>ORGANIZED CRIME - DOMESTIC INTELLIGENCE</p> <ul style="list-style-type: none"> <li>- LA COSA NOSTRA AND ITALIAN ORGANIZATIONS</li> <li>- CENTRAL / SOUTH AMERICAN ORGANIZATIONS</li> <li>- MEXICAN ORGANIZATIONS</li> <li>- ASIAN ORGANIZATIONS</li> <li>- OTHER MAJOR CRIMINAL ORGANIZATIONS</li> <li>- AFRICAN ORGANIZATIONS</li> <li>- RUSSIAN / EASTERN EUROPEAN / EURASIAN ORGANIZATIONS</li> <li>- CARIBBEAN ORGANIZATIONS</li> <li>- ALIEN SMUGGLING INVESTIGATIONS</li> </ul> <p>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Systematic Evidential Sample</p> <p>(4) Multi-Section Case Files - 2 or more Sections</p> <p>(5) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(6) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(7) All Other Case Files</p> <p>DESTROY when 10 years old</p> <p>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 281<br>continued  | <p>CLASSIFICATION 281</p> <p>ORGANIZED CRIME - DOMESTIC INTELLIGENCE .....</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(6) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>20 OF 30                          |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 282  | <p><b>CLASSIFICATION 282</b></p> <p><b>CIVIL RIGHTS - COLOR OF LAW</b></p> <ul style="list-style-type: none"> <li>- FORCE AND/OR VIOLENCE</li> <li>- NON-BRUTALITY</li> <li>- FORCE AND/OR VIOLENCE IN INDIAN COUNTRY</li> <li>- NON-BRUTALITY IN INDIAN COUNTRY</li> </ul> <p><b>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</b></p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Informational Sample</p> <p>(4) Multi-Section Case Files - 2 or more Sections</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 30 years old</p> <p>(5) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(6) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(7) All Other Case Files</p> <p>DESTROY when 20 years old</p> <p><b>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</b></p> <p>(1) Informant Case Files [Part C, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 30 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>21 OF 30                          |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 282<br>continued   | <p>CLASSIFICATION 282</p> <p>CIVIL RIGHTS - COLOR OF LAW .....</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(6) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 283               | <p>CLASSIFICATION 283</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country</p> <p>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Multi-Section Case Files - 2 or more Sections</p> <p>(4) Case Files with 6 or more Serials</p> <p>(5) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(6) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(7) All Other Case Files</p> <p>DESTROY when 20 years old</p> <p>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> |  |   |



## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 283<br>continued  | <p>CLASSIFICATION 283</p> <p>FOREIGN COUNTER-INTELLIGENCE - Specific Country</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(6) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |

# REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 284               | <p>CLASSIFICATION 284</p> <p>ECONOMIC COUNTER-INTELLIGENCE - Specific Country</p> <p>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>(3) Systematic Evidential Sample</p> <p>(4) Multi-Section Case Files - 2 or more Sections</p> <p>(5) Case Files with 10 or more Serials</p> <p>(6) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(7) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(8) All Other Case Files</p> <p>DESTROY when 20 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>25 OF 30                          |
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| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 284<br>continued   | <p>CLASSIFICATION 284</p> <p>ECONOMIC COUNTER-INTELLIGENCE - Specific Country</p> <p>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DESTROY when 1 year old</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(6) All Other Case Files</p> <p>DESTROY when 5 years old</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |   | JOB NO.                                    | PAGE<br>26 OF 30                          |
|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 285  | <p>CLASSIFICATION 285</p> <p>ACTS OF ECONOMIC ESPIONAGE<br/>ECONOMIC ESPIONAGE ACT OF 1996<br/>- WHITE COLLAR CRIME PROGRAM<br/>- VIOLENT CRIME PROGRAM<br/>- ORGANIZED CRIME PROGRAM</p> <p>A. OFFICE OF ORIGIN Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(4) "0" - Administrative File [Part C, Item 2]</p> <p>DESTROY all Sections of "0" Administrative File when 3 years old or after all restrictions in Part C, Item 2 have been met</p> <p>(5) All Other Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>B. AUXILIARY OFFICE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 5]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Exceptional Case Files [Part C, Item 3]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(3) All Other Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|---|--|---|
| 285<br>continued  | <p>CLASSIFICATION 285</p> <p>ACTS OF ECONOMIC ESPIONAGE .....</p> <p>C. LEGAL ATTACHE Case Files Closed Prior To 1/1/95</p> <p>(1) Informant Case Files [Part C, Item 10]</p> <p>PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA</p> <p>(2) Mexico City and Hong Kong Legal Attache Case Files [Part C, Item 7]</p> <p>(3) Exceptional Case Files [Part C, Item 3]</p> <p>(4) "00" - Policy File [Part C, Item 1]</p> <p>PERMANENT: Offer to NARA in 10 year blocks when 50 years old</p> <p>(5) "0" - Administrative File [Part C, Item 2]</p> <p>DISPOSAL NOT AUTHORIZED</p> <p>(6) All Other Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

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| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
| 286               | <p>CLASSIFICATION 286</p> <p>FREEDOM OF ACCESS TO CLINIC ENTRANCES (FACE) ACT OF 1994</p> <ul style="list-style-type: none"><li>- FORCE OR VIOLENCE AGAINST PERSON(S)</li><li>- THREAT OF FORCE OR INTIMIDATION AGAINST PERSON(S)</li><li>- PROPERTY DAMAGE OR DESTRUCTION ONLY</li><li>- RELIGIOUS FREEDOM AT A PLACE OF WORSHIP</li><li>- CIVIL ACTION</li></ul> <p>A. OFFICE OF ORIGIN Case Files</p> <p>B. AUXILIARY OFFICE Case Files</p> <p>C. LEGAL ATTACHE Case Files</p> <p>(1) All Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  | JOB NO.                                    | PAGE<br>30 OF 30                          |
|--|--|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 288  | <p>CLASSIFICATION 288</p> <p>NATIONAL INFRASTRUCTURE AND COMPUTER<br/>INTRUSION PROGRAM (NIPCIP)<br/>COMPUTER INVESTIGATIONS THREAT ANALYSIS<br/>COMPUTER INTRUSION<br/>NATIONAL HUMINT COLLECTION DIRECTIVE<br/>TECHNICAL SUPPORT</p> <ul style="list-style-type: none"> <li>- WHITE COLLAR CRIME PROGRAM</li> <li>- VIOLENT CRIME AND MAJOR OFFENDERS PROGRAM</li> <li>- ORGANIZED CRIME / DRUG PROGRAM</li> <li>- NATIONAL FOREIGN INTELLIGENCE PROGRAM</li> <li>- DOMESTIC TERRORISM PROGRAM</li> <li>- CIVIL RIGHTS PROGRAM</li> </ul> <p>A. OFFICE OF ORIGIN<br/>B. AUXILIARY OFFICE<br/>C. LEGAL ATTACHE</p> <p>(1) All Case Files</p> <p>DISPOSAL NOT AUTHORIZED</p> |  |   |

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

March 23, 2001

NWM 11.2001

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Web Site Snapshot Initiative Update

In NWM 05.2001, the National Archives and Records Administration (NARA) requested that agencies take a one-time snapshot of agency public web sites as they existed on or before January 20, 2001. I want to thank those who have already submitted their snapshots for their contributions to this effort. Your snapshots provide valuable historical documentation of the first generation of the government's use of the web to communicate with American citizens. They will also document government policies that were in place at the time of the snapshot.

We appreciate all the work that agencies have already accomplished. For those of you who have not yet submitted your snapshot, NARA staff will be working with records officers to establish a date by which NARA can look forward to receiving your agency's submission. Numerous agencies have either submitted their snapshots or negotiated extensions due to the complexity or comprehensiveness of their web sites.

Again, thank you for your support of this web snapshot initiative. You are making a major contribution toward preserving a record of the important work that your agency does.

MICHAEL L. MILLER  
Director  
Modern Records Programs





# National Archives and Records Administration

Washington National Records Center  
4205 Suitland Road  
Suitland, MD 20746-8001

MAY 7 2001

[Redacted]

U. S. Dept. of Justice  
J. Edgar Hoover Bldg – Room 4933  
935 Pennsylvania Avenue, N.W.  
Washington, DC 20535-0001

[Redacted]

In June 2000 this Center established a task force to locate a number of accessions which are in our database but which are not on our shelves. We are writing to you because we cannot locate accession number 065-76-0007, although we have conducted an intensive search for this record. We also cannot locate the Standard Form 135 for this accession. If you check the NARS-5 01 report for Record Group 065, Accession Number Master List, this accession has a location of 99999999. You are not being charged for this record.

Please check your files and records for any information on the disposition of this record. Our records about the withdrawal of these records from this center appear to be incomplete. The record may have been withdrawn by your agency and remain in your custody. Perhaps after withdrawing them your agency sent the records to us under a different accession number or transferred the accession to the National Archives.

b6  
b7C

Your prompt attention in this matter is greatly appreciated, as it will aid both our agencies to resolve questions about this accession. Please contact either [Redacted] if you have any questions.

[Redacted]

NWMWA/WNRC

Phone [Redacted]

Fax [Redacted]

E-mail [Redacted]

[Redacted]

NWMWA/WNRC

Phone [Redacted]


Fax [Redacted]

E-mail [Redacted]

66F-HQ-C1190059-154

Any information you can provide will assist us. We have also enclosed a copy of the NARS-5 01 Report for this accession.

Sincerely,

  
ALAN J. KRAMER  
Director

Enclosures: One NARS-5 01 Report, Accession Number Master List



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

July 19, 2001

[Redacted]  
Modern Records Program - NWML  
Room 2100  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland 20740

[Redacted]  
The purpose of this letter is to obtain approval from the National Archives and Records Administration (NARA) to maintain official records which have a short-term life cycle in an electronic medium in lieu of the maintenance of volumes of textual records. All of these temporary records are disposable in accordance with the NARA-approved General Records Schedule, Item 14.

The Freedom of Information Document Processing System (FDPS) is an automated system that allows personnel from the Freedom of Information Privacy Acts (FOIPA) Section of the FBI to electronically process FBI records for the public. When a request for FBI records is received from a member of the public, the request letter is scanned and cataloged into the FDPS. This action creates an Electronic Request Folder (ERF). Once the files pertinent to the request are gathered from the FBI Central Records System, the original case files are scanned into the FDPS in a Tagged Image Format (TIF). Each TIF is an image of the original paper page from documents that already exist in the FBI

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b7C

66F-HQ-C1190059 — 155

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_ 1 - IRD Front Office, Room 9939  
ADD Inv. \_\_\_\_\_ 1 - Mr. Collingwood, Room 7240  
Asst. Dir.: \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_ 1 - [Redacted]  
Crim. Inv. \_\_\_\_\_ 1 - [Redacted]  
Ident. \_\_\_\_\_ 1 - [Redacted]  
Insp. \_\_\_\_\_ 1 - [Redacted]  
Intell. \_\_\_\_\_ 1 - [Redacted]  
Lab. \_\_\_\_\_ 1 - [Redacted]  
Legal Coun. \_\_\_\_\_ 1 - [Redacted]  
Rec. Mgnt. \_\_\_\_\_ 1 - [Redacted]  
Tech. Servs. \_\_\_\_\_ 1 - [Redacted]  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_ WS; WS (10)  
Off. of EEO \_\_\_\_\_  
Off. of Liaison & \_\_\_\_\_  
Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_ MAIL ROOM ☐

National Archives and Records Administration

records system. Information is then redacted from the images. After supervisor approval, the images are sealed (redacted information removed), printed and sent to the member of the public who requested the information. National Security classification markings are made on the original paper copy of the record prior to scanning. If additional classification markings are necessary after a document has been scanned, the original paper copy and an electronic copy are identically marked. There is no ~~Top Secret~~ or above information housed in the FDPS.

The FDPS stores the original view (unmarked) of the scanned image, the redacted view (see-through redactions), and the sealed version (erased redactions) of all documents. These scanned images are easily accessible for viewing by records managers and can be printed when necessary. The FDPS users also have the ability to export the images to a directory from which CD-ROM can be created. Records, as released to the public, can be printed from the CD-ROM.

The FDPS database is backed up on digital linear tapes each night. Tapes are sent off-site for storage in case the system must be restored due to fire or other catastrophe. The FDPS also utilizes an Optical Jukebox for storage purposes on-site. It contains redundant optical data disks to serve as additional backup and storage of closed FOIPA requests (images).

As previously stated, the FBI is currently maintaining the paper copies of the released records at an offsite location as part of the Central Records System. This was necessary before the advent of FDPS. However, with FDPS there is no need any longer for the FOIPA Section to maintain paper. It currently presents a great burden to the Section employees, as it requires the copying of all packages of records after the records are printed for release to the public. The FDPS is a self-contained electronic records storage system with easy access by FOIPA records managers for viewing and printing. The FDPS allows the viewing of FOIPA cases (records) on FOIPA desktop computers via an easily accessible electronic search and index capability. Additionally, the FOIPA records are only used by FOIPA personnel and are of little, if any, interest and use by other FBI entities, with the exception of the Civil Discovery Review Unit (CDRU) within the Office of the General Counsel. CDRU will be utilizing the FDPS system and personnel from the unit will have the same access to FOIPA requests (cases) as FOIPA users.

[redacted]  
National Archives and Records Administration

Please be advised that in the event that any of the aforementioned records are determined to be "PERMANENT" under the criteria set forth in the FBI Records Retention Plan and Disposition Schedules, steps will be taken to ensure that the material is maintained and transferred to NARA at the appropriate time and in a format compatible with NARA standards.

In addition, should NARA determine that it is necessary to submit a formal "Request For Disposition Authority" on the Standard Form (SF) 115, the FBI will do so as quickly as possible.

Your attention to this matter is greatly appreciated. Any further questions concerning this matter may be directed to me at [redacted]

Sincerely,

[redacted]  
Archives Specialist



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

May 4, 2001

[redacted]  
Federal Bureau of Investigation  
J. Edgar Hoover Building  
935 Pennsylvania Avenue, NW  
Washington, DC 20535-0001

We recently reached the eighteen-month mark of operating the NARA Records Center Program as a revolving fund. Looking back there is much to be pleased about and also reason to look forward. We have received positive customer response to our efforts and we ended Fiscal Year 2000 in a strong financial position and seem poised to duplicate that effort in Fiscal Year 2001.

We have also cemented our relationship with several Federal agencies by embarking on special projects and we recently began piloting a pick up and delivery service at our Washington National Records Center facility. In addition, agencies can now submit reference requests via the Internet using our revamped Centers Information Processing System (CIPS), have NARS-5 holdings information downloaded to a CD-ROM, and rest assured that the NARA Records Center Program continues to practice good records management.

We also realize that there is more to be accomplished. The NARA Records Center Program will be conducting a customer survey in Fiscal Year 2002 in order to collect customer input for assistance in program planning and product offerings. We are also aggressively planning to address our IT systems with an eye toward adding better functionality for our customers. We are also completing a review of our facilities by an independent engineering firm to identify any areas that need to be addressed in order to have our facilities meet all Federal guidelines by 2009.

By July, we will be forwarding to you an interagency agreement and a cost estimate for Fiscal Year 2002. The Fiscal Year 2002 agreement will be similar to the current agreement for records storage and services. We anticipate that our Fiscal Year 2002 rates will be [redacted] per cubic foot for storage and [redacted] per cubic foot for baseline services. The rates represent a modest increase from Fiscal Year 2001 due to COLA's, inflation, etc. Also, in Fiscal Year 2002 we will be able to offer agencies an opportunity to be billed below the record group level. When we distribute the Fiscal Year 2002 interagency agreements in July, we will begin to work with agencies interested in receiving invoices below the record group level.

We had hoped to implement a new billing strategy in Fiscal Year 2002, but recently we decided that a delay until Fiscal Year 2003 was the best course of action for both NARA and its customer

66F-14Q-C1190059-156

agencies. Our decision to delay the new billing strategy was based on two key factors. First, we came to the realization that we needed to collect additional data in order to be more precise in our fee structure. Second, our new fee structure may result in a sizeable increase in billings to heavy users and these agencies would need more time to plan for this budgetary change.

We will be implementing a new billing system and strategy in Fiscal Year 2003. The fee structure for the storage of records will be based on the type of record. The fee structure for services will be based on the type of service provided and on the volume produced. Therefore, our current flat-rate pricing strategy will end after Fiscal Year 2002.

We appreciate your continued support of NARA's Records Center Program. If at anytime you have questions or concerns, please contact [redacted] who will work with you to resolve any issues. [redacted] can be reached at [redacted] or via e-mail at [redacted]

b6  
b7C

[redacted] We also encourage you to visit our web site at [www.nara.gov/rcp](http://www.nara.gov/rcp) for additional information.

Sincerely,

[redacted]

Records Center Program Manager



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

September 13, 2001

Michael L. Miller  
Director  
Modern Records Program - NWM  
Room 2100  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland 20740-6001

Dear Mr. Miller:

Reference is made to the Memorandum To Agency Records Officers dated July 18, 2001.

Referenced memorandum requested agency comments regarding the National Archives and Records Administration (NARA) proposal to change the records management regulations pertaining to the electronic distribution of agency records disposition manuals and the NARA proposal that would eliminate the requirement that agencies request authority for a retention period that differs from the General Records Schedules (GRS) if NARA has previously approved a retention period for the agency records.

For your information, the proposed rules have been reviewed by the appropriate personnel of the Federal Bureau of Investigation (FBI), and the FBI has no objections to the implementation of these proposed changes.

With regards to the NARA proposal to change the records management regulations, permitting the electronic distribution of agency records disposition manuals, please be advised that this change would be cost effective to the FBI inasmuch as the current FBI Records Retention Plan and Disposition Schedules is

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ADD Adm. \_\_\_\_\_

ADD Inv. \_\_\_\_\_ 66F-HQ-C1190059 - 157

Asst. Dir.:

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Telephone Rm. \_\_\_\_\_

Director's Sec'y \_\_\_\_\_

- Mr. Garrity, Room 7837

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MAIL ROOM ☒



Michael L. Miller  
National Archives and Records Administration

approximately 1,000 pages in length. Distribution of the FBI Records Retention Plan and Disposition Schedules in an electronic format would be beneficial to the FBI, NARA appraisal staff as well as the NARA operated federal records centers.

With regards to the NARA proposed rule amendment that would eliminate the requirement that agencies request authority for a retention period that differs from the GRS if NARA has previously approved a retention period for the agency records. Please be advised that inasmuch as the GRS is designed to cover common categories of records and the descriptions are very general in nature, the FBI primarily uses the disposition authority granted by the GRS as "guidance," not "rule." Unless the GRS description of the records is exact, the current practice whereby the FBI requests NARA authorization, utilizing Standard Form (SF) 115, for alterations to the current Records Retention Plan and Disposition Schedule, as well as any proposed dispositions for newly created categories of records, will continue.

Any further questions concerning this matter may be directed to [redacted] FBI Archives Specialist, at [redacted]

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Sincerely,

*RJG*

Robert J. Garrity, Jr.  
Inspector  
Interim Records Officer

NOTE: Instant letter provides FBI comments on two proposed rule changes pertaining to records disposition procedures, as published in the Federal Register on 7/17/2001. The first proposed rule would permit agencies to provide copies of their records disposition manuals to NARA electronically, instead of submitting 20 printed as is now required. This would be cost effective inasmuch as the current Retention Plan is approximately 1,000 pages in length. Distribution in an electronic format would also provide a greater degree of security to those portions of the Retention Plan that are security classified. The second

Michael L. Miller  
National Archives and Records Administration

proposal would eliminate the requirement that agencies request authority for a retention period that differs from the General Records Schedules (GRS) if NARA has previously approved a retention period for the agency records. The GRS is a series of disposition authorities which cover numerous categories of records which are common to most federal agencies and the descriptions are very general in nature. Primarily, the FBI uses the GRS as "guidance," not "rule" in determining the final disposition of FBI records. Unless the GRS description is exact, the FBI will continue to request NARA authorization, utilizing SF-115, for changes to the current Retention Plan, as well as dispositions for new categories of records.



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

September 28, 2001

Michael L. Miller  
Director  
Modern Records Program - NWM  
Room 2100  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland 20740-6001

Dear Mr. Miller:

On May 4, 2001, by approved Standard Form (SF) 115, bearing number N1-65-01-02, the National Archives and Records Administration (NARA) granted the Staffing Unit, Human Resource Management Section, Administrative Service Division (ASD), final disposition authority for support employee selection documentation and recordings and authorized the destruction of such material two years after the final determination of the Selecting Official or after final adjudication of litigation, whichever is later.

Subsequent to NARA approval, representatives of the FBI's Office of General Counsel (OGC), Office of Professional Responsibility (OPR), Office of Equal Employment Opportunity Affairs (OEEOA), and ASD met to re-evaluate the record retention requirements of the FBI's support employee selection documentation to determine the optimum length of time to maintain this material. ASD faces an unreasonable administrative burden in having to store selection files, which are not indexed by employees' names or social security numbers. OEEOA and OPR personnel may need access to the files to address EEO complaints

Enclosure

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66F-HQ-C1190059-158

1 - Mr. Garrity, Room 7837

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Michael L. Miller  
National Archives and Records Administration

and OPR investigations. Although employees have a 45-day time frame in which to submit an EEO complaint, depending on the issue, it may take months longer to notify ASD that a specific file(s) is part of an EEO complaint and should not be destroyed. OGC personnel require access to support employee selection files to prepare the agency's defense during litigation, when informal EEO resolution attempts fail or an employee contests an OPR decision. Although rare, more than two years have elapsed between the time a selection decision was made and OGC received notice that an EEO case would be litigated. OGC also uses non-disputed selection files as corroborating documentation when defending FBI policies and procedures, especially in class action lawsuits.

Based on the above, it is the consensus of OEEOA, OPR, OGC and ASD to retain support employee selection documentation, including audio recordings, for five years, provided the time limit for any grievance, complaint, or appeal has also lapsed, or any processing related to the records has been closed. Any selection file which is the subject of litigation will be retained for the purposes of litigation, regardless of the passage of time. The support employee selection files, with the exception of the audio recordings, are paper documents and not maintained as electronic files or e-mail. In view of the above, NARA is requested to approve a five-year record retention period for FBI support employee selection documentation.

Enclosed is an SF-115 indicating that the support employee selection documentation material is temporary and should be destroyed five years after final determination of the Career Board or after final adjudication of litigation, whichever is later.

Any further questions concerning this matter may be directed to [redacted] FBI Archives Specialist, at [redacted]

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Sincerely,



Robert J. Garrity, Jr.  
Inspector  
Interim Records Officer

Michael L. Miller  
National Archives and Records Administration

NOTE: In 1993, disposition authority was established which permitted destruction of support selection documentation ten years after final determination of the Career Board or after final adjudication of litigation, whichever is later. By electronic communication dated 6/22/2000, ASD requested that FBI Archivist Specialist determine if it is feasible for the FBI to modify the retention period for support selection documentation from ten years to two years and still comply with NARA requirements. On 5/15/2001, an approved SF-115 was received from NARA granting final disposition authority to ASD permitting the destruction of the documentation and recordings created as a result of FBIHQ and Field Office Career Board deliberations generated in conjunction with the advertising and filling of vacant FBI support employee (non-agent) positions to be destroyed two years after final determination of the Career Board or after final adjudication of litigation. Electronic copies of these records that are created on E-Mail and word processing systems and used solely to generate a record-keeping copy of the aforementioned "hard-copy" textual records may be destroyed within 60 days after the record-keeping copy has been produced. Subsequent to NARA approval of the reduction of the disposition authority from ten years to two years, representatives of OGC, OPR, OEEOA, and ASD met to re-evaluate the record retention requirements of the FBI's support selection documentation. Based on this re-evaluation, it was determined that a retention period of five years was more appropriate. Instant letter requests NARA to approve a five year record retention period for FBI support selection documentation.

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9/27/01



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

November 13, 2001

Mr. Delandero Reid  
Assistant Branch Chief  
Reference Service Branch  
Washington National Records Center  
National Archives and Records Administration  
4205 Suitland Road  
Suitland, Maryland 20746-8001

Dear Mr Reid:

The purpose of this letter is to provide current authorization forms which list those FBI employees who are authorized to pick-up and/or request FBI records currently maintained at the Washington National Records Center (WNRC).

The enclosed forms are dated November 13, 2001, and provide the listed individuals with pick-up/request authorization for Fiscal Year 2002 and supersede any other authorization forms currently on file at the WNRC.

Any questions concerning this matter may be directed to me at [redacted]

Sincerely yours,

[redacted]  
Archives Specialist

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66F-HQ-C1190059-160

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
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Director's Sec'y \_\_\_\_\_

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

January 23, 2002

Michael L. Miller  
Director  
Modern Records Program - NWM  
Room 2100  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland 20740-6001

Dear Mr. Miller:

On May 6, 1991, by approved Standard Form (SF) 115, bearing number N1-65-91-07, the National Archives and Records Administration (NARA) granted the former Information Management Division, final disposition authority for still pictures and posters, which document the Federal Bureau of Investigation mission and/or programs such as training, recruitment, photography of high-level officials and media coverage. Included within this SF-115 was the disposition authority for the posters associated with the FBI's "Top Ten Most Wanted" fugitive program. These posters were identified as permanently valuable records and it was stated that two copies of each poster, when produced, would be forwarded to NARA's Still Pictures Branch.

On October 10, 2001, the FBI announced the creation of a new fugitive program, specifically aimed at apprehending individuals associated with terrorism throughout the world. This program, known as the "Top Twenty-One Most Wanted Terrorists," will attempt to generate publicity and solicit public cooperation through the publication of posters nearly identical to those produced for the "Top Ten" program.

66F-HQ-C1190059 - 161

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_ 1 - Mr. Hooton, Room 10143 <sup>W4</sup>  
ADD Inv. \_\_\_\_\_ 1 - Mr. Garrity, Room 10143 <sup>6.1/22/01</sup>  
Asst. Dir.: \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_ 1 - [Redacted] Room 7972  
Crim. Inv. \_\_\_\_\_ 1 - [Redacted] Room 10475  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_ MAIL ROOM ☐

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Michael L. Miller  
National Archives and Records Administration

The purpose of this letter is to advise NARA that the FBI will apply the disposition authority approved for the posters of the "Top Ten" program to the posters which identify individuals associated with the "Top Twenty-One" and that two copies of each poster, when produced, would be forwarded to NARA's Still Pictures Branch.

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Any further questions concerning this matter may be directed to [redacted] FBI Archives Specialist, at [redacted]

Sincerely,

William Hooton  
Assistant Director  
Office of Records Management



# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** IMMEDIATE

**Date:** 01/22/2002

**To:** All Divisions

**Attn:** Assistant Director;  
ADIC;  
SAC;  
Legat

**From:** Office of the General Counsel  
Administrative Law Unit

**Contact:** IRD, [REDACTED]

**Approved By:** Dies Bobby E. *BD*  
Collingwood John *ACC*  
Parkinson Larry *LRP*  
Tanner Mark A. *MA*  
Hooton William *WH*

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**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059--162

**Title:** APPRAISAL OF FBIHQ AND FIELD OFFICE  
RECORDS--FBI RECORDS RETENTION PLAN

**Synopsis:** This reminds divisions of their record keeping responsibilities with regard to documents, materials, and records related to knowledge, activities, and efforts relating to terrorism and counterterrorism.

**Details:** Undoubtedly, all divisions are preserving and maintaining documents, materials, and records related to PENTBOMB in accordance with FBI records management policies and procedures. This information is not only critical to advancing the investigative effort but also will be vital for subsequent analysis and study by the FBI and other agencies and components of the Government, including Congress.

This is equally true of all documents, materials, records and other information related to the FBI's knowledge, activities, and efforts regarding terrorism and counterterrorism before, on, and after September 11, 2001. In that regard, all divisions are reminded of their responsibilities to retain and preserve such documents, materials, and records in accordance with governing law and regulation.

By law, Federal records are all documentary materials, regardless of physical form, that are made or received by an agency in connection with the transaction of public business or

①- 66F-HQ-C1190059-162

023PWK01.EC

To: All Divisions From: Office of the General Counsel  
Re: FBI Records Retention Plan

under Federal law, and preserved or appropriate for preservation as evidence of agency activities or because of the value of the information they contain. "Appropriate for preservation" means documentary materials made or received that, in the judgment of the agency, should be filed, stored, or otherwise systematically maintained by the agency because they constitute evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the material. If doubt exists on whether a particular document, record, or other piece of information constitutes a Federal record, then that doubt should be resolved in favor of keeping and preserving the record.

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Questions regarding records retention policy in general may be addressed to FBI Archivist [redacted] or FBI Records Officer William Hooten [redacted]. Questions regarding the technological aspects of record keeping may be addressed to the Information Resources Division's [redacted]. Legal issues may be addressed to the Office of the General Counsel's Administrative Law Unit [redacted].

To: All Division From: Office of the General Counsel  
Re: FBI Records Retention Plan

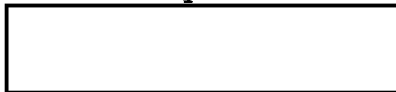
LEAD (s):

Set Lead 1: (Adm)

ALL RECEIVING OFFICES

In accordance with existing law and regulation, retain and preserve documents, materials, records and other information related to the FBI's knowledge, activities, and efforts regarding terrorism and counterterrorism before, on, and after September 11, 2001.

CC: Mr. Parkinson  
Mr. Kelley



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ALU Library/Tickler

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## National Archives and Records Administration

AUG 08 2001

8601 Adelphi Road  
College Park, Maryland  
20740-6001

NWM17.01

MEMORANDUM TO AGENCY RECORDS OFFICERS, CHIEF INFORMATION OFFICERS, AND INFORMATION RESOURCES MANAGERS: Updating NARA's mailing lists

The National Archives and Records Administration (NARA) is updating its Federal Records Officers, Information Resources Managers, and Chief Information Officers mailing lists. NARA uses these mailing lists to share information such as new guidance, records management class schedules, announcements, and similar materials. The information contained in these lists has been supplied by Federal agencies in accordance with 36 CFR 1220.40 – Liaison Offices.

NARA currently has your name on its Federal Records Officers List with the following information:

Department of Justice  
Federal Bureau of Investigation  
Room 1B327 Box 20  
935 Pennsylvania AVE NW  
Washington DC 20535-0001  
Phone:   
Fax:   
Email:

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Please review the above information and make any additions, corrections, or deletions and return it to the National Archives and Records Administration, Life Cycle Management Division, ATTN:  Room 5320, 8601 Adelphi Road, College Park, MD 20740 by August 27, 2001. Individuals are encouraged to provide their email addresses but **this** is not a requirement. NARA uses e-mail addresses to distribute information quickly and then follows up with a paper copy of all issuances.

In the future, you can make additions, changes, or updates to your information by e-mailing us at [records.mgt@nara.gov](mailto:records.mgt@nara.gov).

*ju* *Nina Frederick*  
MICHAEL MILLER  
Director  
Modern Records Program

66F-HQ-1190059-166

To: Bill Hooton, Rm 10143  
WTH

FEDERAL BUREAU OF INVESTIGATION

**Precedence:** ROUTINE

**Date:** 02/13/2002

**To:** Office of General Counsel **Attn:** IRD

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**From:** Islamabad

**Contact:** LEGAT

**Approved By:**

**Drafted By:**

**Case ID #:** 66F-HQ-C1190059 - 167

**Title:** FBI RECORDS RETENTION PLAN

**Synopsis:** Records retention plan at Legat Islamabad.

**Reference:** 66F-HQ-C1190059 Serial 162

**Details:** In referenced EC, record keeping responsibilities relating to terrorism and counterterrorism was reiterated to all Divisions and Legats.

As all receiving offices are aware, Legat Islamabad is located in a high threat area. The U.S. Embassy is now operating under a "zero burn" policy. Hard copies of some documents are maintained in the office space, however, if an emergency evacuation is necessary, all files will be destroyed in compliance with U.S. State Department policy. Therefore in all investigations, including PENTTBOMB, this office will not retain interview notes, evidence, or other documentation related to any case. All of these items have been or will routinely be forwarded to the appropriate office.

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To: Office of General Counsel From: Islamabad  
Re: 66F-HQ-C1190059, 02/13/2002

LEAD(s) :

Set Lead 1: (Adm)

ALL RECEIVING OFFICES

For information.

♦♦

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

August 15, 2001

[redacted]  
Federal Bureau of Investigation  
935 Pennsylvania Ave., NW  
Room 1B327 Box 20  
Washington, DC 20535-0001

[redacted]  
Per your phone conversation with [redacted] we are returning without action your SF 115, *Request for Records Disposition Authority*, covering Project VINNY. This appears to be an output of a larger electronic system, the National Crime Information Center (NCIC) system. We suggest that you schedule the Project VINNY records as part of a larger schedule covering the NCIC system. The schedule should include descriptions and dispositions for inputs, outputs, masterfiles, and system documentation.

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In addition, NARA offers several courses relating to scheduling of federal records, including Scheduling Records and Managing Electronic Records. Please visit NARA's web site at <http://www.nara.gov/records/rmtrain.html> for a list of course descriptions and dates for records management courses.

If you have any questions, please contact [redacted]

Sincerely,

[redacted signature box]

Enclosure

66F-HQ-1190059-169

| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>  |   | <b>LEAVE BLANK (NARA use only)</b>   |   |
|---|---|--|---|
| <b>TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b><br><b>WASHINGTON, DC 20408</b>  |   | <b>JOB NUMBER</b>  |   |
| <b>1. FROM (Agency or establishment)</b><br><b>Department of Justice</b>  |   | <b>DATE RECEIVED</b>   |   |
| <b>2. MAJOR SUBDIVISION</b><br><b>Federal Bureau of Investigation</b>   |   | <b>NOTIFICATION TO AGENCY</b>  |   |
| <b>3. MINOR SUBDIVISION</b><br><b>Criminal Justice Information Services</b>   |   | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10. |   |
| <b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <b>5. TELEPHONE</b>  |   | <b>DATE</b>  | <b>ARCHIVIST OF THE UNITED STATES</b>   |
|   |   |  |   |
| <b>6. AGENCY CERTIFICATION</b><br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, |   |  |   |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.  |   |  |   |
| <b>DATE</b><br><br><b>07/19/2001</b>  | <b>SIGNATURE OF AGENCY REPRESENTATIVE</b><br><div style="border: 1px solid black; height: 40px; width: 100%;"></div>  | <b>TITLE</b><br><br><b>Archives Specialist</b>   |   |
| <b>7. ITEM NO.</b>  | <b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>  | <b>9. GRS OR SUPERSEDED JOB CITATION</b>   | <b>10. ACTION TAKEN (NARA USE ONLY)</b> |
|   | <p>Records created to aid in the reduction of illegal exportation of stolen motor vehicles at ports throughout the United States (Project VINNY).</p> <p>Project <input type="checkbox"/> is a computer system developed by the CJIS Division to enhance the capabilities of the National Crime Information Center (NCIC) and aid in reducing the illegal exportation of stolen vehicles at ports throughout the country. <input type="checkbox"/> provides law enforcement officials located at United States (U.S.) ports, the capability to electronically submit a batch file of Vehicle Identification Numbers and have them processed overnight against the NCIC and the National Insurance Crime Bureau (NICB) database.</p> <p>Both the NCIC and the NICB databases maintain important investigative information for law enforcement officials operating at the ports. The NCIC is a nationwide, computerized information system established as a service to all criminal justice agencies; local, state, and federal. The goal of NCIC is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. Maintained within NCIC is the NCIC Vehicle File, which provides information on stolen vehicles and those vehicles used in the commission of a felony. The NICB database provides vehicle information such as; previous export records, impound records, salvage records, and rental information. The information provided by both the NCIC and the NICB database is vital to the investigator working at the port.</p> |  |   |



# REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|--|---|
|                   | <p>Since U.S. Customs regulations currently require vehicles to be presented for export a minimum of 72 hours prior to export, it is imperative that the information from these databases be provided to the investigator in a timely and efficient manner.</p> <p>In order for investigators to thoroughly examine vehicles presented for export within the 72-hour window [ ] provides overnight responses on all vehicle queries generated at the port. Once processed by [ ] responses are collated into a comprehensive, user-friendly report which identifies "hits" from the NCIC and the NICB database. Information relative to these "hits" is furnished to the Criminal Investigative Division - Interstate Theft/Government Reservation Crimes Unit. By analyzing these "hit" reports, law enforcement is able to interdict stolen vehicles before being exported from the U.S.</p> <p>1) Information relative to the "hits" furnished to the Criminal Investigative Division - Interstate Theft/Government Reservation Crimes Unit which result in a criminal investigation.</p> <p>Retain/destroy commensurate with provisions of NARA approved disposition schedule as NARA Job Number NC1-65-82-4.</p> <p>2) Negative information which has as a result of vehicle identification numbers being processed against the NCIC and the NICB databases.</p> <p>TEMPORARY - Destroy 60 days after vehicle has been presented for export through a U. S. Customs Service port.</p> |  | <p>b2<br/>b7E</p>                         |

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

August 16, 2001

NWM 16.01

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Records Management Briefing for Managers

Informing high level officials and managers about their Federal records management responsibilities can be a challenge. Individuals in these positions frequently have had no prior experience in the Federal Government and therefore have no knowledge about Federal records management laws and regulations. Many demands are made for their attention and they often have little time to focus on records management. It is critical, however, that they learn about and follow records management laws and regulations. As recent media allegations of records mismanagement in various agencies has shown, not following proper procedures can lead to problems for both the individual and the agency.

I am pleased to announce that the National Archives and Records Administration (NARA) has developed a new tool to assist you in educating high level officials in your agency about records management. The enclosed CD-ROM contains a copy of a PowerPoint slide show entitled "Everything You Need to Know About Records: A Briefing for Managers." The briefing reinforces the information contained in the recent NARA publication--*Documenting Your Public Service*--and addresses why officials need to know about and practice good records management, provides guidance for handling official files, and discusses the differences between Federal records and personal papers.

Based on feedback from records officers, we've included speaker's notes with the briefing. They underscore the points made on the slides and provide additional useful information. The notes and slides use generic language and refer to the records officer in the third person; you may want to adjust the language and references. Interspersed among the speaker notes are cues for mouse clicks to advance individual points on each slide, and ideas for customizing the briefing to make it relevant to your agency's circumstances.

The presentation, which must be viewed using Microsoft PowerPoint, is designed to last approximately 10 minutes but can be lengthened or shortened as necessary. To view the show, open the program using PowerPoint and click on either "slide show/view show" to view animations or "view/notes page" to view speaker's notes. You may want to print out the notes and slides in hard copy for your own use, or print handouts of the slides for those attending the briefing.

66F-HQ-1190059-170

Also included on the CD-ROM is *Documenting Your Public Service*, which provides more detailed information about the topics covered in the briefing. The document must be viewed using Microsoft Word.

I hope you will find NARA's newest educational tool helpful in ensuring that your agency's managers understand the important role of records in the daily operations the Federal Government.

If you have any questions, please contact [redacted] or by email at [redacted]

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MICHAEL L. MILLER  
Director  
Modern Records Programs



## Washington National Records Center

4205 Suitland Road Suitland, MD 20746-8001

September 4, 2001 -

Dear Records Officer:

We will close our FY 2001 accession register on October 1, 2001. Please submit now all SFs 135 for accessions with a Fiscal Year 2001 accession number. We suggest that you begin assigning Fiscal Year 2002 accession numbers to new SFs 135 if you are not certain that we will receive the SFs 135 by October 1, 2001. Please remember to submit the original and one copy of the SF 135.

It is also very important that your boxes are ready for shipment when you submit your SF 135. We assign a location to the accession when we approve your SF 135. Please do not change the number of boxes in the accession after we approve the accession. To use the empty spaces in the Center most effectively we match the accession to an empty space. If you add or remove boxes from the accession after we have approved the SFs 135, we must delete the original location and assign a new space.

To ensure that we can provide space for your records, as you need it, we only hold space for an accession for 90 days from the date of approval of the SF 135. If we have not received the boxes within 90 days, the space is available for other accessions.

Please remember to submit the original and one copy of the SF 135, have your records ready for shipment, and send your records into the Center within 90 days of approval.

If you have any questions, please call

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Sincerely,

JUDITH A. BARNES

Chief, Accession and Disposal Branch

66F-HQ-1190059-171

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

October 10, 2001

NWM 02.2002

MEMORANDUM TO AGENCY RECORDS OFFICERS, INFORMATION RESOURCE MANAGERS AND CHIEF INFORMATION OFFICERS: Request for comment - ANPRM on electronic text document issues.

NARA published an advance notice of proposed rulemaking in the October 10, 2001 *Federal Register* at page 51740. The document may be accessed via GPO Access or later today at [http://www.nara.gov/nara/ANPRM\\_electronic.html](http://www.nara.gov/nara/ANPRM_electronic.html). This advance notice of proposed rulemaking seeks comments from Federal agencies and the public on issues raised in a petition for rulemaking concerning the management, scheduling and preservation of text documents created in electronic form. Comments are due by January 8, 2002.

We urge you to provide comments on this advance notice of proposed rulemaking. The comments will assist NARA in determining whether a regulatory amendment should be proposed, whether some other action should be taken (e.g., issuance of guidance to Federal agencies in a NARA Bulletin), or whether no changes should be made to NARA's regulations and other issuances.

Comments must be sent to Regulation Comment Desk (NPOL), Room 4100, Policy and Communications Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. They may be faxed to  You may also comment via electronic mail to [comments@nara.gov](mailto:comments@nara.gov). Please include "Attn: 3095-AB05" and your name and return address in your email message.

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**MICHAEL L. MILLER**

Director

Modern Records Programs

Enclosure

66F-HQ-1190059-176



# Federal Register

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Wednesday,  
October 10, 2001

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## Part II

### National Archives and Records Administration

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36 CFR Part 1234

Records Management; Electronic Text  
Documents; Proposed Rule

**NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION****36 CFR Part 1234**

RIN 3095-AB05

**Records Management; Electronic Text  
Documents****AGENCY:** National Archives and Records  
Administration (NARA).**ACTION:** Advance notice of proposed  
rulemaking; request for comment.

**SUMMARY:** NARA is seeking comments from Federal agencies and the public on a petition for rulemaking we received from the Public Citizen Litigation Group (Public Citizen). The petition requested that the Archivist amend NARA rules concerning the management, scheduling and preservation of text documents created in electronic form. This advance notice of proposed rulemaking (ANPRM) seeks comments on the issues raised in the first and third proposals in the petition. The comments will assist NARA in determining whether a regulatory amendment should be proposed, whether some other action should be taken (e.g., issuance of guidance to Federal agencies in a NARA Bulletin), or whether no changes should be made to NARA's regulations and other issuances.

**DATES:** Comments are due by January 8, 2002.

**ADDRESSES:** Comments must be sent to Regulation Comments Desk (NPOL), Room 4100, Policy and Communications Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. They may be faxed to 301-713-7270. You may also comment via the Internet to [comments@nara.gov](mailto:comments@nara.gov). Please submit Internet comments within the body of your email message or

attach comments as an ASCII file avoiding the use of special characters and any form of encryption. Please also include "Attn: 3095-AB05" and your name and return address in your email message. If you do not receive a confirmation that we have received your email message, contact the Regulation Comment Desk at 301-713-7360, ext. 226.

An electronic copy of the Public Citizen petition for rulemaking is available for review at <http://www.nara.gov/nara/petition.html>. A paper copy of the petition is available by contacting the person listed in **FOR FURTHER INFORMATION CONTACT**. The exhibits submitted with the petition for rulemaking are available for review at the Textual Research Room, National Archives at College Park (Archives II), 8601 Adelphi Rd., College Park, MD 20740-6001 during hours that the research room is open (see 36 CFR 1253.2).

**FOR FURTHER INFORMATION CONTACT:** Nancy Allard at telephone number 301-713-7360, ext. 226, or fax number 301-713-7270.

**SUPPLEMENTARY INFORMATION:****Background on Petition**

Public Citizen submitted a petition for rulemaking under 5 U.S.C. 553(e) to the Archivist of the United States on October 31, 2000, requesting that the Archivist amend NARA regulations in 36 CFR Part 1234, Electronic Records Management. The petition proposed three amendments and suggested regulatory text to accomplish these amendments.

NARA responded formally in writing to the petition on January 18, 2001. That response stated NARA's intent to solicit the views of other Federal agencies and the public on two of Public Citizen's

proposals contained in the petition prior to determining further action. The NARA response declined to act on the second proposal in the petition to phase out the application of General Records Schedule 20 to agency program records. As we explained in the response to Public Citizen, we are evaluating alternatives to GRS 20 for disposition authority as part of a comprehensive review of the policies and procedures for scheduling and appraisal of records in all formats. NARA has concluded that acting on Public Citizen's second proposal now would be inconsistent with our consideration of other alternatives as part of our study.

**Description of Proposal 1**

Public Citizen's first proposal was:

1. The regulations should make explicit that recordkeeping systems that preserve electronic text documents must preserve the entire content, structure and context of the electronic original, a requirement that the Archivist's attorneys have stated is already part of GRS 20, although the text of GRS 20 contains no such language. [Bold in petition document.]

We suggest that this be accomplished by amending 36 C.F.R. § 1234.30 to establish requirements for all recordkeeping systems that maintain text documents and include, as the first of these requirements, the requirement that the recordkeeping system preserve the content, structure and context of the original text document:

The Public Citizen proposal laid out the proposed wording of § 1234.22 (incorrectly cited as § 1234.30 in the Public Citizen petition) with strike-out of text proposed for removal and highlighting of new text. For ease of reading, this document sets forth the language in the following chart, with the current § 1234.22 provided in the left column and Public Citizen's proposed wording in the right column.

## Current and proposed wording of 36 CFR 1234.22

| Current text of 36 CFR 1234.22:  | Public Citizen suggested revised language:  |
|--|---|
| <p><b>§ 1234.22 Creation and use of text documents.</b></p> <p>(a) Electronic recordkeeping systems that maintain the official file copy of text documents on electronic media shall meet the following minimum requirements:</p> <p>(1) Provide a method for all authorized users of the system to retrieve desired documents, such as an indexing or text search system;</p> <p>(2) Provide an appropriate level of security to ensure integrity of the documents;</p> <p>(3) Provide a standard interchange format when necessary to permit the exchange of documents on electronic media between agency computers using different software/operating systems and the conversion or migration of documents on electronic media from one system to another; and</p> <p>(4) Provide for the disposition of the documents including, when necessary, the requirements for transferring permanent records to NARA (see § 1228.188<sup>1</sup> of this chapter).</p> <p>(b) Before a document is created electronically on electronic recordkeeping systems that will maintain the official file copy on electronic media, each document shall be identified sufficiently to enable authorized personnel to retrieve, protect, and carry out the disposition of documents in the system. Appropriate identifying information for each document maintained on the electronic media may include: office of origin, file code, key words for retrieval, addressee (if any), signator, author, date, authorized disposition (coded or otherwise), and security classification (if applicable). Agencies shall ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.</p> | <p><b>§ 1234.22 Creation and use of text documents.</b></p> <p>(a) Recordkeeping systems that maintain the official file copy of text documents produced on electronic information systems shall meet the following minimum requirements:</p> <p>(1) Preserve the content, structure and context of the original text documents;</p> <p>(2) Provide a method for all authorized users of the system to retrieve desired documents, such as an indexing or text search system;</p> <p>(3) Provide an appropriate level of security to ensure integrity of the documents;</p> <p>(4) Provide for the disposition of the documents including, when necessary, the requirements for transferring permanent records to NARA (see subpart J<sup>2</sup> of this chapter): and</p> <p>(5) Identify each document sufficiently to enable authorized personnel to retrieve, protect, and carry out the disposition of documents in the system. Appropriate identifying information for each document maintained on the electronic media may include: office of origin, file code, key words for retrieval, addressee (if any), signator, author, date, authorized disposition (coded or otherwise), and security classification (if applicable). Agencies shall ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.</p> |

<sup>1</sup> A technical amendment to 36 CFR Part 1234 on May 16, 2001 (66 FR 27027) corrected the reference from §1228.188 to §1228.270.

<sup>2</sup> Subpart J, Transfer of Records to the National Archives of the United States, was redesignated as Subpart L in a final rule published on December 2, 1999 (64 FR 67662). We believe that Public Citizen intends to reference Subpart L, not Subpart J--Transfer, Use, and Disposition of Records in a NARA Records Center.

#### Discussion of Proposal 1

The Public Citizen proposal would expand current requirements for electronic recordkeeping systems to all recordkeeping systems and specifically

require agencies to capture the content, structure, and context of the original electronic text document in the copy filed in the recordkeeping system.

To assist NARA in evaluating this Public Citizen proposal, we invite your comments on the following points:



### 1A. Definitions

The first paragraph of Public Citizen's proposed CFR text uses the term "electronic information system." In 36 CFR 1234.2, NARA defines this term as "A system that contains and provides access to computerized Federal records and other information." In 36 CFR 1234.2, NARA defines "Text documents" as "narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format."

*Questions for comment:* 1A1. Is NARA's definition of electronic information system still adequate? Should it explicitly include (or exclude) any types of office applications or other type of software such as the network operating system? Is the definition of "text documents" sufficiently broad enough to cover documents produced by products other than word processing software, e.g. PowerPoint presentations or desktop publishing files? Should the definition of "text documents" be amended to include presentations and other specific files? Please consider the issues raised relating to both this proposal 1 and proposal 3 found later in this ANPRM.

1A2. If we determine that the section should be amended to reflect Public Citizen's proposed requirements, would coverage of the section be clearer if the term "electronic information systems" is replaced in § 1234.22 by a delineation of specific applications that may produce original electronic text documents such as office suite application packages (e.g., Office 2000, Lotus Notes), or word processing or other office automation applications not integrated with the agency email or office suite?

### 1B. Content, Structure, and Context

The Public Citizen proposal does not place any limit on the content, structure, and context information to be preserved. Indeed, in several places in the petition Public Citizen cites the need for agencies that rely on paper recordkeeping systems to preserve (e.g., print out for a paper recordkeeping copy) the entire content, structure, and context that is available in the original electronic documents generated with an office automation application. Neither the Public Citizen petition nor current NARA CFR regulations define "content", "structure", and "context" explicitly. NARA has provided definitions of the terms in its October 2000 Records Management Guidance for Agencies Implementing Electronic Signature Technologies (NARA GPEA guidance), which is available at <http://www.nara.gov/records/policy/gpea.html>, as follows:

*Content:* The information that a document is meant to convey (Society of American Archivists Glossary). Words, phrases, numbers, or symbols comprising the actual text of the record that were produced by the record creator.

*Structure:* The physical and logical format of a record and the relationships between the data elements.<sup>3</sup>

*Context:* The organizational, functional, and operational circumstances in which documents are created and/or received and used (Society of American Archivists Glossary). The placement of records within a larger records classification system providing cross-references to other related records.

To evaluate the Public Citizen proposed § 1234.22(a)(1)—"Preserve the content, structure and context of the original text documents"—we need to be sure that there is a common understanding of how those terms apply to text documents.

For text documents, NARA considers "content" to be the information contained in the record that was used to conduct agency business. For example, the content of a letter would include the text of the letter, the signature, and any other markings (annotations, date stamp received, etc.). A draft circulated for comment might show special editing features, such as highlighting, different color fonts, strike-over, or comment fields, to draw the reviewer's attention to specific points. (We note that if a text document is saved as an ASCII file, special editing features including basic italics and underline are lost.)

For text documents, NARA considers "structure" to be the ordering or relationships of the parts of a record. In narrative text, this would include the ordering of the narrative in sentences, paragraphs, sections, chapters, etc. and the designation of certain elements of content as title, author, document date, etc. In a letter, the signature is structurally related to the closing and signature block. In a table, structure would determine the arrangement of content in rows and columns.

For text documents, NARA considers "context" to be information that places the record in the business context in which the record was created, received,

<sup>3</sup> While this definition is appropriate for the types of electronic records covered in the GPEA guidance, it may not be clearly applicable to all electronic records. Textual records, such as word processing files, may not contain any defined data elements. In the discussion following these definitions of "content", "structure", and "context" we use a broader definition.

and/or used. Context may include the drafter or source of the document (if different from the signer), the user(s), the filing code marked on the document or the placement of the document in a case file. Context also may be provided by an associated record, such as a routing slip that shows the levels of review of a final document.

*Questions for comment:* 1B1. Are the definitions of "content", "structure", and "context" contained in the NARA GPEA guidance adequate for all types of records? Do you agree with NARA's understanding of the terms "content", "structure", and "context" as they apply to text documents in the Federal Government? If not, what is your understanding of the terms? Do these concepts need to be defined in NARA regulations?

1B2. What information about the content, structure, and context must be maintained as part of the record for the agency to conduct its business and for accountability purposes? Can we define the minimum metadata needed for text documents to provide adequate documentation, as we do for email messages (see 36 CFR 1234.24(a)(1)–(a)(3))? Are the minimum metadata different for permanent and temporary records? Do specific types of text documents require different minimum metadata? What relationship do you see between "content, structure, and context" and metadata requirements? Specifically addressing the Public Citizen proposed CFR wording, does compliance with the metadata and other requirements in its proposed § 1234.22(a)(5) meet the requirements for content, structure, and context in its proposed § 1234.22(a)(1)?

1B3. We request comments specifically on the need to retain with the recordkeeping copy the following types of information for text documents:

- *Hidden information:* NARA's view is that hidden information (such as comments) in text records must be preserved as part of the record when the author intends to share the information with others, e.g., notes added to explain or comment on a draft report. Is it essential or even misleading to require it when the document is viewed/printed from a system that does not indicate that there is hidden text? What types of text documents besides word processing have hidden comments/text capability, e.g., spreadsheets with formulas?
- *Document summaries:* What elements of document summary information are commonly available from all major word processing applications? What other office applications that produce text documents have a similar feature? Is the

document summary feature used in your agency and, if so, how widely? Does any agency require staff to complete the document summary routinely? Is a default normally used? How does the agency use the information if they retain the document in a non-electronic recordkeeping system?

#### 1C. Requirement for Standard Interchange Format for Electronic Recordkeeping Systems

Public Citizen proposed to strike the current paragraph (a)(3), which is applicable only to electronic recordkeeping systems. This paragraph requires agencies to provide a standard interchange format when necessary to permit the exchange of documents on electronic media between agency computers using different software/operating systems and the conversion or migration of documents on electronic media from one system to another. NARA believes the interchange requirements are needed for the survival of all but the most short-term electronic records, and critical for long-term and permanent electronic records.

*Question for comment:* If we determine that § 1234.22 should be amended to reflect Public Citizen's proposed requirements, should we retain the current paragraph (a)(3) for electronic recordkeeping systems only?

#### 1D. Alternatives to Public Citizen Proposal

*Question for comment:* Do you see any other issues that should be considered as we evaluate the Public Citizen Proposal 1?

#### Proposal 2

As noted in the Background on petition section of the **SUPPLEMENTARY INFORMATION**, NARA declined to act on the second proposal, and we are not inviting or considering comments on that proposal in this ANPRM.

#### Description of Proposal 3

Public Citizen's third proposal was:

3. The Archivist should mandate early appraisal of text documents and mandate

that agencies incorporate disposition instructions in the design of new electronic information systems. [Bold in petition document.]

The Archivist's current regulations require that electronic information systems "shall be scheduled as soon as possible but no later than one year after implementation of the system." 36 C.F.R. § 1234.32, but the regulations only require that disposition instructions be incorporated into system design for "data files." Id. § 1234.20. We urge that the following language be added to 36 C.F.R. § 1234.30 to mandate consideration of recordkeeping when systems for text documents are implemented:

(b) Before approving new electronic information systems or enhancements to existing systems that produce, use, or store text documents, the agency shall conduct an initial appraisal of the records associated with the system and incorporate disposition instructions for such records into the electronic information system's design.

#### Discussion of Proposal 3

Public Citizen states in its petition that records in electronic form have unique advantages, including wider and easier distribution, searching and indexing the records, and storage. Public Citizen further states that "electronic records carry advantages for research, even if the records have not been maintained in a system that satisfies all of the attributes of an ideal electronic recordkeeping system." Public Citizen argues that it is important to address the disposition of both text documents and data files whenever new information systems are developed.

NARA believes that the wording proposed by Public Citizen will need modification if we determine that we should incorporate the proposal in 36 CFR part 1234. NARA, not the creating agency, appraises records and approves disposition instructions. As part of an agency's planning for a new or modified system, we think that the agency should consider records management issues including retention and disposal of the records and ensuring that the records can be maintained for their entire retention period. Additionally, the proposed placement of the new paragraph (b) in § 1234.30 is not as

appropriate as placing it in § 1234.22 or in a new separate section.

To assist NARA in evaluating this Public Citizen proposal, we invite your comments on the following points:

#### 3A. Terminology Used in the Proposal

*Questions for comment:* 3A1. Does (and should) "electronic information system" as used in this proposed paragraph include word processing applications? If so, does the word processing application technically "store" the text documents produced with the software?

3.A.2. Should we distinguish systems that only produce or use electronic records from those that store them? If an agency sends all its electronic records to a records management application (RMA), NARA believes there is no need to build disposition functionality into its word processing application or into a web tool that can search and retrieve documents from the RMA. What do we do about systems used to produce electronic records that are only maintained in hard copy?

3.A.3. How should "enhancements to existing systems" be defined or qualified to indicate that new or different records are being created? NARA has a general policy that agencies must reschedule their records when an agency program is reorganized or otherwise changed in a way that results in the creation of new or different records (see 36 CFR 1228.26(a)(2)).

3.A.4. What activities does the term "produce" cover? Is there a clearer way to state these activities?

#### 3B. Alternatives to Public Citizen Proposal 3

*Question for comment:* Do you see any other issues that should be considered as we evaluate Public Citizen proposal 3?

Dated: August 21, 2001.

John W. Carlin,

Archivist of the United States.

[FR Doc. 01-24783 Filed 10-9-01; 8:45 am]

BILLING CODE 7515-01-P



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

NOV 13 2001

[redacted]  
Federal Bureau of Investigation  
J. Edgar Hoover Building  
935 Pennsylvania Ave., NW  
Washington, DC 20535-0001

Dear [redacted]

NARA's Records Center Program of the Office of Regional Records Services is pleased to announce a recent change in your customer service representative. Effective September 24, 2001, your agency's new Account Representative will be [redacted] [redacted] of experience working for NARA at the Federal Records Center in Atlanta, and he is committed to continuing an effective working relationship with the Federal Bureau of Investigation so that we can provide you and your staff with superior records services.

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If you have questions or concerns regarding your account, please feel free to contact [redacted]

[redacted] and I look forward to working with you and continuing to be your provider for records storage and services.

Sincerely,

[redacted]  
Program Manager

66F-HQ-1190059-179

# FEDERAL BUREAU OF INVESTIGATION

**Precedence:** IMMEDIATE

**Date:** 02/21/2002

**To:** Washington Field

**Attn:** ADIC Van A. Harp  
SAC Arthur R. Eberhart  
AO [REDACTED]

**From:** Information Resources  
Office of Records Management  
**Contact:** [REDACTED]

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**Approved By:** Hooton William L *WHL 2/21/02*

**Drafted By:** [REDACTED]

**Case ID #:** 66F-HQ-C1190059 - 180

**Title:** NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION (NARA); ASSESSMENT OF  
FBI RECORDS MANAGEMENT PROGRAM;  
VISIT TO WASHINGTON FIELD OFFICE (WFO)

**Synopsis:** Information pertaining to NARA visit to WFO in conjunction with joint FBI/NARA assessment of the FBI records management program.

**Details:** NARA and the FBI have agreed to work together to assess the FBI's current records management program and to recommend priorities for FBI action. This assessment will describe the current state of the records management program and environment. The resulting recommendations will be designed to assist the FBI in identifying deficiencies in the system and specify goals for improvement. A Memorandum of Understanding (MOU) has been executed between NARA and the FBI endorsing this project. The MOU was coordinated with the Office of General Counsel. This MOU requires all offices to cooperate with the NARA Targeted Assistance Team by setting aside time for interviews with office personnel and to allow the team to examine FBI records in all formats.

The NARA assessment commenced on January 23, 2002 and is expected to continued through July, 2002. The NARA representatives are presently working, on a regular basis, with employees of the Office of Records Management, Information Resources Division and the Office of Public and Congressional Affairs. In addition to WFO, the NARA representatives will be visiting at least two other field offices as well as the Criminal Justice Information Services Division, Clarksburg, West Virginia.

To: Washington Field From: Information Resources  
Re: 66F-HQ-C1190059, 02/21/2002

On 7/23/97, Archives Specialist [redacted] and the NARA Targeted Assistance Team involved in the assessment will visit WFO. The NARA representatives are:

Name:  
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POB:  
DOB:

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All of the representatives from NARA have been issued ~~TOP SECRET~~ security clearances. All information, including security clearances, may be verified through [redacted] Supervisory Personnel Security Specialist, Initial Clearance and Access Unit, Security Division, [redacted]

During the visit on 3/6/2002, [redacted] and the NARA representatives will provide a briefing to the management of WFO. Following the briefing, the NARA representatives will conduct interviews with various personnel, both agent and support, relative to records management issues within the field office. It is anticipated that the duration of each interview will be approximately 45-60 minutes. Coordination and scheduling of this briefing and the interviews should be handled by WFO

To: Washington Field From: Information Resources  
Re: 66F-HQ-C1190059, 02/21/2002

personnel. The individuals to be interviewed will include the following:

- Administrative Officer
- Supervisory Administrative Specialist - Records
- Investigative Management Analyst
- Special Agent (less than 3 years of service)
- Special Agent (more than 10 years of service)

Any questions regarding the NARA records management assessment and visit to WFO should be directed to FBI Archives Specialist

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To: Washington Field From: Information Resources  
Re: 66F-HQ-C1190059, 02/21/2002

LEAD(s):

Set Lead 1:

WASHINGTON FIELD

AT WASHINGTON, DC

Coordinate and schedule time and location for  
interviews by NARA Targeted Assistance Team.

CC: 1 - Mr. Hooton, Room 10143  
1 - Mr. Garrity, Room 10143  
1 -  Room 10475

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FEDERAL BUREAU OF INVESTIGATION  
FOIPA  
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