

# ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation.

FOIA/PA                       Litigation                       Executive Order Applied

Requester: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Computer or Case Identification Number: \_\_\_\_\_  
Title of Case: \_\_\_\_\_ Section \_\_\_\_\_  
\* File \_\_\_\_\_  
Serials Reviewed: \_\_\_\_\_  
\_\_\_\_\_  
Release Location: \*File \_\_\_\_\_ Section \_\_\_\_\_

This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquires about the FDPS to RIDS Service Request Unit [redacted] b2

File Number: 66-HQ-14244 Section 10  
Serial(s) Reviewed: all

FOIPA Requester: \_\_\_\_\_  
FOIPA Subject: National Archives  
FOIPA Computer Number: 77850

File Number: \_\_\_\_\_ Section \_\_\_\_\_  
Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_  
FOIPA Subject: \_\_\_\_\_  
FOIPA Computer Number: \_\_\_\_\_

File Number: \_\_\_\_\_ Section \_\_\_\_\_  
Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_  
FOIPA Subject: \_\_\_\_\_  
FOIPA Computer Number: \_\_\_\_\_

**THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.**

SCANNED BY DocLab (RMD)

DATE: 5-8-06

LAST SERIAL: 348

ATTENTION

DO NOT REMOVE FROM FILE

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:

- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Insp. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Off. of Cong. & Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : C. P. Monroe *am/Rux*

Date 3/23/84

From : W. M. Baker *Bluma*

Subject : INQUIRY BY SENATOR DENTON REGARDING REPORT OF NATIONAL ARCHIVES AND RECORDS SERVICE ON ARCHIVAL VALUE OF CIVIL SERVICE COMMISSION SECURITY INVESTIGATIVE CASE FILES

PURPOSE: To solicit the views of the Records Management Division on an analysis by the National Archives and Records Service of Civil Service Commission regular size investigative case files from 1928 - 1959 at the Washington National Records Center.

DETAILS: By communication dated 3/6/84, the Office of Senator Jeremiah Denton, Chairman, Subcommittee on Security and Terrorism, Senate Committee on the Judiciary, requested our views on a report by the National Archives and Records Service regarding the archival value of Civil Service Commission personnel security investigative case files. Enclosed is a letter from Robert M. Warner, Archivist of the United States, to Senator Denton, in which it is noted that destruction of these records was suspended years ago pursuant to a Judiciary Committee request. The Archivist intends to resume disposal of the records and has solicited Senator Denton's views. Some of the records in question appear to be copies of old FBI documents.

*66-19249-332*

RECOMMENDATIONS: 1. That the Records Management Division review the enclosed correspondence and furnish views to the Congressional Affairs Office so that Senator Denton's Office may be advised of the FBI's position on this issue.

23 MAY 17 1984

- 3- ENCLOSURE**
- Enclosure
- 1 - Mr. Groover - Enc.
  - 1 - Mr. Monroe - Enc.
  - 1 - Mr. Baker - Enc.
  - 3 - Mr. Moschella - Enc.
  - 1 - Mr. Huntley - Enc.
  - 1 - Mr. Rissler - Enc.

LER:imb (9)

APPROVED:

Director \_\_\_\_\_

Exec. AD-Adm. \_\_\_\_\_

Exec. AD-Inv. \_\_\_\_\_

Exec. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_

Crim. Inv. \_\_\_\_\_

Ident. \_\_\_\_\_

Inspection \_\_\_\_\_

Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. of Cong. & Public Affs. *Bluma*

Rec. Mgnt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

(CONTINUED OVER) *efh*

b6  
b7C

SA   
 Room 7840, TL#245

Memorandum from W. M. Baker to C. P. Monroe  
 RE: INQUIRY BY SENATOR DENTON REGARDING REPORT  
 OF NATIONAL ARCHIVES AND RECORDS SERVICE  
 ON ARCHIVAL VALUE OF CIVIL SERVICE COMMISSION  
 SECURITY INVESTIGATIVE CASE FILES

2. That, upon receipt of views of the  
 Records Management Division, the Congressional Affairs Office  
 prepare a letter to Senator Denton furnishing FBI views on  
 this matter.

APPROVED:	Adm. Servs. _____	Laboratory _____
	Crim. Inv. _____	Legal Coun. _____
Director _____		Off. of Cong. & Public Affs. <i>B. Monroe</i>
Exec. AD-Adm. _____	Ident. _____	Rec. Mgnt. _____
Exec. AD-Inv. _____	Inspection _____	Tech. Servs. _____
Exec. AD-LES _____	Intell. _____	Training _____

*efw.*

Memorandum from W. M. Baker to C. P. Monroe  
 RE: INQUIRY BY SENATOR DENTON REGARDING REPORT OF NATIONAL  
 ARCHIVES AND RECORDS SERVICE ON ARCHIVAL VALUE OF CIVIL  
 SERVICE COMMISSION SECURITY INVESTIGATIVE CASE FILES

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (RWS:cak 4/3/84)

The RMD has reviewed the 1/12/84, letter from the Archivist of the United States to Senator Denton and the National Archives and Records Service (NARS) report, dated August, 1983, concerning archival value of regular-sized Civil Service Commission (CSC) personnel security investigative files. A previous NARS report was submitted to Senator Denton regarding the preservation of so-called "bulky"-sized CSC personnel security investigative case files for the period 1928 - 1959. It is noted that representatives of the RMD participated in an ad hoc task force, composed of representatives of NARS, Office of Personnel Management (OPM), and the FBI, to review approximately 1,171 cubic feet of "bulky" CSC personnel security investigative case files retained at the Washington National Records Center, which resulted in a recommendation by NARS that these "bulky" CSC investigative case files be permanently retained due to their historical and archival value. Subsequent to the termination of the ad hoc task force, a report was submitted by NARS to Senator Denton on 7/30/82, reporting the recommendation of NARS regarding the retention of the "bulky" CSC investigative case files. Subsequent to the termination of the NARS/OPM/FBI task force, an evaluation was conducted by NARS of approximately 18,613 cubic feet of regular-sized CSC personnel security investigative case files also retained at the Washington National Records Center. It is noted that the FBI did not participate in any manner in this appraisal and accordingly, the RMD defers to the judgment of NARS and OPM concerning the regular-sized CSC personnel security investigative case files.

APPROVED:	Adm. Servs. _____	Laboratory _____
	Crim. Inv. _____	Legat. Coun. _____
Director _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Inspection _____	Per. Mgt. _____
Exec. AD-Inv. _____	Intell. _____	Rec. Mgmt. _____
Exec. AD-LES _____		Training _____

*[Handwritten initials]* *SB*





JAN 12 1984

Honorable Jeremiah Denton  
Chairman  
Subcommittee on Security and Terrorism  
Committee on the Judiciary  
United States Senate  
Washington, D.C. 20510

JAN 1 1984

Dear Mr. Chairman:

I am pleased to send you an additional report of the National Archives and Records Service on the archival value of Civil Service Commission (CSC) personnel security investigative case files. This report supplements an earlier study, forwarded to you on July 30, 1982, which recommended that the portion of bulky files, 1928-1959, which has been segregated by CSC from the remaining investigative case files because of their size (about 1,171 cubic feet total) be preserved by the National Archives. We had found that the bulky files contain significant documentation of the Federal civil service loyalty-security programs of the 1940s and 1950s. The remaining 18,613 cubic feet of regular-sized personnel security investigative case files, however, generally lack the types of documentation which would be useful for historical research. The enclosed report therefore concludes that the regular-sized case files should be destroyed.

Destruction of these records, and subsequent collections of personnel security investigative case files stored at the Washington National Records Center (totalling 41,059 cubic feet), was suspended several years ago, in response to the Judiciary Committee's request. We understand that the Office of Personnel Management (OPM) has reaffirmed that it has no need for files over 15 years old. Consequently, we propose to resume disposal of the records (other than the permanent portion), in accordance with approved OPM records disposition schedules, and would appreciate your concurrence.

I shall be glad to answer any questions you may have concerning our findings.

Sincerely,

ROBERT M. WARNER  
Archivist of the United States

Enclosure

cc: Donald J. Devine  
Director  
Office of Personnel Management

66-19249-332

SEARCHED

United States Senate

MEMORANDUM

6 March 1984

*Handwritten signature*

Enclosed is the report we discussed on the destruction of government files. If you would please request review by an appropriate person. Thank you for your assistance in this matter.

*Handwritten initials MB*

March Bell

JAN 1 7 1984

ANALYSIS AND APPRAISAL OF THE CIVIL SERVICE COMMISSION  
REGULAR-SIZED INVESTIGATIVE CASE FILES  
1928-1959 AT THE WASHINGTON NATIONAL RECORDS CENTER

National Archives and Records Service

August 1983

66-19249-332

CONFIDENTIAL

## EXECUTIVE SUMMARY

A National Archives task force has appraised the 18,613 cubic feet of regular-sized Civil Service Commission investigative case files, 1928-1959, in accession 146-61B200 stored at the Washington National Records Center. The task force recorded information about 1,685 cases on standard data collection sheets. After analyzing the collected data and comparing it with the findings regarding the 1,171 cubic feet of oversized investigative case files previously examined by the task force, the task force concluded that the entire series of regular-sized case files lacked sufficient unique research value to warrant accessioning by the National Archives. In the attached report, Part I explains the background of the project and the goals and methods of the task force. Part II summarizes and analyzes the collected data. Part III contains the appraisal recommendation.

## I. BACKGROUND AND METHODOLOGY

Accession 146-61 B200 at the Washington National Records Center (WNRC) consists of 19,784 cubic feet of Civil Service Commission (CSC) investigative case files, 1928-1959, relating to several kinds of investigations of civilian Federal job applicants and employees. Close to 1200 cubic feet comprise oversize cases which were filed separately from the remaining case files because of their bulk. These oversize case files have been appraised for permanent retention in the National Archives because they contain significant amounts of information about the implementation and operations of the Federal employee loyalty and security programs of the 1940s and 1950s. See "Analysis of Oversize Civil Service Commission Investigative Case Files" transmitted by the Archivist of the United States to the Chairman of the Senate Judiciary Subcommittee on Security and Terrorism on July 30, 1982. The remainder of the accession (c. 18,600 cubic feet) consists of additional CSC investigative case files, 1928-59, individually less voluminous (generally less than one inch thick) than the oversize case files. Subsequent to the appraisal of the oversize case files, NARS also undertook an examination and appraisal of these regular-sized case files or "thin files." This report describes that process and the task force's findings.

To collect pertinent information, a modified version of the data collection sheet for the oversize case files was used (copy attached at Appendix 1). The basic change in the data sheet was the reformatting of the data elements to permit elimination of the second side of the sheet. This structural change expedited the data collection. In addition, that part of the oversize data collection sheet relating to the cross-match with documents in FBI case files was eliminated because of OPM assurances that few of the regular-sized case files involved cases referred to the FBI for further investigation. The revised data sheet retained an item for noting evidence of referral of cases to the FBI (item 6c), however, to permit verification of that assertion. The task force's examination of these files bore out OPM's contention, since only 45 cases in the basic sample (3%) contained evidence of FBI referral. Using a separate sheet for each case examined, the appraisal team recorded objective data on types and dates of documents and information in the file about the type of case and the individual investigated, and judged the research potential of the file.

Data was collected on a basic sample of 1,500 cases selected by means of a random access table of numbers subsequently sequenced by a computer to expedite the examination process. Because the case files are arranged alphabetically, the list of numbers identified whole boxes of files, from each of which the appraiser pulled the third file for examination. In those instances where the third file was not present in the selected box, the following file was examined. Similarly, the following box was substituted for a missing box in some instances.

To ensure that enough data was collected on the thicker case files in the regular-sized series to permit a valid comparison with the oversized case files previously examined, the appraisal team also examined an additional 185 files thicker than one inch found in the same boxes as the basic sample. This oversampling was discontinued when the task force found that sufficient numbers of files thicker than one inch had been examined to permit comparisons with the basic sample and oversize files.

All data was then keyed into a Hewlett Packard 86A minicomputer to produce analyses of the basic sample with regard to incidence of various types of cases, various aspects of case file documentation, and the research potential of the collection as a whole (see Appendix II for totals of data keyed for basic sample). A detailed summary of the analyses of the basic sample of the regular-sized case files is found in Part II below.

## II. DATA ANALYSIS OF FILES

The CSC investigative case files which formed the basis for this study consist of records relating to applicants and Federal employees investigated by the Commission in administering the merit system (includes both the determination of the suitability and fitness of applicants, eligibles, and appointees and the investigation of violations of Civil Service laws and regulations), and in carrying out its responsibilities under such statutes as the Veterans' Preference Act of 1944 as amended and under the national security program initiated in 1947. Over 95% of the material post-dates 1940.

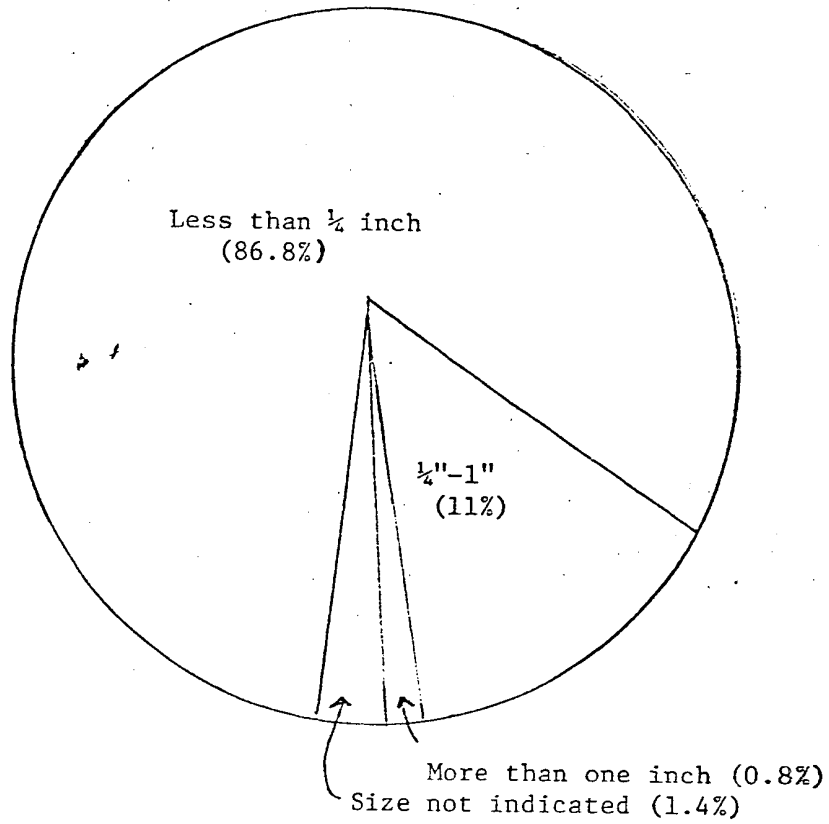
The cases, which are arranged alphabetically by name of individual, contain papers documenting the investigation from initiation or referral to the CSC to the conclusion or discontinuance of the Commission's investigation. Cases appealed to regional offices or the Central CSC Office, the CSC Board of Review and Appeals, and the Loyalty Review Board are rarely found in the thin files collection. (Less than 1% of the basic sample involved a case on appeal.) Also not included in this collection are several million files on cases which produced no derogatory information in the initial stages of investigation. (These National Agency Check and Inquiry (NACI) cases have been destroyed under NARS authorization when three months old for a number of years.)

The cases are filed for the most part in manila envelopes identified only by name and date of birth. Cases more than one inch in size generally are filed in more than one manila envelope bound with string or rubber bands. The average number of cases found in each sampled box was 92.5. By extrapolation, the entire collection of thin files (18,613 cubic feet) includes about 1.72 million files, a reasonable approximation of the two million figure provided by OPM.

The basic tally of data entered for each element on the data collection sheet produced several significant facts about the regular-sized or "thin" files, each of which contributed to the appraisal team's decision that the thin file collection as a whole possesses negligible research value. (Fully 95% of the case files were deemed to have no research potential by the appraisal team.):

- a. Over 86% of the sampled files measured less than one-fourth inch in size. (The relative ratios of each file size in the basic sample is illustrated in the chart below.)

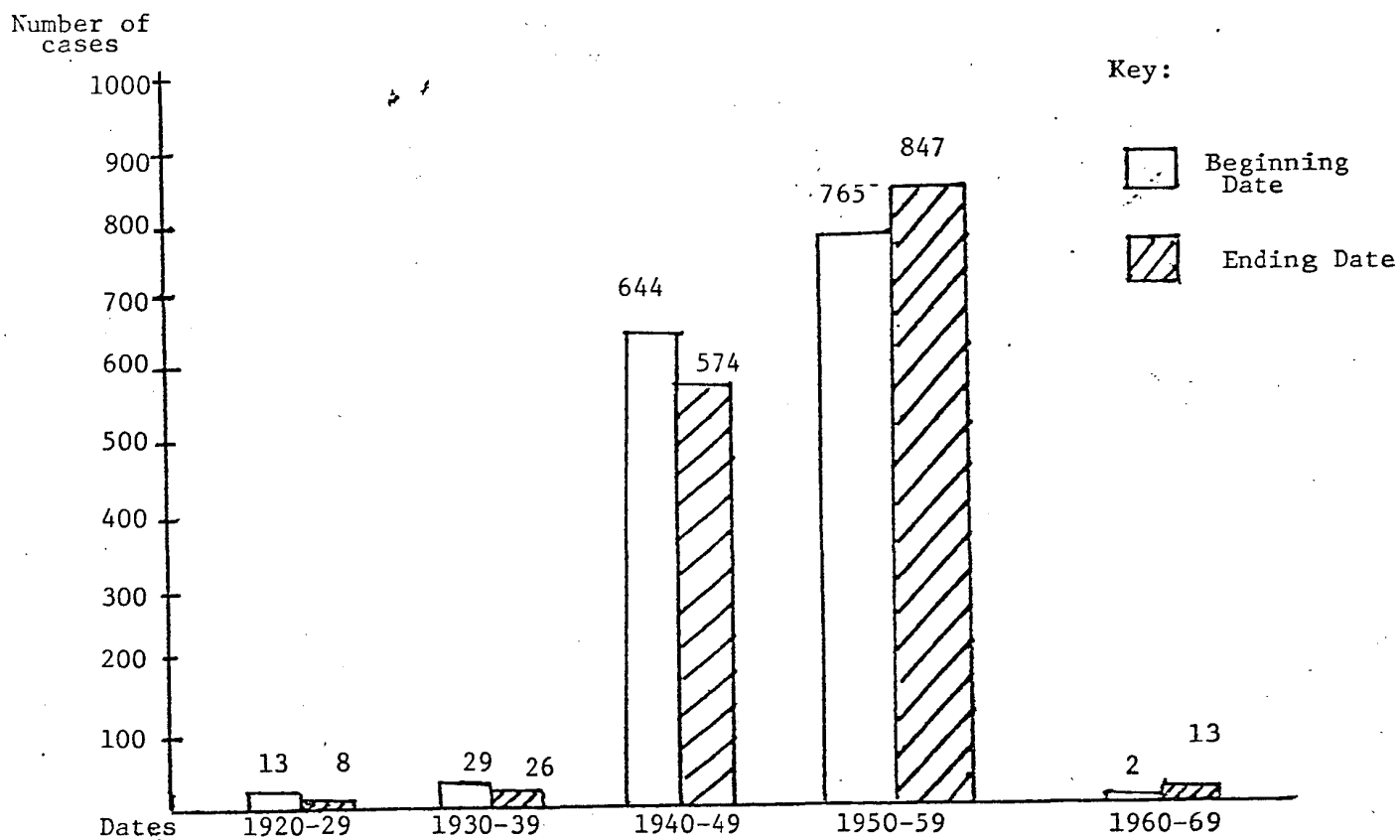
CHART I. File Sizes of OPM Thin Files Basic Sample



- b. More than 95% of the cases either began or ended between 1940 and 1950 (see Chart 2 below).

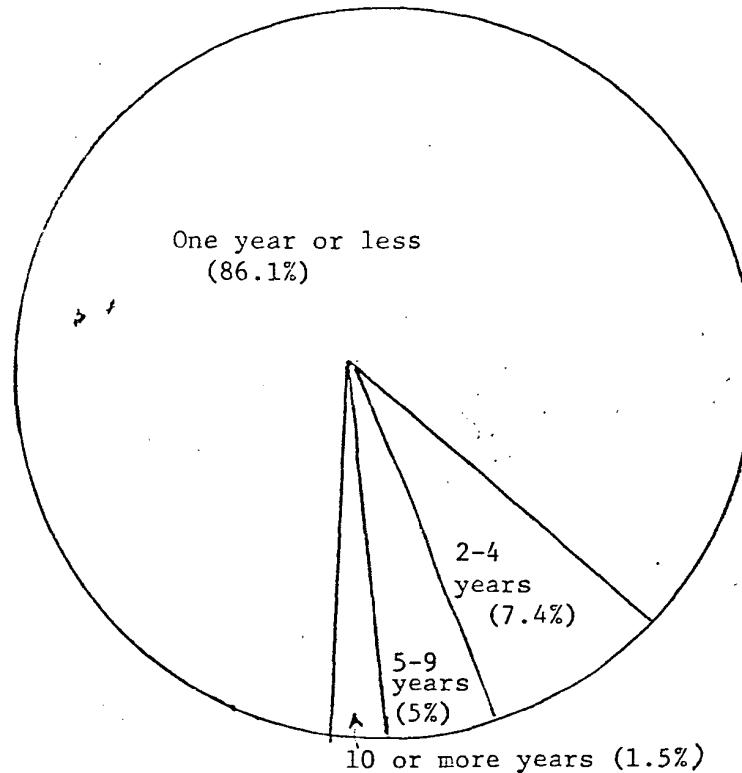


CHART 2. FREQUENCY OF BEGINNING AND ENDING DATES OF BASIC SAMPLE. 1



<sup>1</sup>Frequencies exclude c. 30 cases for which data on dates of file were not collected

- c. More than 86% of thin files were closed in one year or less (see Chart 3 below).

CHART 3. LENGTH OF INVESTIGATIONS IN BASIC SAMPLE<sup>1</sup>

<sup>1</sup>As indicated by inclusive dates of documents in case files

- d. 316 cases (or 21%) exhibited substantial duplication; that is, more than half of each of these files consisted of duplicate materials.
- e. Only one of the ten types of documents found in the permanently valuable oversize files -- applications -- was found in more than half of the thin files. Documents especially rich in research potential, such as interrogatories and hearing transcripts, occurred in less than 2% of the thin files.

- f. A negligible proportion of the files concerned prominent individuals (only 0.1% of the basic sample).
- g. More than half of the cases were initiated as loyalty/security investigations; however, only 66 (or 7%) of these loyalty cases produced loyalty-related allegations and over 65% produced no allegations.
- h. In over half of the cases, the appraisal team could not determine, from the documents in the case file, the final outcome of the investigation. This ratio was even higher for cases initiated as loyalty investigations, approaching 3/5 of all cases in this particular subset.

A summary table of all the data elements is found in Appendix II.

Comparison of the appraisal team's findings on the thin files with data on the previously appraised oversize files shows striking differences in the two collections.

- a. The thin files collection overall is more fragmentary and contains substantially less information than the oversize records. Close to 100% of the oversize files contain documented allegations; over half of the thin files do not. Results of the investigation could be determined 93% of the time in the oversize collection, but only 49% of the time in the thin files.
- b. The thin files are significantly less apt to contain those documents (CSC reports, interrogatories, analytical memos, hearing transcripts, and FBI reports) determined in the appraisal of the oversize files to be richest in research potential. While these documents were found with great frequency (between 55% and 83.7% of the time) in the oversize case files, their incidence in the thin files was less than 5% in most instances, and never more than 44% (see Table I below).
- c. A third significant difference between the oversize and thin files collections is the predominance in the thin files collection of information not related to loyalty/security issues:

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TABLE I. COMPARISON OF SELECTED DOCUMENTS IN FILE IN OPM THIN FILES  
COLLECTION AND OVERSIZE FILES COLLECTION <sup>1</sup>

Document Type	Incidence in thin files (basic sample)		Incidence in oversize files	
	No.	% of basic sample	No.	% of all oversize files
FBI Reports	228	15.2	443	83.7
CSC Reports	659	43.9	337	63.7
Interrogatories	62	4.1	327	61.8
Analytical Memos	34	2.3	291	55.0
Hearing Transcripts	21	1.4	349	66.0

<sup>1</sup>Data on oversize files are taken from "Analysis of Oversize Civil Service Commission Investigative Case Files," July 30, 1982.

- (1) The oversized collection documents cases generated under the loyalty/security programs 25% more often than the thin files collection; that is, 87% of the oversized cases were initiated as loyalty investigations, while only 62% of the thin files were. Consequently, almost half of the thin files relate to non-loyalty issues, such as criminal records, falsification of job applications, and medical and moral problems.
- (2) More than 80% of the allegations documented in the oversized collection relate to loyalty issues. Only 5% of the allegations documented in the thin files relate to loyalty issues.

A more comprehensive comparison of oversized files' and thin files' data elements is found in Table 2 below.

In sum, the salient features of the thin file collection are as follows:

- a. Although the collection includes documents dated as early as 1929, more than 9/10ths of the files post-date 1940. (Most of the earlier case files were destroyed when 30 years old pursuant to NARS Disposition Job No. II-NNA-3152, under Congressional authorization of January 18, 1960 (H.Rep. 1203, 86th Congress, 2nd Session).)
- b. Over 4/5th of the thin files are less than one-quarter inch thick.
- c. Less than half of the files contain even one of the documents determined during the appraisal of the oversized files collection to have the best research potential.
- d. Nearly 1/4th of the thin files contain substantial duplication.
- e. More than half of the thin files were initiated as part of the loyalty-security program; yet over 9/10ths of all thin files contain no loyalty allegations.
- f. More than 4/5ths of the cases closed within one year of opening.

TABLE 2. COMPARISON OF DATA ELEMENTS IN OPM THIN FILES COLLECTION  
AND OVERSIZE FILES COLLECTION

Data Element	Thin Files (Basic Sample) <sub>1</sub>		Oversize files <sub>2</sub>	
	No	% of basic sample	No.	% of all oversize files
Investigatee				
Employee	803	53.5%	-	-
Contractor	60	4%	-	-
Applicant	548	36.5%	-	-
Prominence				
Yes	2	0.1%	-	-
No	1466	97.7%	-	-
FBI Referral	45	3%	-	-
Point of Investigation				
Loyalty	925	61.7%	459	86.8%
Non-loyalty	360	24%	68	12.9%
Mixed	161	10.7%	-	-
Allegations				
Yes	612	40.8%	-	-
No	862	57.5%	10	1.9%
Type of Allegations				
Loyalty Issues (#1-8)	75	5%	443	83.7%
Nonloyalty Issues (#9-13)	547	36.5%	59	11.2%

<sup>1</sup> To simplify table instances of no data have been omitted; therefore, the sum of the parts of each data element will not always equal 1500 or the percentage 100.

<sup>2</sup> Blanks denote categories not tallied for purposes of the study. Data is taken from "Analysis of Oversize Civil Service Commission Investigative Case Files," July 30, 1982.

TABLE 2 (Continue)

Final Determination	Thin Files (Basic Sample)		Oversize Files	
	No.	% of basic sample	No.	% of all oversize files
Favorable	354	23.6%	239	45.2%
Unfavorable	196	13.1%	164	31%
Discontinue	190	12.7%	84	15.9%
Results not known	733	48.9%	34	6.4%
On appeal	14	0.9%	19	3.6%

### III. APPRAISAL RECOMMENDATIONS

The nature of the systematic sampling used in this appraisal allows us to extrapolate our findings regarding the basic sample to the thin files collection as a whole. Thus, the foregoing data analysis reveals a collection of files overwhelmingly lacking in the informational values which played an important part in the identification of the oversize files collection as permanent records. Permanent retention of all or some of the thin files on that basis is therefore unwarranted.

Similarly, retention of all or some of the thin files for evidential purposes also is not necessary, since CSC program records, and the oversize files collection as well, contain ample evidence of the activities and functions in merit, suitability, and loyalty investigations. The related CSC program records presently scheduled for permanent retention in the National Archives include eight cubic feet of administrative records of the Loyalty Review Board, 1947-53, such as minutes, transcripts of meetings, correspondence, reports, and procedural manuals, containing detailed information about policy development and the Board's oversight of agency and regional loyalty boards; over eleven cubic feet of correspondence, procedural issuances, and other records relating both to the loyalty/security programs and to the CSC investigations program in general, 1919-1962, preserved in the CSC central file system and OPM Investigations Division files; and 42 linear feet of records of the Commission on Government Security, established 1955-57 to consider the status of the loyalty program and including correspondence, investigators' questionnaires, reports of interviews, and memoranda of information collected, basic fact briefs considered by Commission Subcommittees, their recommendations to the members of the Commission and the members' opinions, minutes of Commission meetings, and a manuscript of the Commission's report.

Finally, sampling the thin file collection also is unwarranted for the following reasons:



- a. The destruction of the cleared NACI case files damages the usefulness of the thin files collection for statistical research purposes by distorting the universe of investigative case files in an unquantifiable fashion (cf. R. S. Schofield in "Sampling in historical research," Nineteenth-century society: Essays in the use of quantitative methods for the study of social data, Cambridge (1972): "... no amount of refinement in the way a sample is drawn can rescue evidence which... has become deficient through the accidents of survival."
- b. The fragmentary nature of most of the thin files damages their reliability. In combination with the standard privacy considerations, access to files would require extensive screening, resulting in administrative costs not justified by the low level of informational value in the files.

Therefore, the current appraisal of these records as nonpermanent is affirmed.

APPENDIX I.

DATA COLLECTION SHEET / OPM THIN FILES

Reviewer/Date _____  1. BOX # _____	_____ BASIC SAMPLE _____ OVER SAMPLE (>1")	_____ # FILES IN BOX _____ # FILES CHARGED OUT _____ FILES >1/4"
2. FILE SIZE (inches) _____ 0 -1/4 _____ 1/4 -1 _____ >1	3. DATES OF FILE _____  4. SUBSTANTIAL DUPLICATION _____ Yes _____ No	

5. DOCUMENTS IN FILE

_____ FBI reports	_____ HUAC Record Check
_____ CSC Reports	_____ SRAS (SFS, REF)
_____ Interrogatories	_____ Other Agency Records
_____ Analytical Memos	_____ Applications, etc.
_____ Hearing Transcripts	_____ Other

6. DATA ELEMENTS

a. \_\_\_\_\_ EMPLOYEE      \_\_\_\_\_ CONTRACTOR      \_\_\_\_\_ APPLICANT

b. \_\_\_\_\_ PROMINENT      \_\_\_\_\_ NOT PROMINENT

c. \_\_\_\_\_ FBI REFERRAL (CASE # \_\_\_\_\_)

d. \_\_\_\_\_ LOYALTY      \_\_\_\_\_ NON-LOYALTY      \_\_\_\_\_ MIXED

e. \_\_\_\_\_ ALLEGATIONS      \_\_\_\_\_ NO ALLEGATIONS

f. FINAL DETERMINATION

_____ Organization/Leader	_____ Associates	_____ Favorable Decision
_____ Organization/Member	_____ Foreign Connections	_____ Unfavorable Decision
_____ Activities/Petitions	_____ Criminal	_____ Discontinued
_____ Statements	_____ Moral	_____ Results Not Known
_____ Fifth Amendment	_____ Medical	_____ On Appeal
_____ Relatives	_____ False Statements	
	_____ Other	

7. RESEARCH POTENTIAL

\_\_\_\_\_ HIGH      \_\_\_\_\_ LOW      \_\_\_\_\_ NONE

8. COMMENTS:

66-19249-332

UNCLASSIFIED

DATA COLLECTION SHEET / OPM THIN FILE

<u>Reviewer/Date</u>	<u>1500</u> BASIC SAMPLE	<u>47833</u> # FILES IN BOX <small>Data Coll. from 58</small>
	<u>        </u> OVER SAMPLE (>1")	<u>6582</u> # FILES CHARGED OUT <small>by</small>
		<u>1127</u> FILES >1/4" (# of boxes <small>contn</small> )
1. BOX # <u>        </u>		Average 92.5 files per box

2. FILE SIZE (inches)	3. DATES OF FILE <u>        </u> ✓	<u>        </u> Beg.	<u>        </u> End
<u>13020</u> -1/4	4. SUBSTANTIAL DUPLICATION	<u>13</u>	<u>8</u>
<u>1651/4</u> -1	<u>316</u> Yes <u>1127</u> No	<u>29</u>	<u>26</u>
<u>12</u> >1 <small>21: no entry</small>	<u>57</u> : no entry	<u>664</u>	<u>574</u>
		<u>765</u>	<u>847</u>
		<u>2</u>	<u>13</u>

5. DOCUMENTS IN FILE

<u>228</u> FBI reports	<u>560</u> HUAC Record Check
<u>659</u> CSC Reports	<u>318</u> SRAS (SFS, REF)
<u>62</u> Interrogatories	<u>62</u> Other Agency Records
<u>34</u> Analytical Memos	<u>1087</u> Applications, etc.
<u>21</u> Hearing Transcripts	<u>227</u> Other

6. DATA ELEMENTS

a. <u>803</u> EMPLOYEE	<u>60</u> CONTRACTOR	<u>548</u> APPLICANT
b. <u>2</u> PROMINENT	<u>1466</u> NOT PROMINENT	<u>32</u> : no entry
c. <u>45</u> FBI REFERRAL (CASE # <u>        </u> )		
d. <u>925</u> LOYALTY	<u>360</u> NON-LOYALTY	<u>161</u> MIXED <u>54</u> : no entry
e. <u>612</u> ALLEGATIONS	<u>862</u> NO ALLEGATIONS	<u>26</u> : no entry f. FINAL DETERMINATION
<u>0</u> Organization/Leader	<u>5</u> Associates	<u>354</u> Favorable Decision
<u>21</u> Organization/Member	<u>1</u> Foreign Connections	<u>196</u> Unfavorable Decision
<u>24</u> Activities/Petitions	<u>234</u> Criminal	<u>190</u> Discontinued
<u>6</u> Statements	<u>83</u> Moral	<u>733</u> Results Not Known
<u>0</u> Fifth Amendment	<u>40</u> Medical	<u>14</u> On Appeal
<u>18</u> Relatives	<u>126</u> False Statements	
	<u>64</u> Other	

7. RESEARCH POTENTIAL

<u>2</u> HIGH	<u>62</u> LOW	<u>1432</u> NONE	<u>4</u> : no entry
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8. COMMENTS:

COMPARISON OF ASPECTS OF THIN FILES, VARIOUS SUBSETS THEREIN, AND OVERSIZE FILES<sup>1</sup>

Percentages	Basic Sample N=1500	Thin Files 1/4"-1" N=165	Thin Files >1" N=12 <sup>2</sup>	Over-Sample N=185	Oversize Files N=529
Dates of Files					
Beg. 1920s	0.9	3.6	0	4.9	-
Beg. 1930s	1.9	3.0	8.3	2.7	-
Beg. 1940s	44.3	32.1	58.3	44.3	-
Beg. 1950s	51.0	60.0	33.3	45.9	-
Beg. 1960s	0.1	0	0	0	-
End. 1920s	0.5	1.8	0	1.1	-
End. 1930s	1.7	3.6	0	3.2	-
End. 1940s	38.3	14.5	25	16.8	-
End. 1950s	56.5	77.6	75	75.1	-
End. 1960s	0.9	0	0	1.1	-
Substantial Duplication	21.1	41.8	66.7	70.3	-
Documents in File					
FBI reports	15.2	26.1	50	58.9	83.7
CSC Reports	43.9	67.3	75	64.9	63.7
Interrogatories	4.1	7.9	50	38.4	61.8
Analytical Memos	2.3	10.9	33.3	42.7	55
Hearg. Transcript	1.4	4.2	33.3	35.1	66
Investigatee					
Employee	53.5	49.7	75	60	-
Contractor	4.0	6.7	0	1.6	-
Applicant	36.5	35.2	25	33.5	-
Prominence					
Yes	0.1	0	8.3	2.2	-
No	97.7	97.6	91.7	95.1	-

<sup>1</sup>Data for oversize files taken from "Analysis of Oversize Civil Service Commission Investigative Case Files," July 30, 1982. Blanks denotes categories not tallied for purposes of 1982 study.

<sup>2</sup>Small number of subset (N=12) distorts percentages significantly.

Percentages	Basic Sample N=1500	Thin Files 1/4"-1" N=165	Thin Files >1" N=12	Over- Sample N=185	Over- File N=5
FBI Referral	3.0	10.3	33.3	48.1	-
Point of Investigation					
Loyalty	61.7	62.4	66.7	63.2	86.8
Non-loyalty	24.0	21.2	25.0	23.2	12.9
Mixed	10.7	14.5	8.3	8.1	-
Allegations					
Yes	40.8	58.8	91.7	87.0	(98.1)
No	57.5	40.6	8.3	11.9	1.9
Type of Allegations					
Loyalty Issues (#1-8)	5.0	16.3	66.7	54.0	83.7
Non-loyalty Issues (#9-13)	36.5	42.4	25.0	33.5	11.2
Final Determination					
Favorable	23.6	27.3	58.3	49.2	45.2
Unfavorable	13.1	19.4	41.7	23.8	31.0
Discontinued	12.7	12.7	0	12.4	15.9
Results not known	48.9	39.4	0	11.4	6.4
On appeal	0.9	3.6	16.7	7.6	3.6
Research Potential					
High	0.1	0	8.3	1.1	7.0
Low	4.1	16.4	41.7	50.3	77.0
None	95.5	83.6	50.0	46.5	16.0
Research Potential					
One year or less	86.1	65.5	16.7	34.1	-
2-4 years	7.4	18.8	25.0	23.2	-
5-9	5.0	12.1	25.0	24.9	-
10 or more years	1.5	3.6	33.3	17.8	-

The evident lack of research values in the basic sample, the files ¾" - 1", and the oversample (in comparison with the oversize files) revealed by the above chart support the contention that no sample of the thin files should be selected for permanent retention in the National Archives. (The small number of files greater than one inch (N=12) examined as part of the basic sample produce percentages too distorted to be of value in this analysis. Therefore, findings regarding the oversample of 185 cases greater than one inch examined by the appraisal team in conjunction with the basic sample are used.

Specific comparisons bearing on this finding follow:

- a. The characteristics of the files in each sample do not differ significantly.
  1. There are no significant differences in the dates of the files in each collection.
  2. There was no significant difference in the relative incidence of type of investigatee in the basic sample, the subset ¾"-1" or the oversample.
  3. Approximately the same percentage of each sample were nonprominent individuals.
  4. FBI referrals occurred 3% of the time in the basic sample, about 10% of the time in the subset ¾"-1", and 48% of the time in the oversample.
  5. There was no significant difference in the percentages of types of investigations in any of the subsets of the basic sample (i.e., the percentage of loyalty cases was about the same in each).
  6. The major part of the basic sample consisted of files closed in one year or less (86.1%). 65.5% of the files ¾"-1" closed in one year or less. More oversample cases lasted 2-9 years before closing.

7. Research potential of the files  $\frac{1}{4}$ "-1" was overwhelmingly "none" (83.6%), with no "highs." Only 1.1% of the oversample was designated "high" and close to 50%, "none". This contrasts sharply with the oversize files, which included 7% "highs" and only 16% "nones".
- b. Substantial duplication rather than more substantive information, characterizes the thicker "thin files".
1. There is twice the amount of substantial duplication in the subset  $\frac{1}{4}$ "-1" as in the basic sample; there is almost 3- $\frac{1}{2}$  times the amount of substantial duplication in the oversample as in the basic sample.
  2. Of those documents in file considered richest in research potential, there is no substantial difference in the subset  $\frac{1}{4}$ "-1" and the basic sample except for CSC reports, which appear about 25% more often than in the basic sample. In the oversample, these documents appear on average 48% of the time, making them, nonetheless, considerably less rich than the oversize files, wherein these documents appear on average over 66% of the time. (Less than 40% of the oversample, for example, contain hearing transcripts or interrogatories.)
- c. The files, regardless of size, are largely fragmentary.
1. Cases  $\frac{1}{4}$ "-1" were marginally more apt than the basic sample to have documented allegations. Cases in the oversample showed allegations about twice as often as the basic sample. (This circumstance, however, is not in itself sufficient justification to screen all 18,600 cubic feet of investigative case files for those thicker than one inch.)
  2. Documented allegations in the basic sample and files  $\frac{1}{4}$ "-1" were overwhelmingly related to nonloyalty issues. A little over 50% of documented allegations in the oversample relate to loyalty issues. (This is substantially less than the percentage of loyalty allegations documented in the oversize files, however.)
  3. Over 50% of the basic sample cases and cases  $\frac{1}{4}$ "-1" were discontinued or otherwise incomplete (results not known). The determination of cases in the oversample more or less paralleled the oversize files.

AIRTEL

3/30/84

Director, FBI (196-2563)

SAC, Miami (196B-795)(P)

GEORGE H. SEGALL, PRESIDENT,  
TEXTILE INDUSTRIES CORPORATION OF AMERICA  
16300 N.W. 13th AVENUE, MIAMI, FLORIDA;  
FBW; (OO: ATLANTA)

Re Miami (MM) airtels 8/29/83 and 3/21/84, captioned as above, seeking guidance concerning the disposition of documentary records in possession of the MM Office that were obtained as potential evidence in connection with captioned case. Reference is also made to Butel to All SACs, 3/7/84, captioned "Disposition of Records, National Archives and Records Service (NARS) Appraisal of FBIHQ and Field Records," which discusses the disposition of documentary evidence and related orders issued by U.S. District Judge Harold H. Greene in the civil matter American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., District of Columbia) Civil Action Number 79-1655.

ReButel provided instructions regarding the disposition of documentary evidence which has been obtained by the FBI in conjunction with criminal investigations pursuant to search warrants or grand jury subpoena and stated in part that: "if a district court which presided over the Federal grand jury which issued the subpoena, or a district court that issued and supervised the search warrant and its return, orders such materials to be destroyed or otherwise disposed of, the FBI is free to do so if such an order is entered after the district court has been informed by the Government of the existence of the American Friends Service Committee suit and the applicability of the archival statutes as contained in Title 44 U.S.C., Chapters 2101, 3101 and 3301. If after having been so informed, the district court orders the destruction or other specific disposition of the documentary material, the FBI may comply with the court order without further notification to Judge Greene in the American Friends Service Committee case."

ORIGINAL FILED IN

196-2563-9

1 - Atlanta (196B-599)

① - 66-19249

1 - Mr. Mintz (Attn: [redacted])

1 - Mr. Revell (Attn: [redacted])

1 - Mr. Montee

1 - Mr. Scherer

1 - [redacted]

TBD:jls (10)

66-19249-

b6  
b7c

DUPLICATE YELLOW

NOT RECORDED

APR 9 1984



Airtel to SAC, Miami

Re: George H. Segall, President,  
Textile Industries Corporation of America  
16300 N.W. 13th Avenue, Miami, Florida;  
FBW; (OO: Atlanta)  
196-2563

In view of above, and upon receipt of an appropriate court order, you are authorized to destroy or otherwise dispose of aforementioned documentary records. An accurate inventory, copy of the applicable court order and method of disposition is to be recorded in the case file.

Should you have any questions concerning this matter, they may be directed to FBIHQ, Attention: Records Management Division, Records Section.

NOTE: Based on MM airtels 8/29/83 and 3/21/84, requesting guidance concerning the disposition of documentary records in possession of the MM Office that were obtained in connection with captioned case.

AIRTEL

4/17/84

*JWP*

Director, FBI (66-3286 Sub B)

PERSONAL ATTENTION

All SACs

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
~~APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS~~  
BUDED: 6/29/84

ReBuairtel to all SACs, 3/8/84, captioned as above.

ReBuairtel contains guidelines for marking historical and multisection cases that must be permanently retained for eventual transfer to NARS and instructs that FBIHQ file numbers in certain instances are to be identified and furnished to FBIHQ to aid in locating and preserving the corresponding Headquarters files.

This communication addresses specific inquiries received at FBIHQ from the field as a result of reairtel. Also, this communication continues to concentrate on the retention of multisection cases (two or more consecutive volumes), employing the techniques outlined in reairtel to identify both multisection and multiserial cases and, in certain instances, advising FBIHQ of additional permanent cases. An attachment has been prepared for each field office to assist in preserving field office cases already identified through an FBIHQ review. You are requested to stamp the file covers of the historical records identified on the attachment regardless of the volume, identify and stamp additional records as outlined herein, and provide FBIHQ with the FBIHQ file number for additional historical files in certain classifications as determined through your review. Your review should be limited to additional cases only in your office. You are not required to review or include the file numbers from the attachment in your response. Also you are not required to provide with your response file numbers for files that have been destroyed.

*69*

*ORIGINAL FILED IN 66-3286-B*

*66-19249-*

Enclosure

- ① - 66-19249
- 1 - Mr. Otto
- 1 - Each Assistant Director
- 1 - Mr. Scherrer
- 1 - Mr. Hotis
- 1 - Mr. Blum

TBD/CMG:ils (146)

- 1 - Mr. J. Murray
- 1 - Mr. Dudney
- 1 - [Redacted]
- 1 - Manuals Desk

NOT RECORDED  
5 MAY 1 1984

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b7c

53 MAY 7 1984

DUPLICATE YELLOW

(See Note Page 5)

Airtel to All SACs  
RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

MULTISECTION CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION CASES (TWO OR MORE SECTIONS), STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

143  
145  
147

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION CASES (TWO OR MORE SECTIONS) AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

113  
117  
156  
157

MULTISECTION/MULTISERIAL CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION CASES (TWO OR MORE SECTIONS) AND ALL CASES WITH 15 OR MORE SERIALS, STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD FILE NUMBER(S) TO FBIHQ.

92

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION CASES (TWO OR MORE SECTIONS) AND ALL CASES WITH 11 OR MORE SERIALS AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBER.

122

MULTISERIAL CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL CASES WITH 30 OR MORE SERIALS, STAMP FOR PRESERVATION AS NOTED HEREIN. DO NOT INCLUDE COPY MATERIAL IN YOUR COUNT. REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

97

Airtel to All SACs  
RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

PRESERVATION OF ENTIRE 102 CLASSIFICATION/65 CLASSIFICATION

All Office of Origin case files in the 102 classification have been declared as permanent and should be appropriately marked to preclude destruction. Additionally, you are reminded that all records of the 65 classification are permanent and should be marked accordingly.

As previously noted, several field offices have made specific inquiries concerning the following, the knowledge of which may be beneficial to all field offices:

Question #1

Should single-volume files, closed or pending, in affected classifications which subsequently become multisection or multiseriale as described in instant communication and/or reairtel, be stamped for preservation?

Answer: Yes.

Question #2

How are files in consolidated volumes to be handled?

Answer: If one or several files in a consolidated volume are affected by aforementioned instructions, the file(s) should be removed from the consolidated volume and placed in an individual file front and back and stamped for preservation. Should all files in the consolidated volume be affected, it will suffice to stamp the cover of the consolidated volume for retention.

Question #3

How should control files be handled?

Answer: Multisection/multiseriale control files in affected classifications should be stamped for preservation.

Question #4

Which bulky exhibits should be stamped?

Airtel to All SACs  
RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

Answer: Bulky exhibits that are documentary in nature that were generated by and considered FBI records, i.e., Agents' interview notes, photographs, work papers, ledgers, journals, etc., are to be stamped for preservation.

Documentary materials, i.e., records of private enterprises, original or copies, that were contributed, seized or subpoenaed are not to be stamped, but should be returned to the rightful owner when the investigative purpose for which they were obtained has been satisfied (See Manual of Administrative Operations and Procedures, Part II, Section 2-4.4.8, page 300.03). Likewise, physical property, i.e., typewriters, adding machines, radios, televisions, firearms, etc., are not to be stamped for retention, but are to be returned to their rightful owner.

Question #5

Should ELSUR tapes which are treated as bulky exhibits be stamped for retention?

Answer: Title III (ELSUR) tapes are not to be marked for preservation for accessioning to NARS. Their disposition should follow the order of the court which authorized the Title III coverage.

Likewise, Foreign Counterintelligence tapes are not to be stamped for preservation since their disposition is controlled by the Foreign Counterintelligence Court.

Tapes created as a result of consensual monitoring should be stamped for permanent retention to be eventually accessioned to NARS inasmuch as their disposition is governed by orders issued in the American Friends Service Committee litigation.

Field offices are asked to respond to the foregoing request for corresponding FBIHQ file data by COB 6/29/84. The information should be directed to FBIHQ, Attention: Records Section, Records Management Division, Room 5636.

Airtel to All SACs

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

NOTE: Field offices are being requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in the field offices by established deadline.

*CM*

DUPLICATE YELLOW

AIRTEL

4/25/84

*MF*

Director, FBI (66-3286 Sub B)

All Legats

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

ReBuairtel and Bulet to All SACs and Legats, captioned as above, dated 6/9/83 and 7/27/83, respectively.

Referenced communications provided background data concerning the FBI's Records Disposition/Retention Plan and instructed that all files over 50 years old in the 61 classification be forwarded to FBIHQ for eventual transfer to NARS.

This communication represents further implementation of the aforementioned plan in Legat offices and provides information and instructions concerning the permanent retention of certain entire classifications as well as multiple-section/multiple-serial cases in other classifications. Multiple-section files are described as those files having two or more consecutively-numbered sections. Multiple-serial files are those with more than one serial numbered, individually and consecutively. Extra copies of a serial are not to be included in the count of a multiple-serial file.

In order to comply with this phase of the plan, all offices should obtain stamps with 1/4" lettering bearing the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," and stamp the file covers for cases that are identified as permanent. No records are to be forwarded to FBIHQ at the present time. FBIHQ personnel will review and stamp the cases which are currently stored at FBIHQ. Additional instructions will be issued upon resolution of the pending litigation.

The retention program will be ongoing; therefore, instructions will be updated on an annual basis to identify permanent records in newly-created classifications and categories.

- ① - 66-19249
  - 1 - Mr. Otto
  - 1 - EAD Investigations
  - 1 - Each Assistant Director
  - 1 - Mr. Scherrer
  - 1 - Mr. Hotis
  - 1 - Mr. Blum
- CMG:jls (52)

- 66-19249-
- NOT RECORDED
- 1 - Mr. J. Murray
  - 1 - Mr. Dudley
  - 1 - [Redacted]
  - 1 - Manuals Desk
  - 1 - Foreign Liaison

b6  
b7C

DUPLICATE YELLOW

66-3286-43  
ORIGINAL FILED IN

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 6/29/84

CASES IN THE 134 AND 212 CLASSIFICATIONS IN ALL LEGAL ATTACHE OFFICES

All cases in the 134 and 212 classifications in all Legats have been declared permanent. All file covers of cases in these classifications should be stamped to preclude destruction.

ALL CASES IN ALL CLASSIFICATIONS OF THE LEGAL ATTACHE OFFICES IN MEXICO CITY AND HONG KONG

All cases in all classifications of Legats, Mexico City and Hong Kong have been declared permanent. Legats should ensure that their records holdings are preserved by affixing the aforementioned stamp on all case files.

MULTISECTION CASES

Multisection cases have been identified as cases having two or more consecutive sections. All multisection cases should be stamped for preservation in the following classifications:

14  
39  
40  
61  
64  
109  
112  
113  
157  
175  
185  
200  
202  
205

MULTISECTION/MULTISERIAL CASES

Multisection cases (two or more sections) and/or cases with 20 or more serials should be stamped for preservation in the following classification:

199

~~YELLOW~~



Airtel to All Legats

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

Multisection cases (two or more sections) and/or cases with 18 or more serials should be stamped for preservation in the following classification:

100

MULTISERIAL CASES

Cases with 40 or more serials should be stamped for preservation in the following classification:

2

Cases with 30 or more serials should be stamped for preservation in the following classification:

97

Cases with 15 or more serials should be stamped for preservation in the following classification:

105

Cases with six or more serials should be stamped for preservation in the following classification:

65

As the result of implementing subject program in the continental field offices, several questions have surfaced, the knowledge of which may be beneficial to the Legat offices. The questions and FBIHQ answers thereto are set forth below:

Question #1

Should single-volume files, closed or pending, in affected classifications, which subsequently become multisection or multiserial as described in instant communication, be stamped for preservation?

Answer: Yes.

Question #2

How are files in consolidated volumes to be handled?

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

Answer: If one or several files in a consolidated volume are affected by aforementioned instructions, the file(s) should be removed from the consolidated volume and placed in an individual file front and back and stamped for preservation. Should all files in the consolidated volume be affected, it will suffice to stamp the cover of the consolidated volume for retention.

Question #3

How should control files be handled?

Answer: Multisection/multiserial control files in affected classifications should be stamped for preservation.

Question #4

Which bulky exhibits should be stamped?

Answer: Bulky exhibits that are documentary in nature that were generated by and considered FBI records, i.e., Agents' interview notes, photographs, work papers, ledgers, journals, etc., are to be stamped for preservation.

Documentary materials, i.e., records of private enterprises, original or copies, that were contributed, seized or subpoenaed are not to be stamped, but should be returned to the rightful owner when the investigative purpose for which they were obtained has been satisfied (See Manual of Administrative Operations and Procedures, Part II, Section 2-4.4.8, page 300.03). Likewise, physical property, i.e., typewriters, adding machines, radios, televisions, firearms, etc., are not to be stamped for retention, but are to be returned to their rightful owner.

You are requested to comply with the foregoing instructions and advise FBIHQ, Attn: Records Section, Records Management Division, Room 5657, that action has been completed by COB 6/29/84.

Airtel to All Legats

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 6/29/84

NOTE: Legat offices are being requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule by established deadline. Legats are required to preserve corresponding cases to retained FBIHQ cases in the 200, 202, and 205 classifications; however, the review of the cases of the multisection category disclosed that no corresponding Legat cases existed in those classifications. This matter has been coordinated with the Liaison Unit, Intelligence Division.

~~CONFIDENTIAL~~

- 1 - Mr. Groover
- 1 - Mr. Monroe
- 1 - Mr. Baker
- 3 - Mr. Moschella
- 1 - Mr. Huntley

Assistant Attorney General  
Office of Legislative and  
Intergovernmental Affairs

May 11, 1984  
10

Director, FBI

FEDERAL GOVERNMENT

LETTER TO SENATOR JEREMIAH DENTON, CHAIRMAN,  
SUBCOMMITTEE ON SECURITY AND TERRORISM, SENATE  
COMMITTEE ON THE JUDICIARY, TRANSMITTING RESULTS OF  
A REVIEW CONDUCTED REGARDING THE DESTRUCTION OF  
GOVERNMENT FILES

Attached is my response to the communication  
dated March 6, 1984, from the office of Senator  
Jeremiah Denton, requesting our views on a report  
by the National Archives and Records Service regarding  
the archival value of Civil Service Commission  
personnel security investigative case files.

Please review and, upon approval, forward  
to Chairman Denton.

Enclosures (2)

Hand delivered to OLTIA 5/14/84. NIA  
Date communication was sent 5/6/84

66-19249-

NOT RECORDED  
10 MAY 21 1984  
WRS  
[Signature]

23 MAY 17 1984

- Exec AD Inv. \_\_\_\_\_
- Exec AD Adm. \_\_\_\_\_
- Exec AD LES \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Insp. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Public Affs. Off. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

JDH:mrf (8)

U.S. DEPT. OF JUSTICE

SA [Redacted Box]

b6  
b7c

RECORDS MANAGEMENT  
RECEIVED

F B I  
RECEIVED-DIRECTOR

MAIL ROOM

ORIGINAL FILED IN 66-19249-977

- 1 - Mr. Groover
- 1 - Mr. Monroe
- 1 - Mr. Baker
- 3 - Mr. Moschella
- 1 - Mr. Huntley

May 11, 1984

Honorable Jeremiah Denton  
 Chairman, Subcommittee on  
 Security and Terrorism  
 Committee on the Judiciary  
 United States Senate  
 Washington, D.C. 20510

Dear Mr. Chairman:

Reference is made to the letter from the Archivist of the United States dated January 12, 1984, regarding an additional report of the National Archives and Records Service (NARS) on the archival value of Civil Service Commission (CSC) personnel security investigative case files which your office provided to the FBI for review and comments.

A previous NARS report had been submitted to you regarding the preservation of the so-called "bulky"-sized CSC personnel security investigative case files for the period 1928 through 1959. At that time, representatives of the FBI's Record Management Division participated in an ad hoc task force, composed of representatives of NARS and the Office of Personnel Management (OPM), in reviewing approximately 1,171 cubic feet of "bulky" CSC personnel security investigative case files contained at the Washington National Records Center. This review resulted in a recommendation by NARS that these "bulky" CSC investigative case files be permanently retained due to their historical and archival value. A report was subsequently submitted by NARS to you on July 30, 1982, reporting their recommendation regarding the "bulky" CSC investigative case files.

The FBI did not participate in any manner in the review of the remaining 18,613 cubic feet of regular-sized CSC personnel security investigative case files. It is these case files to which the additional report of NARS relates. This report concludes that the regular-sized case files should be destroyed, inasmuch as they generally lack the types of documentation which would be useful for historical research.

- Exec AD Inv. \_\_\_\_\_
- Exec AD Adm. \_\_\_\_\_
- Exec AD LES \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Insp. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

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 RECEIVED - SECURITY

SA [Redacted]  
 Room 7240, TL-245

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MAIL ROOM

Honorable Jeremiah Denton

Inasmuch as the FBI did not participate in any manner in the appraisal and review as contained in the additional report, we would defer to the judgment of NARS and OPM concerning the regular-sized CSC personnel security investigative case files.

If we can be of any further assistance to you in this matter, please let us know.

Sincerely yours,

William H. Webster  
Director

1 - Assistant Attorney General  
Office of Legislative and  
Intergovernmental Affairs  
Department of Justice

NOTE: This letter serves to transmit to Senator Denton's Subcommittee on Security and Terrorism results of a review conducted by RMD on the destruction of Government files as set forth in the NARS additional report. The contacts of this letter reflect the information supplied by RMD and their addendum dated 4/3/84.

APPROVED

Director *W. H. Webster*

Exec. AD-Adm. \_\_\_\_\_

Exec. AD-Inv. \_\_\_\_\_

Exec. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_

Crim. Inv. \_\_\_\_\_

Ident. \_\_\_\_\_

Inspection \_\_\_\_\_

Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. of Cong. & Public Affs. \_\_\_\_\_

Rec. Mgnt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

May 17, 1984

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries  
and Director, FBI Appraisal Task Force  
National Archives and Records Service  
Washington, D. C. 20408

FEDERAL GOVERNMENT

Dear Jim:

I am writing to apprise you of certain modifications to the FBI Records Disposition Schedule which are the result of reviews of control files and subject matter to the Hoover O&C and Nichol's file collections, and to address the matter of informant, tax, grand jury, and Title III materials which will appear in many files scheduled for transfer to the National Archives.

We have attempted to determine the Office of Origin for a number of control files which meet the multisection criteria for permanent retention and have, on occasion, detected one file number within one or several volumes of the control file which denotes the Office of Origin. The contents of the control files are of such a general nature that to associate one Office of Origin to such a miscellaneous collection would be misleading. To pursue this particular phase of determining the equivalent file would be time-consuming and of no substantial benefit to the researcher. We propose to eliminate the search for the corresponding file number for control files.

Based on your letter, dated December 23, 1983, the subject matter related to the Hoover O&C and Nichol's file collections are being searched and have presented a similar problem in that the search has produced a volume of general files as opposed to investigative files. Again, we propose to limit this phase of the exceptional category to the review of investigative cases only to determine and preserve the corresponding Office of Origin files. In both instances, the change in procedure would not affect the preservation and transfer of the Headquarters collection and only a slight modification in the field office general authorities, Part C, Item 3, is necessary.

- Exec AD Inv. \_\_\_\_\_
- Exec AD Adm. \_\_\_\_\_
- Exec AD LES 66-19249 2-<sup>SON</sup>
- Asst. Dir.: 1 - Mr. Mintz (Attn: )
- Adm. Servs. 1 - Mr. Monroe
- Crim. Inv. 1 - Mr. Scherrer
- Ident. 1 -
- Intell. 1 -
- Laboratory 1 -
- Legal Coun. 1 -
- Plan. & Insp. CMG: jgs (18) 98
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Public Affs. Off. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y - MAIL ROOM

66-19249-333

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Hand carried to Dr. O'Neill 5/17/84 emg

(See Note Page 3)

MAY 17 1984

66 JUN 25 1984

RWS/S

4 Rows  
FBI/DOJ

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries  
and Director, FBI Appraisal Task Force

The decision to withhold IRS taxpayer information, Title III material, and grand jury material was upheld by the U.S. Court of Appeals on September 30, 1983. This material is prevalent in the multisection files which will eventually be transferred to the National Archives. We propose that the relevant material be removed from file and destroyed in compliance with the legislation governing the collection and disclosure of this material and approved destruction authority. Accordingly, modifications were performed for general authorities for both Headquarters and field offices, Parts A and C, of the Disposition Schedule. Additionally, in an effort to offer protection to certain informants who have been identified in file by name, obliterated copies of the affected informant pages will be placed in file and the originals will be maintained at Headquarters. Again, this category was amended in the general authorities, Parts A and C of the Disposition Schedule, and the disposition will be determined with the informant case files.

Several minor discrepancies have been detected, in addition to the amendments to be performed to encompass the items described above. In order to incorporate the changes into the disposition schedule, I have attached the appropriate number of copies of SF 115 and SF 115a for your consideration and action, along with a draft of my affidavit for your review.

As always, I appreciate the cooperation and assistance you provide in resolving these matters.

Sincerely,

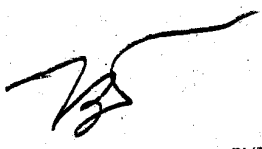
Robert W. Scherrer  
Section Chief  
Records Section  
Records Management Division

Enclosures (5)



Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries  
and Director, FBI Appraisal Task Force

NOTE: Amendments have been completed to account for grand jury, tax and tax return information, Title III, and informant materials, and to include the changes in the 1981 Disposition Schedule prepared by the FBI and NARS. Several minor discrepancies were also detected and corrected. Additionally, Dr. O'Neill is being provided with a draft of an affidavit to encompass the amendments to the Schedule. This matter has been coordinated with the Legal Counsel Division.



APPROVED:	Admin. Servs. _____	Laboratory _____
Director _____	Ident. Div. _____	Legal Coun. _____
Exec. AD-AD-1 _____	Intell. _____	Plan. & Insp. _____
Exec. AD-AD-2 _____	Rec. Mgmt. _____	Spec. Inv. _____
Exec. AD-LES _____	Training _____	_____

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

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

1. FROM (AGENCY OR ESTABLISHMENT)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert W. Scherrer**

5. TEL. EXT.

**324-4507**

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/14/84		Section Chief, Records Section, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Files and records maintained at Federal Bureau of Investigation Headquarters and field offices as the Central Records System. Amendments have been performed to ensure that records, or portions thereof, which are restricted by law from disclosure and access are likewise restricted from public disclosure in the National Archives; to protect symbol-numbered informants who are identified by name; to establish limitations for determining field office records which correspond to Headquarters records; and to correct inaccuracies and discrepancies which appear in the disposition schedule. Amended pages have been prepared for pages 8, 9, 20, 41, 70, 86, 110, 200, 233, 235, 244, 246, 254, 259, 260, 265, 271, 283, and 297.</p> <p>This is an amendment to Job No. NC1-65-83-20, approved April 18, 1983. Amended pages (19) should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.</p>		

66-19249-333  
ENCLOSURE

# INSTRUCTIONS

## General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

## Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested, or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations, and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
8 OF 30

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>j. Any organization on the Attorney General's List of Subversive Organizations.</p> <p>k. All case files on subjects of Bureau surveillance as identified by "principal" (subject or target) cards in the ELSUR Index in Headquarters.</p> <p>l. Multisection cases with 20 sections in Headquarters, or 35 sections in Offices of Origin, or 50 sections in Auxiliary Offices.</p> <p><u>PERMANENT.</u> With the exception of informant files, offer to NARS in 10 year blocks when 50 years old.</p> <p>4. Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p> <p>5. Informant and Informant-related Cases.</p> <p>No time has been established for the transfer of informant files designated for permanent retention to NARS. Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT.</u> Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p> <p>6. "Reserved" Cases.</p> <p>In most classifications, after classification 151, the Bureau has not assigned case numbers 1 through 10 to routine investigative cases.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Instead, these numbers have been reserved to allow for the creation of administrative or control files. Unless otherwise stated in Part B, the following disposition applies to "Reserved" cases:</p> <p style="text-align: center;"><u>DISPOSAL NOT AUTHORIZED.</u></p> <p>7. Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court orders which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p style="text-align: center;"><u>DESTROY</u> in accordance with an order of a Federal district court.</p> <p>8. Freedom of Information and Privacy Acts correspondence filed in substantive case files prior to establishment of 62 case file and 190 classification.</p> <p style="text-align: center;">See disposition instructions in Part B.</p> <p>9. Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC, 552a (e) (1), (5), (7)).</p> <p style="text-align: center;">Submit SF-115, Request for Records Disposition Authority, to NARS.</p> <p>10. IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the use of which is restricted by law.</p> <p style="text-align: center;"><u>DESTROY</u> when 20 years old, 30 years old, or prior to transfer to NARS, whichever is applicable.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE 81 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>CLASSIFICATION 11 - Tax (Other than Income)</p> <p>a. informant cases. <u>See Part A, Item 5.</u></p> <p>b. remaining microfilm.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p>		

## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
32.	<p>CLASSIFICATION 32 - Identification (Fingerprint Matters)</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. cases 1-10, 16171-16181, and 32343-32353.</p> <p>c. "0" files - sections 1 and 2.</p> <p>d. systematic evidential sample.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>e. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p>CLASSIFICATION 61 - Treason or Misprision of Treason</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. all remaining cases.</p> <p>c. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p>		



## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<p>CLASSIFICATION 69 - Contempt of Court</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining microfilm.</p> <p>e. cases involving leaks of Grand Jury testimony and union violations of restraining orders.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old, commensurate with general authorities contained in Part A, Item 10.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	<p>CLASSIFICATION 93 - Ascertaining Financial Ability</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. microfilm in the sample.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p> <p>e. all other case files including remaining microfilm.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

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200 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
182.	<p>CLASSIFICATION 182 - Illegal Gambling Business; Illegal Gambling Business, Obstruction; Illegal Gambling Business, Forfeiture</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining cases corresponding to Office of Origin multisection cases.</p> <p>e. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>PART C</b>			
<b>GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES</b>			
	<p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to insure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p>		
1.	<p>"00" Files.</p> <p>The character of the "00" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 30 years old or when all administrative needs have been met, whichever is later.</p>		
2.	<p>"0" Files.</p> <p>The character of the "0" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p>		
3.	<p>Exceptional Case Files.</p> <p>Office of Origin and Legat investigative case files, excluding informant and informant-related cases, corresponding to the case files designated for permanent retention in Part A, Item 3.</p> <p><u>PERMANENT.</u> Offer to NARS in 10 year blocks when 50 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court order which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC 552 a(e)(1), (5), (7)).</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARS.</p>		
10.	<p>Informant and Informant-Related Material</p> <p>Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports or other communications, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT</u>. Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p>		
11.	<p>IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the usage restricted by law.</p> <p><u>DESTROY</u> when 10, 20, or 30 years old, or prior to transfer to NARS, whichever is applicable.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(a) multisection cases. (b) cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 30 years old.		
45.	CLASSIFICATION 45 - Crime on the High Seas  See Part C.		
46.	CLASSIFICATION 46 - Fraud Against the Government; Anti-Kickback Statute, Dependent Assistance Act of 1950; False Claims, Civil; Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act, Criminal; Renegotiation Act, Civil; Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act  a. Office of Origin case files.  (1) Washington Field Office multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
47.	CLASSIFICATION 47 - Impersonation  See Part C.		
48.	CLASSIFICATION 48 - Postal Violation (Except Mail Fraud)  See Part C.		
49.	CLASSIFICATION 49 - National Bankruptcy Act  See Part C.		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	CLASSIFICATION 56 - Election Laws  See Part C.		
57.	CLASSIFICATION 57 - War Labor Dispute Act (Obsolete)  See Part C.		
58.	CLASSIFICATION 58 - Bribery; Conflict of Interest  a. Office of Origin case files.  (1) multisection cases. (2) cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
59.	CLASSIFICATION 59 - World War Adjusted Compensation Act.  See Part C.		
60.	CLASSIFICATION 60 - Anti-Trust  a. Office of Origin case files.  (1) multisection cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
61.	CLASSIFICATION 61 - Treason or Misprision of Treason  a. Office of Origin and Auxiliary Office case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77.	<p>CLASSIFICATION 77 - Applicants (Special Inquiry, Departmental and Other Government Agencies, except those handling special classifications)</p> <p>See Part C.</p>		
78.	<p>CLASSIFICATION 78 - Illegal Use of Government Transportation Requests</p> <p>See Part C.</p>		
79.	<p>CLASSIFICATION 79 - Missing Persons</p> <p>See Part C.</p>		
80.	<p>CLASSIFICATION 80 - Public Affairs Matters</p> <p>a. cases on contacts with state and local law enforcement agencies and with district and state attorneys.</p> <p>b. SAC contacts.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. interesting case summaries.</p> <p>d. cases on contacts with law enforcement authorities not listed in a above, with the media, and with local business establishments.</p> <p>See Part C.</p> <p>e. all other cases.</p> <p><u>DISPOSAL NOT AUTHORIZED.</u></p>		
81.	<p>CLASSIFICATION 81 - Gold Hoarding</p> <p>a. Butte and Portland case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		



## Request for Records Disposition Authority - Continuation

JOB NO.

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259 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
101.	<p>CLASSIFICATION 101 - Hatch Act (Obsolete)</p> <p>a. all cases in Office of Origin and Auxiliary Offices.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		
102.	<p>CLASSIFICATION 102 - Voorhis Act</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
103.	<p>CLASSIFICATION 103 - Interstate Transportation of Stolen Cattle</p> <p>See Part C.</p>		
104.	<p>CLASSIFICATION 104 - Servicemen's Dependents Allowance Act of 1942. (Obsolete)</p> <p>See Part C.</p>		
105.	<p>CLASSIFICATION 105 - Foreign Counter-intelligence Matters</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases.</p> <p>(2) cases corresponding to Headquarters multisection cases.</p> <p>(3) cases corresponding to Headquarters cases with 10 or more serials.</p> <p>(4) cases with 15 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Legat case files.</p> <p>(1) cases with 15 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
260 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
106.	CLASSIFICATION 106 - Alien Enemy Control; Escaped Prisoners of War and Internees  See Part C.		
107.	CLASSIFICATION 107 - Denaturalization Proceedings (Obsolete)  See Part C.		
108.	CLASSIFICATION 108 - Foreign Travel Control  a. Office of Origin case files.  (1) "OO" files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
109.	CLASSIFICATION 109 - Foreign Political Matters  a. Office of Origin case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.  b. Auxiliary Office case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.  c. Legat case files.  (1) multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
110.	CLASSIFICATION 110 - Foreign Economic Matters  a. Office of Origin case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>inquiry without the consent of the person or entity shall be promptly destroyed, unless it is or may become pertinent to authorized investigative activity or the person is a potential witness in a criminal prosecution. Any decision not to destroy all information about the person or entity shall be recorded with explanatory facts and circumstances in an investigative case file and shall be reviewed periodically by the SAC or designated field supervisor."</p> <p><u>DESTRUCTION NOT AUTHORIZED.</u> This matter will be resolved between the Attorney General of the United States and the Archivist of the United States.</p> <p>b. remaining cases.</p> <p>(1) systematic informational sample of 2,500 cases each in New York, Washington, Los Angeles, San Francisco, St. Louis and Chicago.</p> <p>(2) multisection cases.</p> <p>(3) cases with subfiles.</p> <p>(4) cases with nonhuman sources.</p> <p><u>PERMANENT</u></p> <p>(5) Legat case files.</p> <p><u>PERMANENT</u></p> <p>(6) all other cases.</p> <p><u>DESTROY</u> when 30 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
271 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
156.	<p>CLASSIFICATION 156 - Employee Retirement Income Security Act</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		
157.	<p>CLASSIFICATION 157 - Civil Unrest</p> <p>a. Office of Origin case files.</p> <p>(1) systematic informational sample in Jackson, New Orleans, and New York.</p> <p>(2) multisection cases.</p> <p>(3) cases in which subjects are not individuals.</p> <p>(4) cases corresponding to all cases identified for permanent retention in Headquarters.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Legat case files.</p> <p>(1) multisection case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
158.	<p>CLASSIFICATION 158 - Labor-Management Reporting and Disclosure Act of 1959 (Security Matters) (Obsolete)</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
283 01 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
205.	<p>CLASSIFICATION 205 - Foreign Corrupt Practices Act of 1977.</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Auxiliary Office case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. Legat case files.</p> <p>(1) multisection cases. (2) Correlates to retained Headquarters case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
206.	<p>CLASSIFICATION 206 - Fraud Against the Government - Department of Defense</p> <p>See Part C.</p>		
207.	<p>CLASSIFICATION 207 - Fraud Against the Government - Environmental Protection Agency</p> <p>a. Office of Origin case files.</p> <p>(1) "OO" files. (2) "O" files. (3) all cases.</p> <p><u>DISPOSAL NOT AUTHORIZED</u></p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
297 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The following is a list of schedule items from Parts B and D that provides for either a systematic evidential or systematic informational sample of cases initiated before 1978. The size of the sample is indicated after the schedule item. The size of samples of cases initiated after 1977 will be determined by a representative of the Archivist of the United States when the Bureau begins planning transfer of the sample.</p> <p>Part B - Headquarters Sample of Cases Initiated before 1978.</p> <p><u>Item - Sample Size</u></p> <p>1b - 500 2b - 115 4b - 24 5b - 20 6b - 20 7b - 1,500 8a(2) - 20 9b - 1,500 10b - 45 12b - 104 15b - 1,500 17b - 500 19b - 62 23b - 237 25b - 1,500 26b - 1,500 28b - 217 29b - 1,500 31b - 1,500 from each decade beginning with 1922 32d - 500 33b - 11 39c - 1,500 40b - 1,500 41b - 38 42b - 500 43b - 500 44b (2) - 1,500 from each decade beginning with 1978 45b - 500 46b - 1,500 47b - 500 49b - 500 51b - 5 52b - 500</p>		

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:

- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Off. Cong. & Public Affs. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

~~SECRET~~

To : Mr. Monroe *cm/Rux*

Date 6/8/84

From : R. W. Scherrer *Rux*

Subject : DESTRUCTION OF RECORDS;  
 NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memorandum is to record the results of a request of all offices to respond to FBIHQ regarding retention of historical records.

RECOMMENDATION:

None. For record purposes.

*WR*

APPROVED:

Director _____	Adm. Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-LES _____	Inspection _____	Rec. Mgnt. <i>cm/Rux</i>
	Intell. _____	Tech. Servs. _____
		Training _____

DETAILS:

By Buairtel dated 3/8/84, all SACs were requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in their respective offices. The files will be stamped and retained for eventual transfer to NARS.

All offices have responded, and the responses are filed as an enclosure to instant communication.

A copy will be retained in the Records Disposition and Archival Subunit for future reference and action.

Enclosures

- 66-19249
- 1 - Mr. Mintz (Attn: [redacted])
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]



b6  
b7C

JUN 20 1984

~~SECRET~~  
 Classified by: 6080  
 Declassify on: OADR

DM/CMG:jks (7)

54-

ENCLOSURE

ENCLOSURE IN BULKY ROOM

~~SECRET MATERIAL ENCLOSED~~

*cm/Rux*

FEDERAL GOVERNMENT

Assistant Attorney General  
for Administration  
Justice Management Division

May 23, 1984

Charles P. Monroe  
Assistant Director  
Records Management Division

~~DESTRUCTION OF FIELD FILES AND RECORDS~~

*National Archives and Records Service*

Attached herewith are the appropriate number of copies of completed SF 115 to obtain disposition authority to convert hard copy records to microform in Legal Attache offices of the Federal Bureau of Investigation.

It is requested that the forms be forwarded to the National Archives and Records Service, General Services Administration, for appropriate action.

Enclosures (4)

NOTE: Based on C. P. Monroe memorandum to Mr. Colwell, dated 10/13/83, and captioned "Legal Attache (Legat) Files and Records - Micrographics Program," approval was granted to implement a micrographics program for closed Legat files. Disposition authority is being sought from the National Archives and Records Service in order to destroy the original records upon resolution of existing moratoriums. Our disposition request is being directed through the Justice Management Division of the Department for monitoring purposes.

*P*

MAILED 13  
MAY 23 1984

- 66-19249
- 1 - Mr. Mintz (Attn: )
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 -
- 1 - Liaison Unit
- 1 -

b6  
b7C

*N-32*

DE-193

*66-19249-335*

CMG:jls (8)

APPROVED:

Adm. Servs. _____	Laboratory _____
Crim. Inv. _____	Legal Coun. _____
Director _____	Cit. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Rec. Mgr. <i>cmj/aw</i>
Exec. AD-Inv. _____	Tech. Servs. _____
Exec. AD-LES _____	Training _____

- Exec AD Inv. \_\_\_\_\_
- Exec AD Adm. \_\_\_\_\_
- Exec AD LES \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Insp. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

**ENCLOSURE**

53 OCT 10 1984

MAIL ROOM

MAY 25 1984



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

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert W. Scherrer**

5. TEL. EXT.

**324-4507**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<b>5/23/84</b>		<b>Section Chief, Records Section Records Management Division</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Closed investigative cases of Legal Attache (Legat) Offices of the Federal Bureau of Investigation (FBI) which will be converted to microform at FBI Headquarters (FBIHQ). A microform working copy will be returned to the respective Legats and a security copy will be maintained at FBIHQ. The original records will be stored at FBIHQ along with the file components, except index cards, pending resolution of moratoriums which prohibit record destruction. Files marked for permanent retention by Legats will remain in hard copy form for eventual transfer to the National Archives.</p> <p>A. Hard copy records</p> <p><u>DESTROY</u> when determination is made that the original microforms are adequate substitutes for the original records and will serve the purpose for which they were created, contingent upon restrictions on record destruction.</p>		

*66-19249-335*

## INSTRUCTIONS

### General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from-GAO.

### Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided, showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

2 of 3

7.  
ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

B. Microforms, index cards, and related file components.

DESTROY when one year old or whenever administrative needs have been met, whichever is later.

This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.



FEDERAL GOVERNMENT

*File*

*OK*  
*S*

June 8, 1984

Mr. William M. Baker, Asst. Director  
Office of Congressional and Public Affairs  
U.S. Department of Justice  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Baker:

Our thanks to you, Dr. Falb and the others who prepared the statements concerning the service of [redacted] for us. The instructions contained in your letter will be very helpful to the editors of the Marcus Garvey Papers.

b6  
b7C

Perhaps Dr. Falb told you that we placed a request with the Veterans Administration to see the pension files of the two former agents. We will let her know what information is contained in those files.

Good wishes to you and your staff.

Sincerely,

*Sara Dunlap Jackson*  
SARA DUNLAP JACKSON  
Archivist  
National Historical Publications and Records Commission

V67

RE-123

66-19249-3354

16 AUG 8 1984

OFF. USE ONLY

*John F. [unclear]*  
*[unclear]*

*DC*

46 OCT 5 1984  
*JH*

L111

FEDERAL GOVERNMENT

June 12, 1984

Dr. James P. O'Neill  
Assistant Archivist for Presidential Libraries and Director,  
FBI Appraisal Task Force  
National Archives and Records Service  
Washington, D. C. 20408

Dear Jim:

*Handwritten signature: J. O'Neill*

This will confirm receipt, on June 6, 1984, of copies of approved Job No. NC1-65-84-7 to amend Part F, pages 296 and 296a, of the disposition schedule; Section 5, page 9, of the report to the Court; and your affidavit executed on May 11, 1984. The documents were forwarded to the Federal Bureau of Investigation (FBI) by Dr. Bruce Ambacher of the FBI Appraisal Staff and related to the disposition of "set aside" records. The original copy of the Job was received from the Justice Management Division, Department of Justice, on the same date.

I appreciate your consideration and efforts and the assistance rendered by Dr. Ambacher to resolve this matter.

Sincerely,

*Handwritten initials: RW*

Robert W. Scherrer  
Section Chief  
Records Section  
Records Management Division

3 ENCLOSURE

66-19249

- 1 - Mr. Mintz (Attn: )
- 1 - Mr. Monroe
- 1 - Mr. Scherrer

- Exec AD Inv.
- Exec AD Adm.
- Exec AD LES
- Asst. Dir.:
- Adm. Servs.
- Crim. Inv.
- Ident.
- Intell.
- Laboratory
- Legal Coun.
- Plan. & Insp.
- Rec. Mgnt.
- Tech. Servs.
- Training
- Public Affs. Off.
- Telephone Rm.
- Director's Sec'y

b6  
b7c

(See Note Page 2)

V-145  
66-19249-336

JUN 14 1984

66 AUG 17 1984  
258

*Handwritten note:* note: Hand carried to NARS by an employee of RMD.  
*Handwritten initials:* RW

MAIL ROOM

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries and Director,  
FBI Appraisal Task Force

NOTE: Based on an exchange of correspondence with Dr. O'Neill, dated 11/15/83, 1/17/84, and 2/14/84, to resolve the matter of disposition of "set aside" records. By r/s dated 6/4/84, the Justice Management Division of the Department returned the approved original copy of the Job, and Dr. Ambacher forwarded copies of the Job, the amendment to the report to the Court, and Dr. O'Neill's affidavit, with my modifications. The aforementioned documents are attached for information.

APPROVED:

*BS*  
Director \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgr. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_

*cmj/Rwd*

United States District Court  
for the  
District of Columbia

American Friends Service  
Committee, et al.,  
Plaintiffs

v.

William H. Webster, et al.,  
Defendants

Civil Action No. 79-1655

District of Columbia )  
City of Washington ) ss:

Affidavit

I, JAMES E. O'NEILL, Room 104, National Archives Building, 8th and Pennsylvania Avenue, NW, Washington, DC 20408, do hereby solemnly swear:

1. I am Assistant Archivist for Presidential Libraries, National Archives and Records Service, Director of the FBI Appraisal Project, and designated liaison official in the instant case.

2. Initial planning for processing and transferring FBI case files to NARS under NCI-65-82-4, the SF-115 pending before this Court, and other routine work by the Bureau, has revealed an unconsidered issue concerning the establishment of the systematic samples for those classifications in which an evidential or an informational sample is called for. Case Files containing materials sealed or "set aside" from public examination under terms of the Federal Youth Corrections Act, the Federal Juvenile Delinquency Act or Federal District Court orders, might be selected as part of a systematic sample. Transfer of these case files negates the intention of the Acts and of the Court orders. Furthermore, the records cannot be accessed, except for bona fide law enforcement investigative purposes.

66-19249-336  
ENCLOSURE

3. It is the intention of the FBI and NARS to modify the selection criteria for systematic samples to permit the FBI to substitute other case files for any selected case file containing such restricted materials. Any multi-section case file selected as part of a sample that contained such materials would be submitted to NARS with the exception of the "set aside" material to determine the proper disposition of the case file. The modified criteria are contained in the attached SF-115 which has been approved by the Archivist of the United States.

James E. O'Neill  
JAMES E. O'NEILL  
Assistant Archivist  
for Presidential Libraries

May 11, 1984  
Date

Sworn to before me this 11<sup>th</sup> day of May, 1984, in the District of Columbia.

Francis J. Heppner  
Notary Public

My Commission Expires August 31, 1984



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

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert W. Scherrer**

5. TEL. EXT.

**324-4507**

<b>LEAVE BLANK</b>	
JOB NO.	<b>NCL-65-84-7</b>
DATE RECEIVED	<b>4-24-84</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Apr 8 84</i> <small>Date</small>	<i>Robert W. Scherrer</i> <small>Archivist of the United States</small>

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/14/84	<i>Robert W. Scherrer</i>	Section Chief, Records Section Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Files and records maintained at Federal Bureau of Investigation Headquarters and field offices. An amendment has been performed to establish guidelines for restricted nonpublic or "set aside" investigative cases which are proposed for transfer to the National Archives as determined through the various selective criteria. Amended pages have been completed for subpart 5.6r, Page 9, of the report to the Court and for Pages 296 and 296a of the disposition schedule.</p> <p>(This is an amendment to Job No. NCL-65-82-4, approved November 9, 1981; Job No. NCL-65-82-5, approved December 30, 1981; Job No. NCL-65-82-24, approved July 22, 1982; and Job No. NCL-65-83-20, approved April 18, 1983. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)</p>		

*66-1117-336*

**ENCLOSURE**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>PART F</u> IMPLEMENTATION OF SYSTEMATIC SAMPLES</p> <p>A sample of cases consists of a relatively small number of records selected from a larger number in such a way that accurate generalizations about the larger collection of cases can be derived from the characteristics of the sampled cases. This records disposition schedule provides for systematic samples, based on a specified numerical ratio and involve a sample size, a sampling ratio, and a random begin point. For example, class X has 11,595 cases and the sample size is 2,500. The sample ratio is obtained by dividing the sample size (2500) into the total number of cases (11,595) and equals 4.6. The random begin point always lies between 1 and the sampling ratio. A table of random numbers will be consulted to determine this random begin point. If the begin point is 3, then the first case file to be selected is 3 and every fifth case file would be selected until a total of 2500 cases are identified. The random number start should be changed each time after 20 percent of the sample has been selected. Any random number between the begin point and the sampling ratio can be selected.</p> <p>If a case file selected in a systematic sample is missing or is a single section case file containing material sealed or "set-aside" under the Federal Youth Corrections Act, the Federal Juvenile Delinquency Act or a Federal District Court "set-aside" order, a substitute case file will be selected. When the case file number is odd, the next extant case file will be substituted; when the case file number is even, the last previous extant case file will be substituted. The FBI will consult with NARS regarding the disposition of any multisection case or exceptional case in a systematic sample which contains such "set-aside" materials.</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

296a of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This disposition schedule provides for two types of systematic samples. Evidential samples are taken to document various policies, procedures, and investigative techniques adopted by the Bureau. Informational samples are taken to capture data on significant individuals, organizations, events or other topics which will be of interest to future researchers.</p> <p>When preparing permanent records for transfer to the National Archives, the FBI will identify and segregate the sampled cases first. Any additional permanent records, such as multisection cases, will be separated only after the sample has been taken. Thus any multisection cases selected as part of the sample will remain a physical part of the sampled records.</p>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER

NCT-65-84-7

**SECTION I - ACTION TAKEN**

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 have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Henry J. W...</i>	4-25-84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond Bradley</i>	4/26/84
CONCURRENCES	DIRECTOR, CIVIL ARCHIVES DIVISION	<i>Daniel T. Hoag</i>	5-1-84
	ASSISTANT ARCHIVIST FOR PRESIDENTIAL LIBRARIES		5/3/84
	Asst. Archivist for the Nat'l Archive		5/7/84

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**SECTION III - APPRAISER'S COMMENTS**

This job provides disposition instructions for "set aside" case files. "Set aside" case files are files sealed by legislation or court order to allow certain classes of offenders, such as juveniles or persons convicted of a first offense, to cleanse their criminal record. Such files, which relate to minor criminal offenses, do not have historical value, and in the event that such a file appears among sample files mathematically selected for retention, the instructions provide a means for disposing of the "set aside" file and substituting another file in the sample.

# ROUTING AND TRANSMITTAL SLIP

Date

6/4

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1.

*Carroll*

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

RM 41 (Rev. 7-76)

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

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

**1. FROM (AGENCY OR ESTABLISHMENT)**  
Department of Justice

**2. MAJOR SUBDIVISION**  
Federal Bureau of Investigation

**3. MINOR SUBDIVISION**  
Records Management Division

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

**5. TEL. EXT.**  
324-4507

LEAVE BLANK	
JOB NO <b>NC1-65-84-7</b>	
DATE RECEIVED <b>4-24-84</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>[Signature]</i> <small>File 1</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

**6. CERTIFICATE OF AGENCY REPRESENTATIVE.**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.**
- B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
2/14/84	<i>Robert W. Scherrer</i>	Section Chief, Records Section Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Files and records maintained at Federal Bureau of Investigation Headquarters and field offices. An amendment has been performed to establish guidelines for restricted nonpublic or "set aside" investigative cases which are proposed for transfer to the National Archives as determined through the various selective criteria. Amended pages have been completed for subpart 5.6r, Page 9, of the report to the Court and for Pages 296 and 296a of the disposition schedule.  (This is an amendment to Job No. NC1-65-82-4, approved November 9, 1981; Job No. NC1-65-82-5, approved December 30, 1981; Job No. NC1-65-82-24, approved July 22, 1982; and Job No. NC1-65-83-20, approved April 18, 1983. Amended pages should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.)		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
296 of 301

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><b><u>PART F</u></b> <b>IMPLEMENTATION OF SYSTEMATIC SAMPLES</b></p> <p>A sample of cases consists of a relatively small number of records selected from a larger number in such a way that accurate generalizations about the larger collection of cases can be derived from the characteristics of the sampled cases. This records disposition schedule provides for systematic samples, based on a specified numerical ratio and involve a sample size, a sampling ratio, and a random begin point. For example, class X has 11,595 cases and the sample size is 2,500. The sample ratio is obtained by dividing the sample size (2500) into the total number of cases (11,595) and equals 4.6. The random begin point always lies between 1 and the sampling ratio. A table of random numbers will be consulted to determine this random begin point. If the begin point is 3, then the first case file to be selected is 3 and every fifth case file would be selected until a total of 2500 cases are identified. The random number start should be changed each time after 20 percent of the sample has been selected. Any random number between the begin point and the sampling ratio can be selected.</p> <p>If a case file selected in a systematic sample is missing or is a single section case file containing material sealed or "set-aside" under the Federal Youth Corrections Act, the Federal Juvenile Delinquency Act or a Federal District Court "set-aside" order, a substitute case file will be selected. When the case file number is odd, the next extant case file will be substituted; when the case file number is even, the last previous extant case file will be substituted. The FBI will consult with NARS regarding the disposition of any multisection case or exceptional case in a systematic sample which contains such "set-aside" materials.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Service  
Administration  
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

296a of 30

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This disposition schedule provides for two types of systematic samples. Evidential samples are taken to document various policies, procedures, and investigative techniques adopted by the Bureau. Informational samples are taken to capture data on significant individuals, organizations, events or other topics which will be of interest to future researchers.</p> <p>When preparing permanent records for transfer to the National Archives, the FBI will identify and segregate the sampled cases first. Any additional permanent records, such as multisection cases, will be separated only after the sample has been taken. Thus any multisection cases selected as part of the sample will remain a physical part of the sampled records.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

**STANDARD FORM 115-A**  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4



involves electronic surveillance.

documents investigation of an organization on the Attorney General's  
List of Subversive Organizations.

Bureau File Number \_\_\_\_\_  
Class Case

Form Completed by \_\_\_\_\_

5.6p. Monitoring the Schedule. Both the FBI and NARS should monitor the implementation of this schedule to assure that records are being properly identified for disposition. Such monitoring is prescribed in 44 USC 2905, 2906; 44 USC 3102; and Federal Property Management Regulations 101-11.103-2 and 101-11.103-3. NARS intends to begin their monitoring no later than two years from the acceptance and approval of this schedule. Subsequent monitoring will occur periodically thereafter.

5.6q. Specific Disposition Instructions by Classification. The following disposition instructions for each Classification are designed to be sufficiently flexible to accommodate the following concerns:

--Investigative classifications that the FBI no longer uses and where no class files will be added. Practically speaking, they are closed classifications.

--Investigative classifications opened since 1977 where there may be insufficient information on which to base disposition instructions. The year 1978 is crucial since a major change in reporting requirements for Field Offices occurred in this year.

--Investigative classifications opened before 1978 where there is ample evidence to support projected trends on which to develop disposition instructions.

5.6r. "Set Aside" Cases. Cases files which contain materials sealed under the Federal Youth Corrections Act and Federal Juvenile Delinquency Act or by court order may be destroyed in accordance with the classification disposition instructions and the terms of the legislation or "set-aside" order. A substitute case file will be selected for any such single section case file which would be part of an evidential sample or an informational sample. Any multi-section case file with such materials must be reviewed by NARS to determine the impact of expungement of these materials on the research potential of specific case files and to recommend a specific course of action. The "set aside" material will not be made available to NARS for review.

FEDERAL GOVERNMENT

June 13, 1984

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries and Director,  
FBI Appraisal Task Force  
~~National Archives and Records Service~~  
Washington, D. C. 20408

Dear Jim:

I am writing to determine if the National Archives and Records Service would consent to the destruction of some 6,000 phonorecords. The phonorecords were voluntarily furnished to the Federal Bureau of Investigation (FBI) by various manufacturers to compare the authentic phonorecord against counterfeit and pirated phonorecords which were seized during the course of FBI investigations. The collection has been maintained as the "Sound Recording Reference File" since 1976, has not been actively used in an investigation or trial for the past 2 1/2 years, and consists of 6,000 8-track tapes. The manufacturers have been contacted and have designated a Special Agent of the FBI as their Agent for disposition.

I have attached the appropriate number of copies of SF 115 to document our request.

If I can be of further assistance in this matter, please do not hesitate to contact me.

Sincerely,

*Rus*

Robert W. Scherrer  
Section Chief  
Records Section  
Records Management Division

UNRECORDED COPY FILED IN 98-2199

ENCLOSURE

66-19249-337

JUN 14 1984

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- Exec AD Inv. \_\_\_\_\_
- Exec AD Adm. \_\_\_\_\_
- Exec AD LES \_\_\_\_\_
- Asst. Dir.: 66-19249
- Adm. Servs. 1 - 28-2199
- Crim. Inv. 1 -
- Ident. 1 - Mr. Boyd (Attn: [redacted])
- Intell. 1 - Mr. Mintz (Attn: [redacted])
- Laboratory 1 - Mr. Monroe
- Legal Coun. 1 -
- Plan. & Insp. 1 - Mr. Scherrer
- Rec. Mgnt. 1 - [redacted]
- Tech. Servs. 1 -
- Training 1 -
- Public Affs. [redacted] JIS (10)
- Telephone Rm. [redacted]
- Director's Sec'y [redacted] MAIL ROOM

note: Hand carried to NARS by an RMD employee Rus (See Note Page 2)

Dr. James E. O'Neill  
Assistant Archivist for Presidential Libraries and Director,  
FBI Appraisal Task Force

NOTE: Based on R. W. Witzel memorandum to Mr. Boyd, dated 9/9/83, captioned "Sound Recording Reference File (SRRF)," which recommended procedures for disposal of SRRF. Addendum of the Records Management Division, 9/15/83, concluded that the phonorecords were disposable as nonrecord material; however, the appropriate number of copies of completed SF 115 are being furnished to Dr. O'Neill for approval. This matter has been coordinated with the Signal Analysis Unit, Engineering Section, Technical Services Division, and the Information and Privacy Acts Litigation Unit, Legal Counsel Division.

APPROVED:

735

Director _____	Adm. Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-LES _____	Inspection _____	Rec. Mgr. _____
	Intell. _____	Tech. Servs. _____
		Training _____

*Empaux*

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

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Records Management Division**

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

5. TEL. EXT.  
**324-4507**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>6/12/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <b>Section Chief, Records Section Records Management Division</b>
---------------------------	----------------------------------------------------------------------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>"Sound Recording Reference File"</b></p> <p>The SRRF is a collection of phonorecords maintained at Federal Bureau of Investigation (FBI) Headquarters which was established in 1976 and voluntarily provided by various manufacturers. The collection was used for comparison with counterfeit and pirated phonorecords which were seized during the course of investigations by the FBI. The collection consists of approximately 5,000 8-track tapes. The FBI did not contribute to the contents as the file has been maintained in an inactive status for over two years. The FBI's need for the file has expired, and future demands will be satisfied by securing authentic phono records on an ad hoc basis.</p> <p><u>DESTROY</u> when obsolete or superseded.</p>		

66-19249-151

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:

- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Insp. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Off. of Cong. & Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. Baker

Date 6/15/84

From : D. L. Divan

*NAKS*

Subject : J. EDGAR HOOVER MEMORABILIA  
CUSTODY AND RETENTION

PURPOSE: To advise which items of J. Edgar Hoover memorabilia should be retained in Bureau custody.

BACKGROUND: July 27, 1982, Legal Counsel determined that Hoover memorabilia then in Printing and Space Management Section, ASD, custody may be considered FBI property. The previous month, the National Archives (NARS) had declared that only three categories of items were Federal records and these were all of permanent value: press clippings, congratulatory letters, and photographs. These items were transferred to NARS April 5, 1983 and the remaining artifacts were transferred to OCPA. Dr. Susan R. Falb, FBI Historian, examined the remaining items, those stored at the FBI Academy, and other Hoover memorabilia in private hands (The Freedoms Foundation). She advised SA [redacted] of her findings in enclosed memo. I concur with [redacted] to support her suggestions. Therefore, I recommend that the FBI retain four items now in OCPA custody, and all items at the FBI Academy. I also recommend that the FBI borrow items in nine boxes at the Freedoms Foundation as needed.

*66-1855-A-15581-9*

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RECOMMENDATIONS: 1) That the FBI retain or seek custody of listed items of historic and/or exhibition value to the Bureau.

*V-81 DE-245-6-19249-55*

**APPROVED:**

Director _____	Adm. Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-LES _____	Inspection _____	Rec. Mgnt. _____
	Intell. _____	Tech. Servs. _____
		Training _____

JUN 28 1984

Enclosures (5)

- 1 - Mr. Baker - Enclosures (5)
- 1 - Mr. McKenzie - Enclosures (5)
- 1 - Mr. Mintz - Enclosures (5)
- 1 - Mr. Groover - Enclosures (5)
- 1 - Mr. Divan - Enclosures (5)
- 1 - Mr. Maynard - Enclosures (5)
- 1 - Mr. Scherrer - Enclosures (5)

*Scherer REC. MGT.*

SRF:dkp (9)  
13 AUG 27 1984

JUL 19 1984

(CONTINUED-OVER)

Memorandum to Mr. Baker from D. L. Divan, 6/15/84  
Re: J. EDGAR HOOVER MEMORABILIA  
CUSTODY AND RETENTION

- 2) That the FBI offer other listed items to specific repositories or organizations.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. *WJ*  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. *amp*  
Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

- 3) That the FBI dispose of remaining items in an appropriate fashion.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. *WJ*  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. *amp*  
Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

TO:  
FROM:



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6/7/84


RE: J. EDGAR HOOVER MEMORABILIA  
CUSTODY AND RETENTION

After the death of former Director J. Edgar Hoover, May 2, 1972, his office was cleared by his secretary Miss Helen W. Gandy. Memorabilia that Miss Gandy considered the personal property of Mr. Hoover was removed to his house and was included in his estate. These items currently are in the physical custody of the J. Edgar Hoover Library at the Freedoms Foundation, Valley Forge, Pennsylvania.

Those items which Miss Gandy deemed to belong to the FBI were retained and stored in the custody of the Printing and Space Management Section, ASD, until legal ownership was determined. In a memorandum to AD, ASD, July 27, 1982 (attached), Legal Counsel reviewed the deliberations concerning ownership concluding "that the Hoover memorabilia may now be considered property of the FBI and...the Bureau may dispose of it as it desires."

Prior to June 21, 1982, two archivists from the National Archives and Records Service (NARS) examined the items retained in Bureau custody. They determined that only three categories of items could be considered records of the FBI as defined in 44 U.S.C. 3301. All three categories were considered of permanent value in a records schedule (Job No. NCI-65-82-25) signed by Robert W. Scherrer, Section Chief, Records Systems Section, RMD, for the FBI, July 12, 1982, and by Robert W. Warner, Archivist of the United States, August 24, 1982. These items--press clippings, congratulatory letters, and photographs--were transferred to NARS April 5, 1983. All remaining items were transferred to the custody and control of OCPA where they are located today. (See AD, ASD to AD, OCPA memoranda, October 6, 1982, and December 8, 1982, attached.)

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On March 13, 1984,  Tour Unit, and I examined items that, from the inventory, appeared to have historic or exhibit interest for the FBI. Based on my experience as historian and archivist, I distinguished those items which had primary significance for Mr. Hoover, rather than the FBI, for example honorary degrees. In my opinion, only those items of significance for the Bureau should be retained.

Of the items examined, the following should in my opinion be retained by OCPA for historic or exhibit purposes:

1. Item 00404821. Plaque signed by President Lyndon B. Johnson commemorating the Executive Order permitting the former Director to serve past the retirement age of 70.

Enclosures (4)

66-19249-338  
~~ENCLOSURE~~

2. Item 00404824. A flag used to drape Mr. Hoover's casket.
3. Item 00404825. A three-dimensional model of Mr. Hoover's Vermont Street office.
4. Item 00544810. A book of original Dennis the Menace cartoons depicting an FBI tour.

One item, the first 48-star flag to be flown over the Capitol (Item 0054493), has intrinsic value for the U.S. Senate because it flew over the Senate Chamber. Jim Ketcham, Curator of the U.S. Senate, is completing the paperwork to transfer it to his custody (per telephone conversations between the Historian and Mr. Ketcham, and the Historian and the Tour Unit, April, 1984).

On April 2, 1984, after telephonic consultation, I sent a copy of the inventory of memorabilia in FBI custody to Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries, NARS. He replied May 1, 1984 and suggested that local historical societies would be more appropriate than Presidential libraries for items of this nature. With the informal concurrence of SA [redacted] of the Tour Unit, I suggest that the number of probable positive responses will not be worth the work required to determine the appropriate repositories.

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Because of their significance as J. Edgar Hoover memorabilia, these artifacts undoubtedly possess monetary value. However, in my opinion, only the four items listed above should remain in Bureau custody. All other items not requested by another Federal agency should be offered to the J. Edgar Hoover Foundation, administered by Cartha Dekle DeLoach, 50 Gold Point Road, Hilton Head Island, South Carolina 29928.

With the permission of Mr. DeLoach, [redacted] and I examined the J. Edgar Hoover memorabilia at the Freedoms Foundation on April 12, 1984. Only a small portion of these artifacts are on display, all of personal significance to the former Director. The other items are in a storage room, either loose or in paper cartons. While these items do not belong to the FBI, Mr. DeLoach has granted permission to Dr. Franz Lassner, Senior Vice-President for Programs, for the FBI to borrow anything it wishes. [redacted] and I did not choose to borrow anything at this time. However, we noted the following items of historical or exhibit value to the Bureau for future reference:

1. Box #3. Book ends depicting 9th Street entrance to Department of Justice Building.



2. Box #6. Photograph of Mr. Hoover and President Johnson signed by the President on the occasion of the announcement of the waiver of retirement age. NOTE: this is a companion to the plaque in custody of the FBI commemorating the same occasion.
3. Box #14. Framed photograph of Hoover's office window in the Department of Justice Building.
4. Box #17. Oil portrait of Hoover by B. Cannady.
5. Box #38. Cartoons of possible exhibit value.
6. Box #54. Letters from Presidents Franklin D. Roosevelt and Dwight D. Eisenhower.
7. Box #57. Letter from President Johnson concerning trip to Mississippi.
8. Box #77. Autographed photo of Melvin Purvis. Photograph of Richard Nixon.
9. Box #78. Leather-bound book of reviews of "Masters of Deceit."

On March 26, 1984, I visited the FBI Academy. [redacted] Librarian, showed me the items of historical interest she maintains. She has in her custody a number of books belonging to Mr. Hoover, many of which were autographed by their authors, and a book of congratulatory letters. Photographs of cartoons of Mr. Hoover are also being maintained at the Academy. AD James McKenzie is interested in retaining the cartoons for exhibit purposes. [redacted] gunsmith, has a gun that Mr. Hoover kept in his desk, as well as a collection of types of weapons issued to Special Agents. All these items at the FBI Academy have historic or exhibit value and should, in my opinion, remain in FBI custody.

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JEH

Assistant Director  
Administrative Services Division

7/27/82

Legal Counsel

MEMORABILIA OF J. EDGAR HOOVER,  
FORMER DIRECTOR,  
STORED IN ROOM 1B869-A,  
J. EDGAR HOOVER BUILDING

PURPOSE: To advise that the Bureau may properly dispose  
of the Hoover memorabilia.

RECOMMENDATION: That the Office of Congressional and  
Public Affairs (OCPA), with the assistance  
of the Administrative Services Division (ASD), review the  
Hoover memorabilia and determine appropriate uses for the  
property.

SYNOPSIS AND DETAILS: For background information, after  
the death of former Director  
J. Edgar Hoover on May 2, 1972, his office was cleared by  
his secretary, Miss Helen W. Gandy. Property which Miss  
Gandy believed to be the personal property of Mr. Hoover  
was removed to his house and was included in his estate.  
Those items which Miss Gandy deemed to belong to the FBI,  
however, were retained and stored for future use. This  
property, which constitutes the "Hoover memorabilia," has  
been the subject of questions as to its legal ownership  
since 1972. The property is currently stored in room  
1B869-A of the Printing and Space Management Section  
(PSMS), ASD, and consists of awards, plaques, cartoons,  
photographs, etc., contained in approximately 91 boxes and  
crates.

Enclosure

- 1 - Mr. Dolan (Enc.)
- 1 - Mr. Higginbotham (Enc.)
- 1 - Mr. Tribble (Enc.) - 7350
- 1 - LRU (Enc.) 213
- 1 - [redacted] (Enc.)

b6  
b7c

SES:sms (5)

66-11871-338  
SEARCHED

Memorandum from Legal Counsel to AD, ASD  
RE: MEMORABILIA OF J. EDGAR HOOVER,  
FORMER DIRECTOR,  
STORED IN ROOM 1B-869-A,  
J. EDGAR HOOVER BUILDING

In 1976 the Civil Division, Department of Justice (DOJ), was requested by the FBI to determine the ownership and proper disposition of the Hoover memorabilia, including whether judicial resolution was necessary. Most recently, [redacted] at the DOJ and SA [redacted] Legal Research Unit, Legal Counsel Division (LCD) have been working on this matter.

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By letter from Mr. J. Paul McGrath, Assistant Attorney General, Civil Division, DOJ to Mr. John P. Mohr, Executor of the Will of Clyde A. Tolson, "Re: Hoover Memorabilia," dated 6/4/82, (copy attached), Mr. Mohr was advised as follows:

"This letter is to inform you, and by separate copy to inform Mr. Monk (although he has informed us the Tolson estate was closed in June of 1979 and he no longer represents you), as well as the attorneys for Mr. Tolson's residuary legatees (who had planned to waive any claim to the property), and the attorney for the J. Edgar Hoover Foundation (which had expressed an interest in the property if the FBI had concluded to dispose of it), that the FBI now considers all of the property mentioned to be that of the FBI. It plans to place on display in the J. Edgar Hoover building those items deemed to be of public interest."

On 7/14/82 SA [redacted] LCD, telephonically contacted [redacted] regarding the final disposition of the

Memorandum from Legal Counsel to AD, ASD  
RE: MEMORABILIA OF J. EDGAR HOOVER,  
FORMER DIRECTOR,  
STORED IN ROOM 1B-869-A,  
J. EDGAR HOOVER BUILDING

Hoover memorabilia. [redacted] stated that the DOJ did not consider that a formal agreement between the various parties relative to the property was needed and that none would be forthcoming. [redacted] advised that the Hoover memorabilia could now be considered the property of the FBI and that the FBI was free to dispose of the property. SA [redacted] specifically inquired as to whether any of the recipients of DOJ's 6/4/82 letter had responded thereto and she replied in the negative.

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b7C

Based on the above, it is LCD's opinion that the Hoover memorabilia may now be considered property of the FBI and that the Bureau may dispose of it as it desires.

CSB:rne  
77-16-1612

Cheryl S. Kone, Trial Attorney  
P. O. Box 875, Ben Franklin Station  
Washington, D.C. 20044  
Ext. (202) 724-7351

June 4, 1982

Mr. John P. Mohr  
Executor of the Will of Clyde A. Tolson  
3427 North Edison Street  
Arlington, Virginia 22207

Re: Hoover Memorabilia

Dear Mr. Mohr:

As you know from substantial prior correspondence between this office and your former attorney, George E. Monk, Esq., after the death of J. Edgar Hoover on May 2, 1972, Miss Helen W. Gandy, former executive assistant to the Director, cleared his office. Those items which she believed to be Mr. Hoover's personal property she caused to be removed to his house. They were included in his estate. Those items which Miss Gandy deemed to belong to the FBI were stored for possible use by the Exhibit Section of the FBI for historical purposes or otherwise.

There are eighty-six boxes of awards, plaques, congratulatory messages, photographs, caricatures and editorial cartoons (some of which have significant monetary value), certificates and honorary degrees, many athletic trophies won by various FBI athletic teams (five of which were engraved to "J. Edgar Hoover"), scrap book articles and the like and four stamp albums and an envelope of loose stamps (which may also have significant monetary value). There are also four cartons, recently located, which contain a bow and arrow exhibit from the National Bureau of Investigation, Manila, Philippines, a portrait of Mr. Hoover by Helen Dunaway, an aluminum portrait of Mr. Hoover, and various plaques presented to him. None of the above materials were included in Mr. Hoover's personal estate for either probate or tax purposes.

By will dated July 19, 1971, most of Mr. Hoover's estate, including the memorabilia which had been identified by Miss Gandy as his personal property, went to Mr. Clyde A. Tolson, former Deputy Director of the FBI, long-time friend of Mr. Hoover, and executor of his will. Mr. Tolson died on or about April 14, 1975 leaving a will executed August 14, 1972, of which you are the executor. The Second Codicil of that will provides in Article 7:

SMI  
VECH  
1207

SEARCHED INDEXED  
SERIALIZED FILED  
JUN 11 1982  
FBI - WASH DC

66-19247-338

I hereby bequeath to my executor who qualifies at the time of my demise any and all memorabilia, medals, plaques, photographs, or any and all other personal property which can be easily identified with the late J. Edgar Hoover. The purpose of this bequest shall be to install these memorabilia and other personal property identifiable with the late J. Edgar Hoover in the J. Edgar Hoover room in the new FBI building. My executor shall be empowered with exclusive direction and judgment as to those items of personal property which shall be included in this bequest.

On December 8, 1976 then Assistant Attorney General Rex E. Lee wrote to your attorney, Mr. Monk, and enclosed copies of inventories of all of the material mentioned above (except for the last four cartons only recently located). Mr. Lee suggested a meeting in order officially to establish ownership of the FBI-related property.

By letter dated February 10, 1977 Mr. Monk wrote to Mr. Lee noting that the Hoover estate was closed in June of 1973 and stating, "Mr. Mohr as executor of the estate of Clyde A. Tolson is not making claim for any of the property described in such inventories." In a telephone conversation with Ms. Cheryl Rome of our office some time ago you confirmed Mr. Monk's statement and expressed your opinion that all of the property originally segregated by Miss Gandy as belonging to the FBI was indeed FBI property.

After considerable review, the FBI, which once considered disposing of the property, has determined to keep all of it. Their determination is based on the fact that much of the property was obviously FBI property from the outset and any remainder in question would have passed to the FBI pursuant to Article 7 of Mr. Tolson's Second Codicil in any event, as you indicated was your intent.

This letter is to inform you, and by separate copy, to inform Mr. Monk (although he has informed us the Tolson estate was closed in June of 1979 and he no longer represents you), as well as the attorneys for Mr. Tolson's residuary legatees (who had planned to waive any claim to the property), and the attorney for the J. Edgar Hoover Foundation (which had expressed an interest in the property if the FBI had concluded to dispose of it), that the FBI now considers all of the property mentioned to be that of the FBI. It plans to place on display in the J. Edgar Hoover Building those items deemed to be of public interest.

If you have any questions, please let [redacted] know.  
She can be reached at the above address or by telephone at

[redacted]

Very truly yours,

J. PAUL McGRATH  
Assistant Attorney General

b6  
b7c

J. CHRISTOPHER KOHN  
Acting Director  
Commercial Litigation Branch

cc:

George E. Monk, Esq.  
Hogan & Hartson  
815 Connecticut Avenue, N.W.  
Washington, D.C. 20006

Boys Club of America  
c/o Mr. Fred M. Vinson, Jr., Esq.  
Reasoner, Davis and Vinson  
800 17th Street, N.W., Suite 1100  
Washington, D.C. 20006

Damon Runyon/Walter Winchell Cancer Fund  
c/o William G. Simon, Esq.  
Simon & Sheridan  
2404 Wilshire Boulevard  
Los Angeles, California 90054

Robert F. Sagie, Esq.  
McDermott, Will & Emery  
1850 "K" Street, N.W., Suite 500  
Washington, D.C. 20006

Dear Mr. Sagie:

Thank you for your interest in the FBI materials mentioned. As you see, the FBI will be putting them to good use, most likely consistent with the goals of the J. Edgar Hoover Foundation.

Sincerely,

[redacted signature]

66-19847-338

bcc:

Steve Suter, Esq.  
Office of General Counsel  
Federal Bureau of Investigation  
Room 3634, J. Edgar Hoover Building  
Washington, D.C. 20535



Raphael Gomez, Esq.  
Department of Justice  
Federal Programs Branch  
Washington, D.C. 20530

Jeffrey Higginbotham, Esq.  
Federal Bureau of Investigation Criminal Division  
Room 3648, J. Edgar Hoover Building  
Washington, D.C. 20535



# Memorandum

*Hoover*  


Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:

- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Off. Cong. & Public Affs. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. Young

Date 10/6/82

From : Mr. Groover *JG*

Subject : MEMORABILIA OF J. EDGAR HOOVER  
 FORMER DIRECTOR  
 STORED IN ROOM 1B869 A  
 J. EDGAR HOOVER BUILDING

**PURPOSE:** To transfer Hoover Memorabilia currently in the custody of Printing and Space Management Section (PSMS), Administrative Services Division (ASD), to the custody and control of the Office of Congressional and Public Affairs (OCPA).

**DETAILS:** Legal Counsel memorandum dated 7/27/82 to Assistant Director, ASD, captioned as above, advised that 91 cartons and/or crates of memorabilia of J. Edgar Hoover is now considered the property of the FBI. All memorabilia accumulated by former Director Hoover will be transferred to the care and custody of OCPA for use on the tour route, for possible display in Division conference rooms or appropriate disposition as set forth in Legal Counsel memorandum to the Director dated 8/12/82.

Section Chief Robert W. Scherrer, Records Systems Section, Records Management Division, advised the following items have been examined by the National Archives and Records Service (NARS), General Services Administration, and classified for permanent retention and will be transferred to NARS in approximately 30 days.

ITEMS

BOXES

Press Clippings (1920-1972)

1-33, 50-60, 67-68

Congratulatory Letters (1924-1972)

34-40

Photographs (1930-1972)

41-54

**RECOMMENDATION:** That the J. Edgar Hoover Memorabilia be transferred to the care and custody of OCPA.

APPROVED: *JG* Adm. Servs. *JG* Laboratory \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
 Director \_\_\_\_\_ Off. of Cong. & Public Affs. *JG*  
 Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. \_\_\_\_\_  
 Exec. AD-Inv. \_\_\_\_\_ Insp. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
 Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

- 1 - Mr. Young
- 1 - Mr. Groover
- 1 - Mr. Monroe (Attn: Mr. Scherrer/ Attn: )
- 1 - Mr. Mintz (Attn: )
- 1 - Mr. Dolan

b6  
b7C

JJD:lfr (6)  
*JG*

*338*  
*U.S. District Court*  
*U.S. District Court*

AIRTEL

6/20/84

Director, FBI (66-3286 Sub B)

All SACs

PERSONAL ATTENTION

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
PUDED: 8/31/84

ReBuairtel to All SACs, 4/17/84, captioned as above.

ReBuairtel provided instructions for preservation of additional multisection/multiserial cases in the field offices and responded to specific inquiries generated as the result of previous instructions issued in regard to record preservation.

This communication will complete the function of identifying historical cases pending resolution of the American Friends Service Committee litigation, with the exception of an "exceptional category" of records. The instructions for the identification group will be forthcoming upon completion of the identification process at FBIHQ. Instant communication includes an attachment to assist you in identifying permanent records maintained within your office. The attachment is divided into two categories: (1) multisection cases and (2) cases, regardless of volume, further explained in this communication. Again, you are requested to identify, stamp, and preserve certain records in your office and, as instructed, determine the FBIHQ file number(s) and notify FBIHQ accordingly. You are not required to review the cases listed on the attachment for the FBIHQ file number(s) and you need not provide listings of file numbers destroyed with your response.

Enclosure

- ①- 66-19249
  - 1 - Mr. Otto
  - 1 - Each Assistant Director
  - 1 - Mr. Scherrer *detached*
  - 1 - Mr. Hotis
  - 1 - Mr. Blum
- CMG:jls (147)

- 1 - Mr. J. Murray
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - Manuals Desk

**NOT RECORDED**  
78 JUL 16 1984  
*detached*

b6  
b7C

(See Note Page 5)

ORIGINAL FILED IN

53 JUL 20 1984

DUPLICATE YELLOW

Airtel to All SACs

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
BUDED: 8/31/84

PERMANENT CASES/MULTISECTION CASES FROM THE ATTACHMENT

Previous communications provided an attachment with permanent records identified at FBIHQ and instructions to retain corresponding field office records, regardless of volume. The attachment to instant airtel contains separate instructions for classifications in this category, i.e., identification of cases, regardless of their volume, and identification of multisection (2 or more sections) cases. Classifications on the attachment are divided as follows, and a review for the corresponding FBIHQ file number(s) is not required:

OFFICE OF ORIGIN CASES ONLY. IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES WHICH APPEAR IN THE FOLLOWING CLASSIFICATIONS ON THE ATTACHMENT AND STAMP FOR PRESERVATION AS NOTED HEREIN. YOU ARE NOT REQUIRED TO STAMP ANY CASES WITH LESS THAN TWO CONSECUTIVE SECTIONS FOR THIS CATEGORY.

7  
19  
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OFFICE OF ORIGIN CASES ONLY. IDENTIFY CASES IN ALL REMAINING CLASSIFICATIONS WHICH APPEAR ON THE ATTACHMENT AND STAMP FOR PRESERVATION, REGARDLESS OF THEIR VOLUME.

Airtel to All SACs

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 8/31/84

MULTISECTION CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES IN THE FOLLOWING CLASSIFICATIONS, STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBERS AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

12  
31  
54  
58  
89

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES IN THE FOLLOWING CLASSIFICATIONS, AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

14  
28  
39  
64  
88

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED PRIOR TO 1978 (12/31/77), AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

23

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED SUBSEQUENT TO 1977 (1/1/78) AND STAMP FOR PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ FILE NUMBERS.

44

Airtel to All SACs

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 8/31/84

WASHINGTON FIELD OFFICE ONLY - OFFICE OF ORIGIN CASES ONLY.  
IDENTIFY MULTISECTION (TWO OR MORE SECTIONS) CASES MAINTAINED IN  
THE WASHINGTON FIELD OFFICE ONLY, STAMP FOR PRESERVATION AS NOTED  
HEREIN, REVIEW FOR CORRESPONDING FBIHQ FILE NUMBER AND, IF  
AVAILABLE, FORWARD THE FILE NUMBER(S) TO FBIHQ.

46

MULTISECTION CASES/OFFICE OF ORIGIN AND AUXILIARY OFFICE

OFFICE OF ORIGIN AND AUXILIARY OFFICE CASES. IDENTIFY  
MULTISECTION (TWO OR MORE SECTIONS) CASES CREATED PRIOR TO 1978  
(12/31/77) AND STAMP FOR PRESERVATION AS NOTED HEREIN.

OFFICE OF ORIGIN CASES ONLY. IDENTIFY MULTISECTION (TWO OR MORE  
SECTIONS) CASES CREATED SUBSEQUENT TO 1977 (1/1/78) AND STAMP FOR  
PRESERVATION AS NOTED HEREIN. NOT NECESSARY TO REVIEW FOR FBIHQ  
NUMBERS.

3

MULTISECTION/MULTISERIAL CASES

OFFICE OF ORIGIN CASES ONLY. IDENTIFY ALL MULTISECTION (TWO OR  
MORE SECTIONS) CASES AND/OR ALL CASES WITH 40 OR MORE SERIALS,  
STAMP FOR PRESERVATION AS NOTED HEREIN, REVIEW FOR CORRESPONDING  
FBIHQ FILE NUMBER AND, IF AVAILABLE, FORWARD THE FILE NUMBER(S)  
TO FBIHQ.

2

MISCELLANEOUS CATEGORIES - NOT NECESSARY TO REVIEW FOR FBIHQ FILE  
NUMBERS

Classification 1 - Stamp all "OO" policy files for permanent  
retention.

Classification 31 - Stamp all control files for permanent  
retention.

Classification 108 - Stamp all "OO" policy files for permanent  
retention.

Airtel to All SACs

RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 8/31/84

Classification 116 - Stamp for permanent retention all cases created between November, 1947 and September, 1948, that contain no correspondence between the field office and FBIHQ (no corresponding FBIHQ file).

Field offices are asked to respond to the foregoing request for corresponding FBIHQ file data by COB 8/31/84. The information should be directed to FBIHQ, Attention: Records Section, Records Management Division, Room 5657.

NOTE: Field offices are being requested to identify and preserve cases of historical value pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule, and to furnish corresponding FBIHQ file numbers to cases identified in the field offices by established deadline.

SAC, Mobile (183B-314)(P)

6/25/84

*Chw*

Director, FBI

[Redacted]

b6  
b7C

ET AL;  
RICO-NARCOTICS  
OO: MOBILE

Reurairtel 6/6/84, captioned as above, enclosing a copy of an Order dated 5/23/84, from the U. S. District Court, Middle District of Alabama, Montgomery, Alabama, ordering that several items of physical and documentary evidence seized during captioned investigation be returned from the U. S. Attorney's Office to the FBI for destruction.

You are referred to Buairtel to All SACs and Legats, 5/30/80, captioned "Destruction of Field Files and Records," for specific instructions concerning the disposition of physical evidence that has been collected in FBI cases. You are further referred to Buairtel to All SACs 7/13/82, captioned "Destruction of Records, National Archives and Records Service (NARS), Appraisal of FBIHQ and Field Records," which provided each field office a copy of a self-explanatory Department of Justice (DOJ) teletype from the Assistant Attorney General, Civil Division, to all U. S. Attorneys, dated 6/29/82, containing instructions to U. S. Attorneys regarding the disposition of documentary evidence. The aforementioned DOJ teletype advised that Judge Harold H. Greene in the civil matter American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., District of Columbia) Civil Action Number 79-1655, issued a Memorandum Order on 6/12/82, which stated, inter alia, "The January, 1980 Order is designed to prevent the FBI from acting on its own to destroy or otherwise dispose of records which must be preserved under the Archival statutes. See 44 U.S.C., 2101, 3101, 3301, et seq. If a Federal court orders the agency to dispose of documents generated in that court after having been informed by the Government of the applicability of the Archival statutes, it may be assumed that the court made a determination that retention of particular documents is not required under the law."

Original Filed In 183B-314-5430-21

- ① - 66-19249
  - 1 - Mr. Monroe
  - 1 - Mr. Scherrer
  - 1 - [Redacted]
- TBD:jls (7)

b6  
b7C

66-19249-  
DUPLICATE YELLOW NOT RECORDED  
162 JUL 6 1984

53 JUL 24 1984

Letter to SAC, Mobile

RE:

b6  
b7C

ET ALI  
RICO-NARCOTICS  
OO: MOBILE

In view of above, and the fact that the Mobile Office is in possession of an appropriate court order, you are authorized to destroy the material identified in the enclosure to referenced Mobile airtel dated 6/6/84. You should ensure that an accurate inventory, copy of the applicable court order and method of disposition of the foregoing material is recorded in the case file.

Should you have any questions concerning this matter they may be directed to FBIHQ, Attention: Records Management Division, Records Section.

NOTE: Based on Mobile airtel 6/6/84, captioned as above, requesting FBIHQ instructions concerning the disposition of certain items of evidence ordered destroyed by the U.S. District Court, Middle Division of Alabama, Montgomery, Alabama.



# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:

- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Off. Cong. & Public Affs. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/RWX*

Date 7/17/84

From : R. W. Scherrer *RWX*

Subject : DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS

### PURPOSE:

The purpose of this memorandum is to provide the current status of functions related to implementation of the FBI Records Retention Plan and Disposition Schedule at the conclusion of a six-month period.

### RECOMMENDATION:

None. For information.

### APPROVED:

Director _____	Adm. Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	_____	Cit. of Cong. & Public Affs. _____
Exec. AD-LES _____	_____	Rec. Mgnt. <i>cm/RWX</i>
	_____	Tech. Servs. _____
	_____	Training _____

### DETAILS:

By memorandum, dated 2/7/84, I advised that certain functions related to implementation of the FBI Records Retention Plan and Disposition Schedule had been initiated. Several functions have now been completed, particularly in the area of identifying permanent records to be preserved by the field offices.

For information, the functions that have been completed after a six-month period and pending functions are described, as well as a newly-applied, automated function to account for permanent records that have been identified in the field offices and must be preserved at FBIHQ.

Enclosure  
66-19249

- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 - Mr. Linton

1 -   
 1 -   
 1 -

(Attn: )

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b7C

66-19249-339

JUL 18 1984

CMG:jjs

**"ENCLOSURE ATTACHED"**

53 SEP 17 1984

**ENCLOSURE**

*cm/RWX*  
FBI/DOJ

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

A. Action Completed

Determined classifications to be preserved in entirety; recorded multisection cases in 30 classifications from FACS printout; determined Office(s) of Origin from review of FBIHQ multisection files; and entered results for computer sort to obtain sequential listing of permanent records by field office to serve as attachments to three outgoing communications. Field offices were requested to preserve certain classifications in entirety, cases corresponding to retained FBIHQ multisection cases, and to identify additional permanent records to be retained by the field offices and, in some instances, by FBIHQ.

Received and placed on record responses from initial (3/8/84) instructional airtel. Noted additional cases to be preserved at FBIHQ resulting from the review of field office records. Searched accompanying subject matter if FBIHQ file number was not available in the field offices. The combined volume of cases to be preserved by FBIHQ is 4,238 cases, ranging from 3 cases identified in El Paso to 590 cases in New York. Approximately 24% of the total cases resulted from the search of subject matter and file review for verification.

Obtained computer capability from previously established litigation program to enter above FBIHQ cases identified by the field offices, resulting in a sequential listing of all permanent records identified in the field offices. The process will eliminate referral to responses to all directives from all field offices; will provide an accurate, compact record of cases to be retained for future reference and action; and will assist in eliminating redundancy when providing additional instructions to the field offices. A copy of the test-run of cases identified in the Albany Office for permanent retention by FBIHQ is attached for information.

Identified entire classifications and multisection/multiserial cases to be preserved by Legats and sent instructional airtel to Legats.

Recorded multisection cases containing 20 or more sections in remaining classifications for exceptional category; searched FBIHQ files for Office of Origin or Legat file number; and entered results for computer sort to obtain sequential listing of cases to be preserved by field offices.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Recorded subject matter from the indices to the Hoover O&C and Nichols file collections. Searched subject matter from the Hoover O&C index and removed duplicate subject matter from the Nichols collection prior to searching.

Reduced drawer count for 61 classification from 17 to 10 drawers to be reviewed prior to transfer to NARS.

Submitted seven individual SF 115s for destruction/amendment of records pursuant to the Privacy Act of 1974.

Reduced backlog of Information and Privacy Acts and civil litigation cases to be searched from 306 to 150 cases, and entered approximately 6,400 identical references for a computer listing of records which are restricted from destruction.

Prepared (drafted) communication to amend disposition instructions for the Privacy notification published in the "Federal Register" for nine FBI record systems, which currently carry the restrictions imposed by the 1/10/80 injunction.

Submitted request to, and acquired authorization from, NARS to apply substitution for "set aside" or nonpublic records which might be selected from the "sample" and to delete similar record material from permanent multisection cases.

Submitted request to NARS to destroy, prior to transfer, information relating to tax, grand jury, and Title III in FBIHQ and field office files and to obliterate the names of informants from "administrative page(s)."

Amended FACS data base and reported necessary file consolidations and index cards errors, as encountered.

B. Prior to Resolution of Action and Approval By the Court

Determine corresponding office of origin or Legat file numbers from review of FBIHQ files related to the Hoover O&C file collection and search subject matter from the Nichols file collection and review files to determine Office of Origin or Legat file numbers. Enter results for computer sort.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Send communication to field offices and to Legats, as appropriate, containing results of aforementioned "20 or more" multisection review and review of Hoover and Nichols file collections, and request field offices to preserve their files accordingly. Office of Origin and Auxiliary Offices will be requested to preserve remaining cases with 35 or 50 sections, respectively, to complete this exceptional category.

Review field office responses to 4/17 and 6/20/84 airtels; search subject matter in the event FBIHQ file number was unavailable in the field offices; enter historical cases from above and 3/8/84 responses; and obtain computer printout for reference purposes.

Prepare (draft) action directives for approved destruction for HQ divisions, field offices, and Legats from the Disposition Schedule and General Records Schedules for immediate release upon resolution of pending court action.

Prepare (draft) manual (MAOP, Legat) revisions.

Search and identify subject matter for remaining 150 litigation cases which require record preservation and enter for computer listing for future destruction purposes.

Complete index card retrieval and physical transfer to NARS of initial record collection of 90 cubic feet. Ten drawers remain in the 61 classification.

Acquire computer capability to enter and search subject matter for historical files after index cards are removed from the General Index until physical transfer of the permanent records is completed, and to provide alphabetical printout to remove index cards for destroyed files from the General Index.

C. Subsequent to Resolution of Court Action and Approval by the Court

Send action directives for approved destruction to HQ divisions, field offices and Legats.

Submit manual (MAOP, Legat) revisions.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

Apply sampling methodology from "random start" number provided by NARS for 100,000 permanent cases at FBIHQ; identify corresponding cases in Office of Origin in classifications 70, 92, 100, 157, 198 for 16,000 cases; identify corresponding cases in Legats in classification 200 for 20 cases; and advise 10 offices to apply the sampling procedure to classifications 100, 134, 137 and 157 for 17,500 cases.

Search and/or determine Office(s) of Origin and Legat file numbers for 3,000 exceptional cases (or subject matter) provided by NARS for permanent retention.

Enter above cases for computer sort and prepare instructional directives for field offices to preserve records in the sampling and exceptional categories and to apply the sampling procedure in 10 offices.

Submit disposal requests (SF 115) for destruction of records mandated by court order.

Destroy 500 cubic feet of correspondence (OCPA) and inspection work papers (Inspection Division) in storage after coordination with respective divisions.

Retrieve 790 cartons of microfilmed criminal cases from the Federal Records Center (FRC), Suitland, MD, for destruction.

Retrieve 1,419 cartons of abstracts from FRC for preservation and transfer of abstracts to multisection cases and destruction of remainder.

Transfer publications to the Library of Congress.

Upon completion of identification of historical records, proceed with classification-by-classification review of criminal classifications to identify additional case files in the exceptional (12 criteria) and multiserial categories with review extending to (proposed) 10-year cut-off to benefit field offices, provide Office of Origin and/or Legats with corresponding file numbers to be preserved and grant authority to destroy, again, on a classification basis. During a one-time, file-by-file analysis, HQ files will be stamped for preservation and evaluated for destruction.

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

D. Ongoing

Annually, update multisection (two or more sections) and exceptional (20 or more sections) categories from master listing; determine Office of Origin or Legat file numbers; and forward file numbers to respective field offices. NARS may supplement this category.

Transfer/destroy records after following restrictions/considerations are observed:

Pending FOIPA requests

FBI investigative or administrative needs

Restrictions on security-related records

Accounting of disclosure (5 USC 552a(c)(2))

Pending litigation

Court restrictions (ELSUR)

Tax, grand jury, Title III material

Informant named on administrative page(s)

Classification review conducted

"Set aside" or nonpublic record

Rap sheet in file coincides with current identification record

Court order mandating destruction filed within the file

Identify Martin Luther King, Jr., material for sealing (1963-1977)

Abstracts to multisection cases retained

Apply 12 exceptional criteria

Age of record

Collect all file components (bulkies, index cards)

121



66-19249-339

**ENCLOSURE**

159- 3934	811111 159+129/AL	3- 8-84	MEMO/SLH	2
159- 4656	811111 159+146/AL	3- 8-84	MEMO/SLH	3
165- 337	811111 182+837/AL	3- 8-84	MEMO/SLH	39
165- 1993	811111 182+247/AL	3- 8-84	MEMO/SLH	35
165- 2885	811111 165+21/AL	3- 8-84	MEMO/SLH	5
165- 3593	811111 165+509/AL	3- 8-84	MEMO/SLH	6
165- 3621	811111 165+633/AL	3- 8-84	MEMO/SLH	7
165- 4288	811111 165+944/AL	3- 8-84	MEMO/SLH	8
166- 5346	811111 166+505/AL	3- 8-84	MEMO/SLH	9
166- 6394	811111 166+718/AL	3- 8-84	MEMO/SLH	10
166- 6539	811111 166+751/AL	3- 8-84	MEMO/SLH	11
166- 6885	811111 166+943/AL	3- 8-84	MEMO/SLH	14
166- 7040	811111 166+772/AL	3- 8-84	MEMO/SLH	12
174- 3295	811111 174+153/AL	3- 8-84	MEMO/SLH	15
179- 43	811111 179+1/AL	3- 8-84	MEMO/SLH	16
179- 357	811111 179+28/AL	3- 8-84	MEMO/SLH	17
179- 531	811111 179+54/AL	3- 8-84	MEMO/SLH	18
179- 758	811111 179+62/AL	3- 8-84	MEMO/SLH	19
179- 906	811111 179+99/AL	3- 8-84	MEMO/SLH	20
179- 1498	811111 179+194/AL	3- 8-84	MEMO/SLH	21
179- 1535	811111 179+197/AL	3- 8-84	MEMO/SLH	22
179- 1843	811111 179+223/AL	3- 8-84	MEMO/SLH	23
179- 2032	811111 179+234/AL	3- 8-84	MEMO/SLH	25
179- 2082	811111 179+230/AL	3- 8-84	MEMO/SLH	24
179- 2744	811111 179+276/AL	3- 8-84	MEMO/SLH	26
182- 589	811111 182+46/AL	3- 8-84	MEMO/SLH	30
182- 607	811111 182+39/AL	3- 8-84	MEMO/SLH	28

PAGE 1024

LITIGATION LIST - BY SUBJECT

RUN DATE 06-17-84

REFERENCE	PAGE LITIGATION NUM	DATE	COMM	SERIAL
182- 610	811111 182+45/AL	3- 8-84	MEMO/SLH	29
182- 845	811111 182+108/AL	3- 8-84	MEMO/SLH	31
182- 1702	811111 182+11/AL	3- 8-84	MEMO/SLH	27
182- 1792	811111 182+228/AL	3- 8-84	MEMO/SLH	34
182- 2131	811111 182+227/AL	3- 8-84	MEMO/SLH	33
182- 2336	811111 182+150/AL	3- 8-84	MEMO/SLH	32
182- 2494	811111 182+523/AL	3- 8-84	MEMO/SLH	38



# Memorandum



Exec AD Adm. ✓  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. ✓  
 Off. Cong. & Public Affs. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To: Mr. Colwell

Date 7/23/84

From: C. P. Monroe *CM*

Subject: MEMORANDUM OF AGREEMENT BETWEEN THE FBI AND THE NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

PURPOSE:

To report receipt of a Memorandum of Agreement (MA) from NARS to complement the Retention Plan and Disposition Schedule submitted to the U. S. District Court (USDC), Washington, D. C., on November 9, 1981, in connection with the civil matter American Friends Service Committee, et al v. William H. Webster, et al, Civil Action No. 79-1655, and to recommend that the Director sign the MA after review by the Legal Counsel Division (LCD).

RECOMMENDATION:

1. That LCD review the attached MA between the FBI and NARS and provide appropriate comments for the Director's consideration.

*RWS*

APPROVED:	Adm. Servs. _____	Laboratory _____
<i>WMM</i>	Crim. Inv. _____	Legal Coun. _____
Director _____	Off. Cong. & Public Affs. _____	Rec. Mgnt. _____
Exec. AD Adm. _____	Ident. _____	Tech. Servs. _____
Exec. AD Inv. _____	Insp. _____	Training _____
Exec. AD LES _____	Telephone Rm. _____	Director's Sec'y _____

*CM ab*

2. If LCD concurs with the content of the attached MA, it be signed by the Director and returned to the Records Management Division (RMD) for delivery to NARS.

*RWS*

APPROVED:	Adm. Servs. _____	Laboratory _____
Director _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD Adm. _____	Off. Cong. & Public Affs. _____	Rec. Mgnt. _____
Exec. AD Inv. _____	Ident. _____	Tech. Servs. _____
Exec. AD LES _____	Insp. _____	Training _____
Telephone Rm. _____	Director's Sec'y _____	

66-19249-342

\* My PROPOSED CHANGES WERE ACCEPTED BY NARS AND REVISED AGREEMENT ATTACHED IS READY FOR DIRECTOR'S SIGNATURE.

*Jan 8/23/84*

Enclosure

- 1 - Mr. Mintz (Attention: )
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 -
- 1 -

b6  
b7C

RWS:cak (6)

(CONTINUED-OVER)

SEE LCD ADDENDUM PAGE 4

Memorandum from C. P. Monroe to Mr. Colwell  
Re: Memorandum of Agreement Between the FBI  
and The National Archives and Records Service (NARS)

DETAILS:

By order of the USDC, Washington, D. C., in the civil action American Friends Service Committee, et al v. William H. Webster, et al, the FBI and NARS submitted a complex, detailed Retention Plan and Disposition Schedule to the Court on November 9, 1981, for FBI records. To date, the presiding judge, Harold H. Greene, has not rendered a judgment on the acceptability of the Retention Plan and Disposition Schedule for FBI records. By letter dated June 22, 1984, from Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries and Director, FBI Appraisal Task Force, NARS, a MA between the FBI and NARS to complement the 1981 Retention Plan and Disposition Schedule filed with the Court was attached for the consideration of the FBI and signature by the Director.

Previously, on May 17, 1984, a meeting was held between representatives of NARS, the RMD and LCD to discuss the provisions of the MA. The attached MA has been examined by the RMD and it appears acceptable in all respects. As noted previously, the basic principle of the MA is to complement the 1981 Retention Plan and Disposition Schedule for FBI records filed with the Court. The MA provides that at periodic intervals not to exceed five years, NARS will monitor the adequacy of disposition standards contained in the 1981 Retention Plan and Disposition Schedule and will propose modifications to reflect changes in the nature, content, and arrangement of FBI records to include new file classifications established by the FBI. The MA specifies that the FBI will inform NARS on a timely basis of any changes in the nature of the activity, reporting requirements or supporting legislation which would affect the retention criteria for FBI records established in 1981. The MA indicates that the FBI will provide NARS archivists with complete access to FBI documentary material subject to the restrictions and conditions that governed NARS access to FBI records in 1981 (NARS was restricted from examining federal grand jury, Title III electronic surveillance, federal tax return data and the identity of FBI assets and informants), as modified by legislation, regulation or court action.

Contact with Mr. Rafael Gomez, Civil Division, U. S. Department of Justice, the attorney handling the aforementioned civil action, by RMD indicated that the Civil Division had no objection to the content of the attached MA. Mr. Gomez indicated that if signed by the Director, the Department of Justice would file the MA with the USDC, Washington, D. C., in conjunction with the aforementioned civil matter; however, Mr. Gomez stated that the Department of Justice would not file the MA as a revision or modification to the 1981 Retention Plan and Disposition Schedule filed with the Court on November 9, 1981, which is presently being considered by Judge Greene for approval.

Memorandum from C. P. Monroe to Mr. Colwell  
Re: Memorandum of Agreement Between the FBI  
and The National Archives and Records Service (NARS)

RMD believes that the LCD should review the attached MA and provide appropriate comments for the Director's consideration. If the LCD concurs with the content of the MA, it should be signed by the Director and returned to the RMD for delivery to NARS, after which it will be forwarded to the Department of Justice for submission to the USDC, Washington, D. C.

Memorandum from Mr. Colwell to C. P. Monroe, dated 7/23/84.  
RE: MEMORANDUM OF AGREEMENT BETWEEN THE FBI AND THE NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) RJD:bjj 8/15/84

LCD concurs in the recommendation of RMD that the attached MA be executed by the Director and returned by RMD for delivery to NARS.

The proposed MA addresses the "loose ends" of the 1981 Retention Plan and Disposition Schedule (1981 Plan) as well as interim developments since the filing of the 1981 Plan.

A copy of the MA should be provided to Judge Harold \*Greene for information purposes. Execution of the MA would seize the initiative from plaintiffs in American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.D.C. 79 Civ. 1955) and would demonstrate the ongoing concern and efforts of the signatories to develop an acceptable record retention and disposition plan.

Discussion between NARS and LCD has resulted in the following changes, which were suggested by Mr. Mintz, to the MA as originally drafted by NARS for approval of the Director:

1. Page 1, par. 5 entitled "General Principles" is to read:

"...as modified by legislation, regulation, court action or agreement between NARS and FBI"

2. Page 3, par. 6 entitled "Monitoring Adequacy and Updating the 1981 Schedule" is to read:

"unless otherwise modified by legislation, regulation, court action or agreement between NARS and FBI."

3. Page 3, par. 5 entitled "Monitoring Adequacy and Updating the 1981 Schedule" is changed as follows:

Strike "visit the offices of high Bureau officials"; insert "interview Assistant Directors and/or higher Bureau officials."

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Insk. \_\_\_\_\_ Training \_\_\_\_\_

Ret

8/24/84

Memorandum of Agreement Between the Federal Bureau of Investigation and the  
National Archives and Records Service

This memorandum of agreement defines the procedures and methodology that will be employed by the National Archives and Records Service (NARS) and the Federal Bureau of Investigation (FBI) to update the 1981 retention plan for FBI records.

General Principles

1. This memorandum of agreement is intended to complement the 1981 retention plan and does not supersede any reporting requirements established by that plan or Federal law, and the Federal Property Management Regulations.
2. At periodic intervals, not to exceed five years, NARS will monitor the adequacy of disposition standards contained in the 1981 retention plan and will propose modifications to reflect changes in the nature, content, and arrangement of FBI records, including the establishment of new file classifications in the FBI Central Records System.
3. NARS will base its periodic reviews on the examination of documentary material, including manuals, handbooks, and other administrative issues; double zero (00) files, investigative case files, including files accumulated by FBI headquarters, FBI field offices, and legal attaches; and other appropriate documents, files, or records systems.
4. The FBI will inform NARS on a timely basis of any changes in the nature of the activity, reporting requirements, or supporting legislation which would affect the retention criteria established in 1981.
5. The FBI will provide NARS archivists with complete access to FBI documentary material, subject only to the restrictions and conditions that governed NARS access to FBI records in 1981, as modified by legislation, regulation, court action, or agreement between NARS and the FBI.

DRAWING THE SAMPLE

In order to sample case files created after 1977, as specified on page 297 of the SF-115 included as Part VI of the 1981 Schedule, and to permit the timely disposition of records authorized for destruction, the following procedures will be followed:

1. The sampling period will cover thirty years, from 1978 through 2008, and will be subdivided into three ten year periods in order to parallel FBI retention requirements for Office of Origin case files.
2. The sample size for both evidential and informational samples will be the same as for the pre-1978 period unless modified by reevaluation. NARS will determine the sample size for those classifications opened after 1977 as described elsewhere.
3. Each year the FBI will provide NARS with the number of case files opened in those classifications to be sampled. At the end of each ten year period

(1988, 1998, and 2008) NARS will provide the FBI with the random starting point, sampling ratio, and specific case files designated for retention in the sample(s).

4. The FBI will use the sampling information NARS provides to identify case files designated for retention in the sample(s) and take appropriate action to ensure their permanent retention and eventual transfer to NARS.

#### MONITORING ADEQUACY AND UPDATING OF 1981 SCHEDULE

1. In 1986 NARS will conduct a comprehensive review of FBI records to accomplish the following objectives:

Develop retention criteria for records designated "Disposal Not Authorized" in the 1981 Schedule

Develop retention criteria for file classifications and records systems created after 1981

Determine if the retention criteria for any of the records covered by the 1981 Schedule warrant revision in light of changes in the nature of the activities they reflect or changes in reporting requirements.

Determine if additional general exceptional case criteria are needed to ensure the permanent retention of all historically valuable case files.

Confirm that all record material accumulated by high Bureau officials continues to be filed in the Central Records System.

2. NARS will employ the methodology used to develop the 1981 Schedule in preparing disposition instructions for file classifications designated "Disposal Not Authorized" and for classifications and other records systems created after 1980. This includes, but is not necessarily limited to, review of relevant administrative issuances, 00 files for each file classification at issue, followed by review and evaluation of sample headquarters, field office, and legal attache case files which NARS selects randomly. This activity will occur at five year intervals, beginning in 1986.

3. NARS will review the 1981 Schedule at five year intervals, beginning in 1986, at which time archivists will review the post-1981 segments of the 00 files for all file classifications for which retention criteria have been developed. NARS archivists will review randomly selected headquarters, field office, and legal attache case files for those classifications where the review of the 00 file indicates that examination of case files is warranted.

4. Validation of the criteria developed in 1981 for exceptional cases involves NARS providing the FBI with a list of significant cases. The FBI will inform NARS whether these cases have been designated as permanent under the exceptional case criteria. In addition, the FBI will

provide NARS with the following information for each case file: file classification at headquarters and office of origin, number of serialized documents, and file size (number of sections).

5. At five year intervals, beginning in 1986, NARS archivists will interview Assistant Directors and/or higher Bureau officials to confirm that all FBI records are properly identified and scheduled.

6. The FBI will assist NARS in carrying out the review outlined above by providing NARS archivists with complete access to the records, subject only to the restrictions in force in 1981 (unless otherwise modified by legislation, regulations, court action, or agreement between NARS and the FBI). In addition, the FBI will provide NARS with accurate, up-to-date information concerning the number of cases opened at headquarters and in each field office for each file classification of the Central Records System, the number of multi-section headquarters case files in each classification, and other basic data needed to appraise FBI records. The FBI will work with NARS in determining if field office files to be sampled are best examined on-site or sent to FBI headquarters.

7. NARS will conduct its review in a timely manner and promptly provide the FBI with proposed disposition instructions for file classifications and records systems not covered by the 1981 Schedule as well as suggestions for other changes which NARS deems advisable. Within sixty days of receipt of this material the FBI will submit to NARS a Request for Records Disposition Authority (Standard Form 115) that incorporates NARS recommendations. Any disagreements the FBI has with the proposed disposition instructions will be documented in writing.

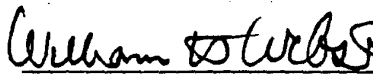
#### NAMED EXCEPTIONAL CASES

1. From time to time, NARS may add names to the named exceptional case list developed in 1981. The FBI will determine if case files exist for these named exceptional cases and provide NARS the following information for each case file: file classification at headquarters and office of origin, number of serialized documents, and file size (number of sections). NARS will provide to the FBI sufficient identifying information about each named exceptional case so that a thorough search may be conducted.

2. The updating of the named exceptional case list will be done annually, beginning in 1984.

  
ARCHIVIST OF THE UNITED STATES

Date Aug 10, 1984

  
DIRECTOR, FEDERAL BUREAU  
OF INVESTIGATION  
Date 9-4-84

All SACs  
All Legats

8/1/84

PERSONAL ATTENTION

Director, FBI (66-3286 Sub B)

**DESTRUCTION OF FIELD FILES  
AND RECORDS**

*ON APPROVAL APPROX. AND UNDER REVIEW*

It is anticipated that in the near future Judge Harold H. Greene, U.S. District Court, District of Columbia, Washington, D. C., will take action to resolve litigation in the civil matter "American Friends Service Committee, et al. v. William H. Webster, et al.," Civil Action Number 79-1655. Resolution of the civil action, supra, and approval of the FBI's Records/Disposition Plan will allow destruction of certain files and records. To illustrate, upon approval of the Plan, the field will be able to destroy Auxiliary Office files when one year old, and "zero" files when three years old in the majority of the classifications. Immediate implementation of this phase of the Plan, when approved, will give the field offices much-needed relief from overcrowded file storage conditions and possibly eliminate the need to acquire additional equipment and/or space for file storage purposes.

To ensure that all offices will be in a position to proceed with implementation of the Records Retention/Disposition Plan when approved, the following situation is being brought to your attention:

Bulet to SAC, Albany, and all offices, 8/15/77, captioned as above, provided instructions and guidelines for identifying and marking for preservation, files and records involved in litigation. This project has been in effect since 1977, is ongoing and is likely to continue indefinitely.

FBIHQ is aware that personnel constraints and day-to-day priority investigative and administrative activity have encumbered a number of offices from keeping current with marking for preservation files and records involved in litigation. It is imperative that this project be in a current status before the field, Legats and FBIHQ can embark on any future file destruction program. Therefore, it is suggested that every effort be made to bring this work into a current status as soon as possible.

- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 - [redacted]
- 1 - Liaison Unit
- 1 - [redacted]

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① - 66-19248  
TBD:jls (9)

66-19248-  
**NOT RECORDED**

150 AUG 20 1984

**DUPLICATE YELLOW**

ORIGINAL FILED IN 66-19248



Letter to All SACs and All Legats  
RE: DESTRUCTION OF FIELD FILES  
AND RECORDS

You are reminded that the ban on file destruction has not been lifted to date; therefore, no destruction of files and records can take place at this time. This communication is intended to serve as a reminder of the aforementioned project which must be completed before any destruction Plan is placed into effect. You will be kept apprised of pertinent developments.

NOTE: This communication is being directed of all field offices and Legats for the purpose of alerting them of the need to bring into a current status the above-mentioned project work in preparation for implementation of the FBI's Records Retention/Disposition Plan once it is approved by the court. Current information indicates that the court may take action by the end of calendar year 1984 to resolve the "American Friends Service Committee" litigation. Resolution of the litigation will permit implementation of the file destruction program and permit the immediate destruction of certain categories of files which will give all offices some relief from the overcrowded file storage conditions.

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Off. Cong. & Public Affs. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Bayse *W. Bayse*

Date 10/12/84

From : M. L. Curran *Operational Background Report*

Subject : DESTRUCTION OF RECORDS  
 COMPUTER TAPE-RESIDENT FILES  
 PRODUCTION CONTROL AND SCHEDULING SUBUNIT (PCSS)  
 DATA CENTER UNIT (DCU)  
 OPERATIONS MANAGEMENT SECTION (OMS)  
 TECHNICAL SERVICES DIVISION (TSD)

REFERENCE: R. P. Finzel to Mr. Colwell memorandum dated 10/13/81 regarding Destruction of Records.

PURPOSE: To seek clarification of the Opinion and Order issued by U. S. District Judge Harold H. Greene in the civil matter "American Friends Service Committee, et. al., vs. William H. Webster, et. al., Civil Action Number 79-1655," U. S. District Court, Washington, D.C., as it pertains to computer tape-resident files.

RECOMMENDATIONS: 1) That Records Management Division/Documentation and Review Section (RMD/DRS) provide TSD with clarification of Judge Harold H. Greene's order as it pertains to specific data being retained on magnetic tape media.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
 Director \_\_\_\_\_ Rec. Mgnt. \_\_\_\_\_  
 Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Tech. Servs. *W. Bayse*  
 Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Training \_\_\_\_\_  
 Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_

2) That TSD project managers responsible for listed magnetic tape categories reassess the retention length considering both the operational consideration and the court order, supra.

APPROVED: Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
 Director \_\_\_\_\_ Rec. Mgnt. \_\_\_\_\_  
 Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Tech. Servs. *W. Bayse*  
 Exec. AD-Inv. \_\_\_\_\_ Inspection \_\_\_\_\_ Training \_\_\_\_\_  
 Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_

NOT RECORDED  
MAR 18 1985

- 1 - Mr. Monroe (Attn:  Room 5434C, TL#243)
- 1 - Mrs. Morris, Room 1334, TL#153
- 1 - Mr. Nemecek, Room 7230, TL#245
- 1 - Mr. Mahieu, Room 1333D, TL#153

DEG:pac (6)

(CONTINUED OVER)

*Covered by LCD to TSD memo 2/22/85- see copy attached.*

*Div. 4*

ORIGINAL FILED IN 66-1910

Memorandum to Mr. Bayse from M. L. Curran  
RE: DESTRUCTION OF RECORDS  
COMPUTER TAPE-RESIDENT FILES  
PRODUCTION CONTROL AND SCHEDULING SUBUNIT (PCSS)  
DATA CENTER UNIT (DCU)  
OPERATIONS MANAGEMENT SECTION (OMS)  
TECHNICAL SERVICES DIVISION (TSD)

DETAILS: TSD has over 11,000 magnetic tapes containing data/information that are being retained based on an interpretation of a court order issued by U.S. District Court Judge Harold H. Greene in the "American Friends Service Committee, et. al., vs. William H. Webster, et. al., Civil Action Number 79-1655." The number of tapes being retained is increasing at the rate of 1,800 per year. These reels of tapes are approximately one-fourth of all tapes stored in the Federal Bureau of Investigation Headquarters (FBIHQ) tape library. The tape library is approaching capacity and initiatives are underway to decrease the number of tapes being retained "permanently."

Magnetic tape is not suitable for permanent storage as it is subject to expansion and contraction with temperature fluctuations and humidity changes as well as other factors.

Those areas with the largest portion of the magnetic tapes being retained are:

(1) CCH.LOG.MONTHLY.MERGED and its successor III.LOG.MONTHLY.MERGED which is the Interstate Information Index formerly the Computerized Criminal History file.

(2) GIM.HISTORY.ARCHIVE - which contain telecommunication transaction messages regarding organized crime and other field office related matters.

(3) NCI.MERGED.HISTORY.LOG - which contain telecommunication transaction messages regarding the National Crime Information Center.

(4) Investigative Matters - field office submissions that have data set names identifying the particular case(s) involved. There are over 3,200 tape reels containing data on both active and inactive cases.

The data/information being retained may be for purposes other than just the court order, supra, therefore, both RMD and TSD entities are being requested to evaluate the magnetic tape retention policy as it applies to the above listed categories.

Assistant Director  
Technical Services Division

2/22/85

Legal Counsel

**AUTOMATED RECORDS MANAGEMENT SYSTEM (ARMS)  
RETENTION OF TRANSACTION LOGS**

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b7C

REFERENCE: Telephone conversation between DAD THOMAS A. BRESSON, Records Management Division (RMD) and SA [redacted] [redacted] Legal Counsel Division (LCD) on 2/8/85, memo of G. N. ZACREP to AD BAYSE, dated 2/4/85 and memo of M. L. CURRAN to AD BAYSE, dated 10/12/84. Reference is also made to the memo of LCD to TSD, dated 11/21/84, concerning the "Sound Recording Reference File" (copy attached).

PURPOSE: To set forth the opinion of LCD as to the impact of the permanent injunction in American Friends Service Committee, et al. v. William H. Webster, et al. (AFSC) on the retention of magnetic tape media and all intercom log tapes.

RECOMMENDATION: That all tapes covered in the above-referenced memoranda be retained in accordance with the AFSC injunction until a final judicial decision in AFSC is rendered which would allow the FBI to implement its records retention and destruction plan (PLAN).

Enclosure

9 - Mr. Bayse  
Attn: Mr. Curran (Enc.)  
Attn: Mr. Zacrep (Enc.)  
Attn: Mr. Horton  
Attn: Mr. Boley  
Attn: Mr. Stevenson  
Attn: Mr. Mahieu  
Attn: Mrs. Goldsworthy  
Attn: Mrs. Morris  
Attn: Mr. Nemecek

1 - Mr. Mintz  
Attn: [redacted]  
4 - Mr. Monroe  
Attn: Mr. Scherrer  
Attn: Mr. Cunningham  
Attn: [redacted]  
1 - IPALU

b6  
b7C

RJD:rds (16)

(CONTINUED - OVER)

Memorandum from Assistant Director, Legal Counsel Division to  
Assistant Director, Technical Services Division  
Re: Automated Records Management System (ARMS)

SYNOPSIS AND DETAILS: On 1/10/80 Judge HAROLD H. GREENE, District of Columbia, issued a preliminary injunction in AFSC. This injunction, which was subsequently made permanent, restrained the FBI "from destroying or otherwise disposing of or approving of the destruction or disposition of any Federal Bureau of Investigation files" until the submission of a court approved PLAN. The FBI's proposed PLAN is now before Judge GREENE for final approval.

The destruction of the tapes at issue is analogous to the recent TSD request to consider the destruction of the "Sound Recording Reference File (SRRF)." The SRRF request sought immediate destruction of numerous phonorecords which were acquired for investigative purposes.

The SRRF matter was thoroughly reviewed with DOJ and it was determined that the SRRF could not be destroyed under the current AFSC injunction as the SRRF are "records" of the FBI and, therefore, subject to Judge GREENE's ruling. In addition, DOJ recommended retention of the SRRF in order to avoid legal discovery proceedings in AFSC.

Therefore, the tapes now under discussion should be retained as per the injunctive restraints of AFSC.

Assistant Director  
Technical Services Division

11/21/84

Legal Counsel

**SOUND RECORDING REFERENCE FILE**

REFERENCE: Memorandum from W.A. BAYSE to Mr. REVELL dated 3/16/84, captioned as above.

PURPOSE: To advise of the DOJ recommendation not to destroy the Sound Recording Reference File (SRRF).

DETAILS: On 1/10/80 Judge HAROLD H. GREENE, District of Columbia, issued a preliminary injunction in American Friends Service Committee v. William F. Webster (AFSC). This injunction, which was subsequently made permanent, restrained the FBI "from destroying or otherwise disposing of or approving of the destruction or disposition of any Federal Bureau of Investigation files" until the submission of a court-approved records retention plan.

The permanent injunction was modified to allow the National Archives and Records Service (NARS) to review voluntarily contributed materials to determine archival value. NARS has reviewed the SRRF and determined that existing phonorecords can be destroyed. Under Judge GREENE's ruling, the original phonorecords would be returned to the owner-contributor while the FBI maintained duplicates.

However, on 10/4/84, LCD discussed the destruction of SRRF with RAPHAEL GOMEZ, DOJ, who had previously reviewed this matter with VINCENT GARVEY, DOJ. Messrs. GOMEZ and GARVEY have determined that the SRRF should not be destroyed at this time as the SRRF is a "record" of the FBI and, therefore, would be subject to Judge GREENE's injunction.

1 - Mr. MONROE		1 - Mr. BAYSE
Attn: Mr. SCHERRER (197-1264)		1 - Mr. WITZEL
1 - Mr. REVELL		1 - Mr. REAMES
Attn: [REDACTED]		1 - Mr. DENNIS O. WILLIAMS
1 - Mr. GROOVER	b6	1 - MR. DEL GROSSO -3648
Attn: [REDACTED]	b7C	1 - IPALO
1 - Mr. GEER		1 - 28-2199
Attn: [REDACTED]		

RJD:hjj (12)

CONTINUED OVER

3/2/84

Memorandum from Legal Counsel to Assistant Director,  
Technical Services Division

RE: SOUND RECORDING REFERENCE FILE

In addition, Mr. GOMEZ stated that the destruction of SRRF at this time would be argued by plaintiff's counsel in AFSC as an area which was not been previously considered in the preparation of the FBI's Record Retention Plan and Schedule ("Plan") which is currently before Judge GREENE for final approval. If this argument is favorably received, Judge GREENE may order the continuation of discovery proceedings which both the FBI and NARS have agreed to be unnecessary and which would unduly delay implementation of the Plan.

RECOMMENDATION: Retain SRRF in its present format until Judge GREENE approves the FBI's "Plan".

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Off. Cong. & Public Affs. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Monroe

Date 10/18/84

From : R. W. Scherrer

Subject: DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

### PURPOSE:

The purpose of this memorandum is to advise that FBIHQ and field office records relating to Ethel and Julius Rosenberg and Martin Luther King, Jr., were reviewed and the volume furnished to NARS in accordance with their request.

### RECOMMENDATION:

None. For information.

APPROVALS:	Adm. Servs. _____	Laboratory _____
	Crim. Inv. _____	Legal Coun. _____
Director _____		Off. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Ident. _____	Rec. Mgnt. _____
Exec. AD-Inv. _____	Intell. _____	Tech. Servs. _____
Exec. AD-LES _____	Training _____	_____

### DETAILS:

In response to a telephonic request from Dr. Bruce Ambacher, NARS Appraisal Staff, on 9/10/84, FBIHQ indices were searched and pertinent main files were reviewed to determine office of origin and total record volume for subjects Ethel and Julius Rosenberg and Martin Luther King, Jr. Bulet, dated 9/17/84, requested recipients to provide the record volume for corresponding files in their respective offices.

All offices have responded and provided a total volume of 8.35 (1.5 Rosenbergs - 6.85 King) cubic feet. FBIHQ record volume is 25.5 (4.5 Rosenbergs - 21 King) cubic feet. On 10/16/84, these statistics were furnished to Dr. Ambacher.

The field office responses are attached as an enclosure.

66-19249-3458  
Enclosures

- 1 - Mr. Mintz (Attn: [redacted])
- 1 - Mr. Monroe
- 1 - Mr. Scherrer

- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]

b6  
b7C

SLH/CMG:jls (7)

*Handwritten:* Jul  
 9-24-84  
 B/dan



ENCLOSURE



66-19249-345X

FBI

TRANSMIT VIA:

- Teletype
- Facsimile
- AIRTEL

PRECEDENCE:

- Immediate
- Priority
- Routine

CLASSIFICATION:

- TOP SECRET
- SECRET
- CONFIDENTIAL
- UNCLAS E F T O
- UNCLAS

Date 10/2/84

TO: DIRECTOR, FBI (66-19249)  
 (ATTN: RECORDS SECTION, RECORDS MANAGEMENT  
 DIVISION, ROOM 5657)

FROM: *LKJ/haw* SAC, ATLANTA (66F-1849)

DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS SERVICES (NARS)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
 BUDED: 10/5/84



ReBulet to Atlanta dated 9/17/84.

Listed below are file numbers and cubic feet  
 measurements as requested in referenced letter:

100-2162	.075 cubic feet
100-5586	2.4 cubic feet
139-29	<u>.038</u> cubic feet

TOTAL 2.513 cubic feet

- ② - Bureau
- 2 - Atlanta
  - (1 - 66F-1849)
  - (1 - 66F-1646)

PAB  
 (4)

Approved: \_\_\_\_\_ Transmitted \_\_\_\_\_ Per \_\_\_\_\_  
 (Number) (Time)

Routing Slip  
FD-4 (Rev. 4-20-81)

Date 9/24/84

To:  Director

Att.: Records Section, Records Management Division, FILE # \_\_\_\_\_

SAC Room 5657 Title DESTRUCTION OF RECORDS,  
 ASAC \_\_\_\_\_ NATIONAL ARCHIVES AND RECORDS  
 Supv. \_\_\_\_\_ SERVICE (NARS) APPRAISAL OF  
 Agent \_\_\_\_\_ FBIHQ AND FIELD OFFICE  
 SSS \_\_\_\_\_ RECORDS  
 Rotor # \_\_\_\_\_ BUDED: 10/5/84  
 Steno \_\_\_\_\_ RE: Bulet to Atlanta,  
 Typist \_\_\_\_\_ 9/17/84  
 M \_\_\_\_\_  
Room \_\_\_\_\_

- |                                                                   |                                                                        |                                                                      |
|-------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Acknowledge                              | <input type="checkbox"/> For information                               | <input type="checkbox"/> Return assignment card                      |
| <input type="checkbox"/> Assign <input type="checkbox"/> Reassign | <input type="checkbox"/> Handle                                        | <input type="checkbox"/> Return file <input type="checkbox"/> serial |
| <input type="checkbox"/> Bring file                               | <input type="checkbox"/> Initial & return                              |                                                                      |
| <input type="checkbox"/> Call me                                  | <input type="checkbox"/> Leads need attention                          | <input type="checkbox"/> Return with action taken                    |
| <input type="checkbox"/> Correct                                  | <input type="checkbox"/> Open case                                     | <input type="checkbox"/> Return with explanation                     |
| <input type="checkbox"/> Deadline _____                           | <input type="checkbox"/> Prepare lead cards                            | <input type="checkbox"/> Search and return                           |
| <input type="checkbox"/> Delinquent                               | <input type="checkbox"/> Prepare tickler                               | <input type="checkbox"/> See me                                      |
| <input type="checkbox"/> Discontinue                              | <input type="checkbox"/> Recharge file <input type="checkbox"/> serial | <input type="checkbox"/> Type                                        |
| <input type="checkbox"/> Expedite                                 |                                                                        |                                                                      |
| <input type="checkbox"/> File                                     | <input type="checkbox"/> Send to _____                                 |                                                                      |

In response to referenced Bulet, it should be noted that New Orleans file 44-1540 was destroyed on November 9, 1977.

*EJP*  
SAC EDMUND J. PISTEY

See reverse side

Office New Orleans

# Memorandum



To: DIRECTOR, FBI  
ATTN: RECORDS SECTION  
RECORDS MANAGEMENT DIVISION, ROOM 5657  
SAC, CHARLOTTE (66-3078)

Date: 9/20/84

From: [Signature]

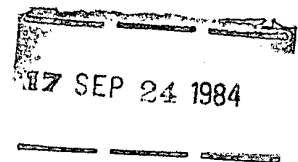
Subject: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

Re Bureau letter to Atlanta, 9/17/84.

For information of the Bureau, the Charlotte Division destroyed Charlotte File 149-83 on 11/29/76; therefore, there is zero cubic feet for this material.

② - Bureau  
1 - Charlotte

JMC:sjw  
(3)



RECORDS

# Memorandum



To : Director, FBI  
(ATTN: Records Section, Records  
Management Division, Room 5657)  
Date 10/2/84

From : *Jm* SAC, Indianapolis (66-3314)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

Re Bulet to Atlanta, Charlotte, Indianapolis, Jackson,  
et al, dated 9/17/84, entitled as above.

All files concerning 9-1887 were destroyed 1/25/78  
and are no longer available to Indianapolis.

b6  
b7C

2 - Bureau  
1 - Indianapolis  
CSS/css  
(3)



REC-1

# Memorandum



To : DIRECTOR, FBI  
ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,  
ROOM 5657  
Date 9/24/84

From : SAC, JACKSON (66-432)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

ReBulet 9/17/84.

Jackson file 173-5 included on list attached to  
referenced letter was destroyed on 6/3/77.

2 - Bureau  
1 - Jackson

lwp  
(3)

# Memorandum



To : DIRECTOR, FBI  
(ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION  
ROOM 5657)  
Date 9-24-84

From : SAC, JACKSONVILLE (66-400)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 10-5-84

Re Bulet dated 9/17/84.

Referenced Bulet requested Jacksonville to determine total volume of JK 44-412 in cubic feet measurements.

JK 44-412 consists of one volume containing 22 pages ( $\frac{1}{4}$  inch), which would be approximately .015 cubic foot.

② - Bureau  
1 -- Jacksonville  
RKH:rkh  
(3)

RECORDS

# Memorandum



To : DIRECTOR, FBI (66-19249)

Date 10/5/84

From *RTB* SAC, LOS ANGELES

ATTENTION: Records Section,  
Records Management Div  
Room 5657

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

RE: BU Memorandum dated 9/17/84.

Los Angeles file 157-651\* UNSUBS: KKK Threat to Bomb L.A. Times Bldg., L.A. Calif., and Threat to Life of President John F. Kennedy, Martin Luther King, and  6/21/63, consist of nine one page serials. Los Angeles is office of origin in this matter which is a file of approximately  $\frac{1}{4}$ " thick.

b6  
b7C

① - Bureau  
1 - Los Angeles (66-101)  
TMJ:apl  
(2)

*5657*  
**RECORDS**



# Memorandum



To : DIRECTOR, FBI (66-19249) Date 9/25/84  
ATTN: RECORDS SECTION, RECORD  
MANAGEMENT DIVISION, ROOM 5657

From *WPA/jms* SAC, MEMPHIS (66-796)

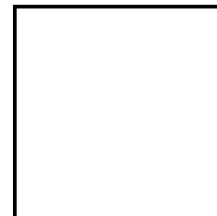
Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

Re Bureau letter to Atlanta dated 9/17/84.

Regarding Memphis file 44-1987, Memphis has 4.26  
cubic feet of file material.

② - Bureau  
1 - Memphis  
BKS:sdm  
(3)

b6  
b7C



RECORDED

# Memorandum



To : DIRECTOR, FBI (66-19249)

Date 9/21/84

From : *ALS/D* SAC, MOBILE (66-155)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

Reference Bureau memo to Atlanta, 9/17/84.

Mobile file 157-529 consists of one letter-size volume with a thickness of one-half inch. Total volume is approximately .027 cu.ft.

2 - Bureau  
1 - Mobile  
LHB/lhb  
(3) *EL*

# Memorandum



To : DIRECTOR, FBI  
Date 9/28/84  
Attn: Records Section, Records Management Division, Room 5657

From : SAC, NORFOLK (66-913)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

ReBulet to Atlanta 9/17/84.

Norfolk - 9-467

One-half inch space required.

② - Bureau  
1 - Norfolk

lep

b6  
b7C



Date 9/25/84

To:  Director  
 Att.: RECORDS SECTION, RECORDS  
MANAGEMENT DIVISION, FILE # NY 65-15348  
 SAC ROOM 5657 Title DAVID GREENGLASS  
 ASAC \_\_\_\_\_  
 Supv. \_\_\_\_\_  
 Agent \_\_\_\_\_  
 SSS \_\_\_\_\_  
 Rotor # \_\_\_\_\_  
 Steno \_\_\_\_\_ DIRECTOR MEMO TO AT,  
 Typist \_\_\_\_\_ RE: DTD. 9/17/84  
 M \_\_\_\_\_  
 Room \_\_\_\_\_ BUDED: 10/5/84

- |                                                                   |                                                                        |                                                                      |
|-------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Acknowledge                              | <input type="checkbox"/> For information                               | <input type="checkbox"/> Return assignment card                      |
| <input type="checkbox"/> Assign <input type="checkbox"/> Reassign | <input type="checkbox"/> Handle                                        | <input type="checkbox"/> Return file <input type="checkbox"/> serial |
| <input type="checkbox"/> Bring file                               | <input type="checkbox"/> Initial & return                              |                                                                      |
| <input type="checkbox"/> Call me                                  | <input type="checkbox"/> Leads need attention                          | <input type="checkbox"/> Return with action taken                    |
| <input type="checkbox"/> Correct                                  | <input type="checkbox"/> Open case                                     | <input type="checkbox"/> Return with explanation                     |
| <input type="checkbox"/> Deadline _____                           | <input type="checkbox"/> Prepare lead cards                            | <input type="checkbox"/> Search and return                           |
| <input type="checkbox"/> Delinquent                               | <input type="checkbox"/> Prepare tickler                               | <input type="checkbox"/> See me                                      |
| <input type="checkbox"/> Discontinue                              | <input type="checkbox"/> Recharge file <input type="checkbox"/> serial | <input type="checkbox"/> Type                                        |
| <input type="checkbox"/> Expedite                                 |                                                                        |                                                                      |
| <input type="checkbox"/> File                                     | <input type="checkbox"/> Send to _____                                 |                                                                      |

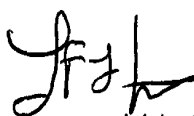
Re NY tel call to HQ, 9/25/84.

This will confirm NY file 65-15348 is charged out to HQ X 5780 re a FOIPA request.

Your assistance is appreciated.

*1.5 Cubic Feet  
per FOIPA.  
S.L.H.*

① Bureau  
1-NY (66-3573)  
(2)  
ATL:emp



SAC/ ADIC LEE F. LASTER

See reverse side

Office NEW YORK

UNITED STATES GOVERNMENT

# Memorandum

TO : DIRECTOR, FBI (66-19249)  
Attention: RECORDS SECTION, ROOM 5657  
RECORDS MANAGEMENT DIVISION

FROM : *Altm*  
SAC, RICHMOND (66-2751)

SUBJECT: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

DATE: 9/20/84

Re Bulet dated 9/17/84.

Richmond file 157-1385 was destroyed 12/28/77.

② - Bureau  
1 - Richmond  
/mfb  
(3)

12 SEP 24 1984

b6  
b7c



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Routing Slip  
FD-4 (Rev. 4-20-81)

Date 9/25/84

To:  Director  
Att: RECORDS SECTION, RECORDS  
MANAGEMENT DIVISION, FILE # NY 65-15348  
 SAC \_\_\_\_\_ Title DAVID GREENGLASS  
 ASAC ROOM 5657  
 Supv. \_\_\_\_\_  
 Agent \_\_\_\_\_  
 SSS \_\_\_\_\_  
 Rotor # \_\_\_\_\_  
 Steno \_\_\_\_\_  
 Typist \_\_\_\_\_  
 M \_\_\_\_\_  
Room \_\_\_\_\_

DIRECTOR MEMO TO AT,  
RE: DTD. 9/17/84  
BUDED: 10/5/84

- |                                                                   |                                                                        |                                                                      |
|-------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Acknowledge                              | <input type="checkbox"/> For information                               | <input type="checkbox"/> Return assignment card                      |
| <input type="checkbox"/> Assign <input type="checkbox"/> Reassign | <input type="checkbox"/> Handle                                        | <input type="checkbox"/> Return file <input type="checkbox"/> serial |
| <input type="checkbox"/> Bring file                               | <input type="checkbox"/> Initial & return                              |                                                                      |
| <input type="checkbox"/> Call me                                  | <input type="checkbox"/> Leads need attention                          | <input type="checkbox"/> Return with action taken                    |
| <input type="checkbox"/> Correct                                  | <input type="checkbox"/> Open case                                     | <input type="checkbox"/> Return with explanation                     |
| <input type="checkbox"/> Deadline _____                           | <input type="checkbox"/> Prepare lead cards                            | <input type="checkbox"/> Search and return                           |
| <input type="checkbox"/> Delinquent                               | <input type="checkbox"/> Prepare tickler                               | <input type="checkbox"/> See me                                      |
| <input type="checkbox"/> Discontinue                              | <input type="checkbox"/> Recharge file <input type="checkbox"/> serial | <input type="checkbox"/> Type                                        |
| <input type="checkbox"/> Expedite                                 |                                                                        |                                                                      |
| <input type="checkbox"/> File                                     | <input type="checkbox"/> Send to _____                                 |                                                                      |

Re NY tel call to HQ, 9/25/84.

This will confirm NY file 65-15348 is charged out to HQ X 5780 re a FOIPA request.

Your assistance is appreciated.

1-Bureau  
1-NY (66-3573)  
(2)  
ATL:emp

*Antoni*  
*Saraco*  
*La Due (Last)*

\_\_\_\_\_ See reverse side

SAC/ ADIC LEE F. LASTER

Office NEW YORK



FBI

TRANSMIT VIA:

- Teletype
- Facsimile
- AIRTEL

PRECEDENCE:

- Immediate
- Priority
- Routine

CLASSIFICATION:

- TOP SECRET
- SECRET
- CONFIDENTIAL
- UNCLAS E F T O
- UNCLAS

Date 9/21/84

TO: DIRECTOR, FBI  
 (ATTN: RECORDS SECTION, RECORDS MENEAGEMENT DIVISION,  
 ROOM 5657)

FROM: *pa/pah* SAC, SAN FRANCISCO (66-1696)

SUBJECT: DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
 BUDED: 10/5/84

Re Bulet to SAC, Atlanta dated 9/17/84 and captioned  
 as above.

San Francisco has reviewed its central filing system  
 and determined that SF62-4859 was destroyed as of 4/1/78.

2 - Bureau  
 1 - San Francisco  
 (3)  
 PAH/pah

17 SEP 21 1984

Approved: \_\_\_\_\_ Transmitted \_\_\_\_\_ Per \_\_\_\_\_  
 (Number) (Time)

RECORDS



# Memorandum



RWB

To : DIRECTOR, FBI Date 9/28/84  
ATTN: Records Section, Records Management  
Division, Room 5657

From : SAC, TAMPA (66-6)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/5/84

Re Bulet to Atlanta dated 9/17/84.

A check of records, Tampa Division reflect the files listed by the Bureau as 9-137 and 166-22 in which Tampa was office of origin, have been destroyed.

2- Bureau  
1- Tampa  
FLN;fln  
(3)

REC. MET.

*File  
70500/1/1/84*

November 1, 1984

FEDERAL GOVERNMENT

*BJ*

Ms. Nancy Malan  
Room 604, N. N. B.  
National Archives and  
Records Service  
Washington, D. C. 20408

Dear Ms. Malan:

This is in response to your telephone call to  
Special Agent [redacted] of our Research Unit on  
October 24.

b6  
b7C

I am enclosing the information on Al Capone that  
you requested. Unfortunately, we do not have any wanted  
posters or additional pictures. I hope these will be helpful  
to you.

Sincerely,

*(6)*

William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

MAILED 4  
NOV 1 1984  
FBI 8x10

Enclosures (3)

1984 Capone I.C. #69-180, 3/28/84  
Explanation of Fingerprint Classification of Alphonse Capone  
FBI 8x10 p/w photo of Al Capone

- 1 - Mr. W. Baker - Enclosure
- 1 - Mr. T. Baker - Enclosure

DE-106

*66-19249-346*

Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

NOTE: Bufiles negative regarding requester, who needs materials  
for a NARS exhibit which will include Al Capone.

MLM:clc (7)

*MLM clc*

NOV 6 1984

53 DEC 11 1984

MAIL ROOM

*Ret. to Mr. Donald 1/2/84 7350*

FBI/DOJ

M&M  
7350

10/24/84

MR. DIVAN:

On 10/24/84 I received a call from [redacted] of the National Archives (523-3263). They are preparing an exhibit which will include Al Capone.

b6  
b7c

She needs pictorial material on Capone, including photos and wanted posters or I.O.'s. In addition, she would like a copy of our I.C. and details on his trials and convictions. Material should be mailed to her: Room 604, N.N.B., National Archives and Records Service, Washington, D.C. 20408.

I have assigned this matter to [redacted]

[redacted]

1 -

[redacted]

JAF:dkp (5)

66-19249-376

Ack: 11/1/84

AIRTEL

11/26/84

Director, FBI (66-3286 Sub B)

All SACs  
All Legats

PERSONAL ATTENTION

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
BUDED: 1/31/85

ReBuairtels to all SACs and to all Legats, dated 6/20/84 and 4/25/84, respectively, captioned as above.

ReBuairtels provided instructions for preservation of historical records, primarily in the categories of entire classifications and multisection (multivolume) cases. Instant communication encompasses an "exceptional" category of records and instructs that these records must be identified and marked for preservation.

This will complete the process of identifying and stamping historical records for permanent retention until the American Friends Service Committee litigation is resolved.

The "exceptional" category of field office and Legat records that are to be marked for preservation at this time are set forth below:

- o Field office and Legat cases corresponding to FBIHQ cases consisting of 20 or more sections (volumes).
- o Field office and Legat cases corresponding with subjects of the FBIHQ file collection previously maintained in the offices of former FBI Director J. Edgar Hoover and FBI official Louis B. Nichols.

66-19249-  
NOT RECORDED  
172 DEC 7

Enclosures

- ① - 66-19249
- 1 - Mr. Otto
- 1 - Each Assistant Director
- 1 - Mr. Scherrer

- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - Manuals Desk
- 1 - Liaison Unit

b6  
b7C

CMG:jls (173)  
FEB 23 1985

(See Note Page 4)

66-3286-64

4-11-84

Airtel to All SACs and All Legats  
RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
BUDED: 1/31/85  
66-3286 Sub B

- o Cases identified with the Attorney General's List of Subversive Organizations.

All offices are being furnished a rubber stamp that reads "X DO NOT DESTROY HISTORICAL VALUE NATIONAL ARCHIVES," which is to be affixed to file covers of cases identified with this "exceptional," historical collection. You are not required to review your files for the corresponding FBIHQ file numbers in any categories described herein. No action is required by Legats, Hong Kong and Mexico City, inasmuch as all records in these offices have been declared permanent.

#### "Exceptional" Cases - Office of Origin

A review of FBIHQ cases with 20 or more sections (volumes) and the Hoover/Nichols file collection identified a number of corresponding "exceptional" field Office of Origin files which must be stamped for preservation. The field offices and respective file numbers are identified on Attachment A.

#### "Exceptional" Cases - Auxiliary Offices

The review of FBIHQ records revealed a number of "exceptional" Auxiliary Office files that must be stamped for preservation. The Auxiliary Offices and the respective file numbers are set forth below:

AL 175-130	CI 175-86	LR 175-51	OC 175-313
AN 175-32	CO 175-86	LS 175-37	OM 175-69
AQ 175-77	CV 175-125	LV 175-63	PD 175-116
AT 175-118	DE 175-220	ME 175-73	PG 175-69
AX 92-11	175-222	MI 175-98	PH 175-120
175-59	175-222	MM 175-144	PX 175-169
175-78	DL 175-83	MO 175-56	RH 175-80
175-972	DN 175-59	MP 175-65	SA 175-57
BA 175-248	HN 175-37	NP 175-61	SC 175-130
BH 175-5	HO 175-22	NH 175-11	SD 175-153
175-54	175-59	175-99	SE 175-80
BS 175-169	175-111	NK 175-95	SF 175-117
175-884	IP 175-45	NO 175-22	SI 175-66
BT 175-80	JK 175-102	175-83	SL 175-124
203-15	JN 175-58	175-107	SU 175-54
BU 175-131	KC 175-80	NY 175-390	175-56
CE 175-182	KX 175-80	175-391	SV 175-36
CG 175-105	LA 175-173	OC 175-86	TP 175-161

Airtel to All SACs and All Legats  
RE: DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
BUDED: 1/31/85  
66-3286 Sub B

"Exceptional" Cases - Legat Offices

The review of FBIHQ records identified a number of "exceptional" cases resident in several Legats that must be stamped for preservation. The Legats and their respective files are set forth below:

Bern	175-9	
Bogota	100-187	
	240-2	
Bonn	175-11	
Buenos Aires	200-86	
Manila	175-15	(Maintained at and will be stamped by FBIHQ)
Ottawa	175-20	
Rome	175-9	

"Exceptional" Cases - The Attorney General's List of Subversive Organizations

FBIHQ has performed extensive research to prepare the most comprehensive list of organizations which have been included in this listing since its inception. These organizations are identified on Attachment B and must be searched through the field and Legat offices general indices. All field Office of Origin and Legat main files identified as a result of the indices search must be stamped for preservation. Additionally, all auxiliary office files in classifications 3 and 175 which are determined to be identical with any of the organizations appearing on Attachment B must be stamped for preservation.

It is reiterated that you are not required to review your files for corresponding FBIHQ file numbers.

By COB 1/31/85, all offices are requested to advise FBIHQ, Attention: Records Management Division, Records Section, Records Research Unit, that action has been completed. Likewise, any inquiries regarding these instructions may be directed to this FBIHQ entity, Room 5657, Extension 2808.

All offices are being furnished a copy of Attachment A with the exception of Anchorage, Sacramento, Tampa, and all Legat Offices. Attachment B is being furnished to every office. All SACs are being provided with two of the aforementioned rubber stamp (X DO NOT DESTROY HISTORICAL VALUE NATIONAL ARCHIVES); all Legats are being provided with one rubber stamp.

Airtel to All SACs and All Legats

RE: DESTRUCTION OF RECORDS;

NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)

APPRAISAL OF FBIHQ AND FIELD RECORDS

BUDED: 1/31/85

66-3286 Sub B

NOTE: Field offices and Legats are being requested to identify and preserve cases in "exceptional" categories pursuant to instructions set forth in the Records Retention Plan and Disposition Schedule and to advise FBIHQ by established deadline that action has been completed.

Memorandum

31

To : Mr. Monroe *cm/Rux*

Date 11/27/84

From : R. W. Scherrer *Rux*

Subject : MATNAP

7-1820

*NATIONAL ARCHIVES  
AND RECORDS  
SERVICE*

Plan. & Insp. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

**PURPOSE:** To request the Criminal Investigative Division (CID), review the bulky exhibits in this case and determine whether nondocumentary bulky exhibits should be considered for authorized disposal.

**RECOMMENDATIONS:** 1. This memorandum be forwarded to CID.

**APPROVED:** Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. *cm/Rux*  
Exec. AD-Inv. \_\_\_\_\_ In. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

*f*

2. That CID review the nondocumentary bulky exhibits in this case and determine whether any of the items should be considered for authorized disposal.

**APPROVED:** Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Ident. \_\_\_\_\_ Rec. Mgnt. *cm/Rux*  
Exec. AD-Inv. \_\_\_\_\_ In. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

*f*

7-1820

- 1 - 66-19249
- 1 - Mr. Mintz (Attn: [redacted])
- 1 - Mr. Revell
- 1 - Mr. Monroe

- 1 - [redacted]
- 2 - [redacted]
- 1 - [redacted]
- 1 - [redacted]

b6  
b7C

SEE CID ADDENDUM ON PAGE 3

(CONTINUED - OVER)

GL/sma (10)

*sma*

*Rux*

MAR 14 1985

*66-19249-*

12 JAN 31 1985

NOT RECORDED  
25 FEB 4 1985

*[Handwritten signature]*

*7-1820-43857A*



Memorandum from R. W. Scherrer to Mr. Monroe  
RE: MATNAP

DETAILS: A review of nondocumentary bulky exhibits maintained in the Bulky Room, Filing Subunit, Records Management Division, identified several bulky exhibits retained in this investigation such as boxes of soil, tools and the like. Since these types of items may have no continuing usefulness or any apparent investigative value, arrangements may be made to dispose of certain exhibits.

CID is being requested to review the nondocumentary bulky exhibits in this case with emphasis toward identifying any items that can be considered for authorized disposal.

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID) JPM:ccg 1/11/85

CID has reviewed the request of Records Management Division concerning the disposition of bulky exhibits in this kidnaping investigation. Based on the current order issued by Judge Greene, U. S. District Court, Washington, D. C.; no files or records can be destroyed and, therefore, this evidence should be retained, subject to further review when Judge Green's order is lifted.

*J*

APPROVED: \* Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_  
Crim. Inv. *Salvo* \_\_\_\_\_ Legal Coun. \_\_\_\_\_  
Director \_\_\_\_\_ Off. of Cong. & Public Affs. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Rec. Mgnt. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Intell. \_\_\_\_\_ Training \_\_\_\_\_

*Airtel sent to Seattle on 1/29/85 re disposition of bulky evidence JPM*

Mr. Monroe

11/27/84

R. W. Scherrer

MATNAP

NATIONAL ARCHIVES and  
RECORDS SERVICES

PURPOSE: To request the Criminal Investigative Division (CID), review the bulky exhibits in this case and determine whether nondocumentary bulky exhibits should be considered for authorized disposal.

RECOMMENDATIONS: 1. This memorandum be forwarded to CID.

2. That CID review the nondocumentary bulky exhibits in this case and determine whether any of the items should be considered for authorized disposal.

7-1820

66-19249

- ① - 66-19249
- 1 - Mr. Mintz (Attn: )
- 1 - Mr. Revell
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 2 -
- 1 -
- 1 -

b6  
.b7C

NOT RECORDED  
DEC 11 1984

GL/sma (10)

(CONTINUED - OVER)

53 DEC 14 1984

143

Memorandum from R. W. Scherrer to Mr. Monroe  
RE: MATNAP

DETAILS: A review of nondocumentary bulky exhibits maintained in the Bulky Room, Filing Subunit, Records Management Division, identified several bulky exhibits retained in this investigation such as boxes of soil, tools and the like. Since these types of items may have no continuing usefulness or any apparent investigative value, arrangements may be made to dispose of certain exhibits.

CID is being requested to review the nondocumentary bulky exhibits in this case with emphasis toward identifying any items that can be considered for authorized disposal.

TC 4/23/1

Mr. Monroe

11/27/84

R. W. Scherrer

*Ad*

[Redacted]

ET. AL.

b6  
b7C

SABOTAGE

PURPOSE: To request the Criminal Investigative Division (CID), review the bulky exhibits in this case and determine whether nondocumentary bulky exhibits should be considered for authorized disposal.

RECOMMENDATIONS: 1. This memorandum be forwarded to CID.

*National Archives and Records Service*

2. That CID review the nondocumentary bulky exhibits in this case and determine whether any of the items should be considered for authorized disposal.

*66-19249-*

98-10288

- ① - 66-19249
- 1 - Mr. Mintz (Attn: [Redacted])
- 1 - Mr. Revell
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 2 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]

b6  
b7C

**NOT RECORDED**  
29 DEC 11 1984

GL/sma (10)

(CONTINUED - OVER)

*1984*  
**53 DEC 14 1984**

b6  
b7C

Memorandum from R. W. Scherrer to Mr. Monroe  
RE:  ET. AL.

DETAILS: A review of nondocumentary bulky exhibits maintained in the Bulky Room, Filing Subunit, Records Management Division, identified several bulky exhibits retained in this investigation such as boxes of soil, tools and the like. Since these types of items may have no continuing usefulness or any apparent investigative value, arrangements may be made to dispose of certain exhibits.

CID is being requested to review the nondocumentary bulky exhibits in this case with emphasis toward identifying any items that can be considered for authorized disposal.

# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Off. Cong. &  
 Public Affs. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Monroe *cm/Rux*

Date 12/3/84

From : R. W. Scherrer *Rux*

Subject : DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS SERVICE (NARS)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE:

The purpose of this memorandum is to record receipt of approved SF 115 and amended pages to our disposition schedule.

RECOMMENDATION:

None. For record purposes.

*[Signature]* APPROVED: \_\_\_\_\_

Director _____	Adm. Servs. _____	Laboratory _____
Exec. AD-Adm. _____	Crim. Inv. _____	Legal Coun. _____
Exec. AD-Inv. _____	Ident. _____	Off. of Cong. & Public Affs. _____
Exec. AD-LES _____	Inspection _____	Rec. Mgnt. <i>cm/Rux</i>
	Intell. _____	Tech. Servs. _____
		Training _____

DETAILS:

By letter dated 5/17/84, I forwarded to Dr. James E. O'Neill, Director, FBI Appraisal Task Force, NARS, 19 amended pages to the FBI Disposition Schedule, a draft of my affidavit to encompass the amendments, and the completed SF 115 to describe our request. The amendments were prepared to correct numerous discrepancies; to revise the review of control files and administrative records to determine the office of origin file numbers; and to remove IRS taxpayer information, Title III material, and Grand Jury material prior to transfer of the records containing this data to the National Archives.

*[Handwritten initials]*

Our request was received through the Justice Management Division of the Department on 11/27/84, and bears the approval of the Archivist of the United States, with the exception of the removal of tax, Grand Jury, and Title III information which item was not approved. A copy of the authorized schedule is enclosed.

ENCLOSURE *[Handwritten]*  
Enclosure  
66-19249

ENCLOSURE ATTACHED

66-19249-347

DEC 12 1984

- 1 - Mr. Mintz (Attn: )
- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 -
- 1 -

JAN 3 1985

b6  
b7C

CMG: jls (6)  
*[Handwritten initials]*

*4/Rux*



66-19249 = 347



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

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		LEAVE BLANK	
1. FROM (AGENCY OR ESTABLISHMENT) <b>Department of Justice</b>		JOB NO.  NC1-65-85-1	
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>		DATE RECEIVED November 7, 1984	
3. MINOR SUBDIVISION <b>Records Management Division</b>		NOTIFICATION TO AGENCY	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Robert W. Scherrer</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5. TEL. EXT. <b>324-4507</b>		Nov. 9 1984 <i>Robert W. Scherrer</i> Date Archivist of the United States	

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE <b>5/14/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert W. Scherrer</i>	E. TITLE <b>Section Chief, Records Section, Records Management Division</b>
---------------------------	--------------------------------------------------------------------	------------------------------------------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM • (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Files and records maintained at Federal Bureau of Investigation Headquarters and field offices as the Central Records System. Amendments have been performed to ensure that records, or portions thereof, which are restricted by law from disclosure and access are likewise restricted from public disclosure in the National Archives; to protect symbol-numbered informants who are identified by name; to establish limitations for determining field office records which correspond to Headquarters records; and to correct inaccuracies and discrepancies which appear in the disposition schedule. Amended pages have been prepared for pages 8, 9, 20, 41, 70, 86, 110, 200, 233, 235, 244, 246, 254, 259, 260, 265, 271, 283, and 297.</p> <p>This is an amendment to Job No. NC1-65-83-20, approved April 18, 1983. Amended pages (19) should be inserted within the comprehensive disposition schedule which was approved by the Archivist on November 9, 1981.</p>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER

**SECTION I - ACTION TAKEN**

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 have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.  
 p9, item 10; p86, item 69e; p235, item 11.
4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency.

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
CMA APPRAISAL	APPAISER	<i>B. C. ...</i>	11/8/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond ...</i>	11/8/84
CON- CURRENCES	Director, Civil Archives Division	<i>Samuel H. ...</i>	11-9-84
	Assistant Archivist, Office of Presidential Libraries	<i>James P. O'Neil</i>	11/8/84

**SECTION III - APPRAISER'S COMMENTS**

This 20 page request is intended to amend and supplement NC1-65-82-4 in three ways. NARS can accept the corrections to misspellings and minor inaccuracies and the amendment to the procedures for processing records containing informant identities. Neither action affects the disposition instructions in NC1-65-82-4. NARS cannot accept the provisions for removing and destroying certain "restricted" materials because they modify the disposition instructions in NC1-65-82-4. The attached appraisal report contains the justifications for these decisions.

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
297 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The following is a list of schedule items from Parts B and D that provides for either a systematic evidential or systematic informational sample of cases initiated before 1978. The size of the sample is indicated after the schedule item. The size of samples of cases initiated after 1977 will be determined by a representative of the Archivist of the United States when the Bureau begins planning transfer of the sample.</p> <p>Part B - Headquarters Sample of Cases Initiated before 1978.</p> <p><u>Item - Sample Size</u></p> <p>1b - 500 2b - 115 4b - 24 5b - 20 6b - 20 7b - 1,500 8a(2) - 20 9b - 1,500 10b - 45 12b - 104 15b - 1,500 17b - 500 19b - 62 23b - 237 25b - 1,500 26b - 1,500 28b - 217 29b - 1,500 31b - 1,500 from each decade beginning with 1922 32d - 500 33b - 11 39c - 1,500 40b - 1,500 41b - 38 42b - 500 43b - 500 44b (2) - 1,500 from each decade beginning with 1978 45b - 500 46b - 1,500 47b - 500 49b - 500 51b - 5 52b - 500</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

JOB NO.

283 PAGE OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
205.	<p>CLASSIFICATION 205 - Foreign Corrupt Practices Act of 1977.</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Auxiliary Office case files.</p> <p>(1) multisection cases. (2) cases with 20 or more serials.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. Legat case files.</p> <p>(1) multisection cases. (2) Correlates to retained Headquarters case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
206.	<p>CLASSIFICATION 206 - Fraud Against the Government - Department of Defense</p> <p>See Part C.</p>		
207.	<p>CLASSIFICATION 207 - Fraud Against the Government - Environmental Protection Agency</p> <p>a. Office of Origin case files.</p> <p>(1) "OO" files. (2) "O" files. (3) all cases.</p> <p><u>DISPOSAL NOT AUTHORIZED</u></p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
271 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
156.	<p>CLASSIFICATION 156 - Employee Retirement Income Security Act</p> <p>a. Office of Origin case files.</p> <p>(1) multisection cases.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		
157.	<p>CLASSIFICATION 157 - Civil Unrest</p> <p>a. Office of Origin case files.</p> <p>(1) systematic informational sample in Jackson, New Orleans, and New York.</p> <p>(2) multisection cases.</p> <p>(3) cases in which subjects are not individuals.</p> <p>(4) cases corresponding to all cases identified for permanent retention in Headquarters.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>b. Legat case files.</p> <p>(1) multisection case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		
158.	<p>CLASSIFICATION 158 - Labor-Management Reporting and Disclosure Act of 1959 (Security Matters) (Obsolete)</p> <p>a. Office of Origin case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p>		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
265 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>inquiry without the consent of the person or entity shall be promptly destroyed, unless it is or may become pertinent to authorized investigative activity or the person is a potential witness in a criminal prosecution. Any decision not to destroy all information about the person or entity shall be recorded with explanatory facts and circumstances in an investigative case file and shall be reviewed periodically by the SAC or designated field supervisor."</p> <p><u>DESTRUCTION NOT AUTHORIZED.</u> This matter will be resolved between the Attorney General of the United States and the Archivist of the United States.</p> <p>b. remaining cases.</p> <p>(1) systematic informational sample of 2,500 cases each in New York, Washington, Los Angeles, San Francisco, St. Louis and Chicago.</p> <p>(2) multisection cases.</p> <p>(3) cases with subfiles.</p> <p>(4) cases with nonhuman sources.</p> <p><u>PERMANENT</u></p> <p>(5) Legat case files.</p> <p><u>PERMANENT</u></p> <p>(6) all other cases.</p> <p><u>DESTROY</u> when 30 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
260 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
106.	CLASSIFICATION 106 - Alien Enemy Control; Escaped Prisoners of War and Internees  See Part C.		
107.	CLASSIFICATION 107 - Denaturalization Proceedings (Obsolete)  See Part C.		
108.	CLASSIFICATION 108 - Foreign Travel Control  a. Office of Origin case files.  (1) "OO" files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
109.	CLASSIFICATION 109 - Foreign Political Matters  a. Office of Origin case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.  b. Auxiliary Office case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.  c. Legat case files.  (1) multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
110.	CLASSIFICATION 110 - Foreign Economic Matters  a. Office of Origin case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
259 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
101.	CLASSIFICATION 101 - Hatch Act (Obsolete)		
	a. all cases in Office of Origin and Auxiliary Offices.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 30 years old.		
102.	CLASSIFICATION 102 - Voorhis Act		
	a. Office of Origin case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
103.	CLASSIFICATION 103 - Interstate Transportation of Stolen Cattle		
	See Part C.		
104.	CLASSIFICATION 104 - Servicemen's Dependents Allowance Act of 1942. (Obsolete)		
	See Part C.		
105.	CLASSIFICATION 105 - Foreign Counter- intelligence Matters		
	a. Office of Origin case files.  (1) multisection cases. (2) cases corresponding to Headquarters multisection cases. (3) cases corresponding to Headquarters cases with 10 or more serials. (4) cases with 15 or more serials.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
	b. Legat case files.  (1) cases with 15 or more serials.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		



## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77.	<p>CLASSIFICATION 77 - Applicants (Special Inquiry, Departmental and Other Government Agencies, except those handling special classifications)</p> <p>See Part C.</p>		
78.	<p>CLASSIFICATION 78 - Illegal Use of Government Transportation Requests</p> <p>See Part C.</p>		
79.	<p>CLASSIFICATION 79 - Missing Persons</p> <p>See Part C.</p>		
80.	<p>CLASSIFICATION 80 - Public Affairs Matters</p> <p>a. cases on contacts with state and local law enforcement agencies and with district and state attorneys.</p> <p>b. SAC contacts.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old.</p> <p>c. interesting case summaries.</p> <p>d. cases on contacts with law enforcement authorities not listed in a above, with the media, and with local business establishments.</p> <p>See Part C.</p> <p>e. all other cases.</p> <p><u>DISPOSAL NOT AUTHORIZED.</u></p>		
81.	<p>CLASSIFICATION 81 - Gold Hoarding</p> <p>a. Butte and Portland case files.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 30 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

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246 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	CLASSIFICATION 56 - Election Laws  See Part C.		
57.	CLASSIFICATION 57 - War Labor Dispute Act (Obsolete)  See Part C.		
58.	CLASSIFICATION 58 - Bribery; Conflict of Interest  a. Office of Origin case files.  (1) multisection cases. (2) cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
59.	CLASSIFICATION 59 - World War Adjusted Compensation Act.  See Part C.		
60.	CLASSIFICATION 60 - Anti-Trust  a. Office of Origin case files.  (1) multisection cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
61.	CLASSIFICATION 61 - Treason or Misprision of Treason  a. Office of Origin and Auxiliary Office case files.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 300  
244 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(a) multisection cases. (b) cases corresponding to Headquarters multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 30 years old.		
45.	CLASSIFICATION 45 - Crime on the High Seas  See Part C.		
46.	CLASSIFICATION 46 - Fraud Against the Government; Anti-Kickback Statute, Dependent Assistance Act of 1950; False Claims, Civil; Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act, Criminal; Renegotiation Act, Civil; Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act  a. Office of Origin case files.  (1) Washington Field Office multisection cases.  <u>PERMANENT</u> : Offer to NARS in 10 year blocks when 50 years old.		
47.	CLASSIFICATION 47 - Impersonation  See Part C.		
48.	CLASSIFICATION 48 - Postal Violation (Except Mail Fraud)  See Part C.		
49.	CLASSIFICATION 49 - National Bankruptcy Act  See Part C.		

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court order which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC 552 a(e)(1), (5), (7)).</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARS.</p>		
10.	<p>Informant and Informant-Related Material</p> <p>Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports or other communications, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT</u>. Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p>		
11.	<p>IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the usage restricted by law.</p> <p><u>DESTROY</u> when 10, 20, or 30 years old, or prior to transfer to NARS, whichever is applicable.</p>	<p>Disposal not Authorized. Case files and other records appraised as permanent in the NARS-FBI Report of Nov. 9, 1981, shall be retained in their entirety, without the withdrawal of any record material and transferred to NARS in accordance with 44 USC 210-3-2104 and NC1-65-82-4.</p>	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
233 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><b>PART C</b> <b>GENERAL DISPOSITION AUTHORITIES FOR FIELD OFFICE CASE FILES</b></p> <p>The following authorities will be used for the disposition of the Field Office records described below. These authorities apply regardless of the classification under which the records are filed unless otherwise stated in Parts D or E of this schedule. NOTE: Care must be taken to insure that records designated for permanent retention by other items in this schedule are not erroneously destroyed using authorities listed in this part.</p> <p>1. "00" Files.</p> <p>The character of the "00" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 30 years old or when all administrative needs have been met, whichever is later.</p> <p>2. "0" Files.</p> <p>The character of the "0" file in the Field Offices is similar to its Headquarters counterpart except that a portion of the records focus on local issues.</p> <p><u>DESTROY</u> when 3 years old or when all administrative needs have been met, whichever is later.</p> <p>3. Exceptional Case Files.</p> <p>Office of Origin and Legat investigative case files, excluding informant and informant-related cases, corresponding to the case files designated for permanent retention in Part A, Item 3.</p> <p><u>PERMANENT.</u> Offer to NARS in 10 year blocks when 50 years old.</p>		

## Request for Records Disposition Authority - Continuation

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200 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
182.	<p>CLASSIFICATION 182 - Illegal Gambling Business; Illegal Gambling Business, Obstruction; Illegal Gambling Business, Forfeiture</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining cases corresponding to Office of Origin multisection cases.</p> <p>e. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

110 PAGE OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
93.	<p>CLASSIFICATION 93 - Ascertaining Financial Ability</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. microfilm in the sample.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p> <p>e. all other case files including remaining microfilm.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
86 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	<p>CLASSIFICATION 69 - Contempt of Court</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. systematic evidential sample.</p> <p>c. remaining multisection cases.</p> <p>d. remaining microfilm.</p> <p>e. cases involving leaks of Grand Jury testimony and union violations of restraining orders.</p> <p><u>PERMANENT</u>: Offer to NARS in 10 year blocks when 50 years old, commensurate with general authorities contained in Part A, Item 10.</p> <p>f. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
70 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	<p>CLASSIFICATION 61 - Treason or Misprision of Treason</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. all remaining cases.</p> <p>c. all "0" files.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p>		

## Request for Records Disposition Authority—Continuation

JOB NO.

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41 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
32.	<p>CLASSIFICATION 32 - Identification (Fingerprint Matters)</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. cases 1-10, 16171-16181, and 32343-32353.</p> <p>c. "0" files - sections 1 and 2.</p> <p>d. systematic evidential sample.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 50 years old.</p> <p>e. all other case files.</p> <p><u>DESTROY</u> when 20 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE 8 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>CLASSIFICATION 11 - Tax (Other than Income)</p> <p>a. informant cases.</p> <p><u>See Part A, Item 5.</u></p> <p>b. remaining microfilm.</p> <p><u>PERMANENT:</u> Offer to NARS in 10 year blocks when 30 years old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
9 of 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>Instead, these numbers have been reserved to allow for the creation of administrative or control files. Unless otherwise stated in Part B, the following disposition applies to "Reserved" cases:</p> <p style="text-align: center;"><u>DISPOSAL NOT AUTHORIZED.</u></p> <p>Controlled Substances Act.</p> <p>Case files and related material pursuant to Controlled Substances Act, Title 21, U.S.C., Section 844 (b)(2) and certified court orders which require expungement of all recordation identifying the defendant and relating to the investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge.</p> <p><u>DESTROY</u> in accordance with an order of a Federal district court.</p>		
8.	<p>Freedom of Information and Privacy Acts correspondence filed in substantive case files prior to establishment of 62 case file and 190 classification.</p> <p>See disposition instructions in Part B.</p>		
9.	<p>Cases in which the subject requests disposal because continued maintenance would conflict with provisions of the Privacy Act of 1974 (5 USC, 552a (e) (1), (5), (7)).</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARS.</p>		
10.	<p>IRS tax returns and tax return information; Title III material; and Grand Jury testimony material, transcripts and summaries thereof, which are incorporated into investigative case files and the use of which is restricted by law.</p> <p><u>DESTROY</u> when 20 years old, 30 years old, or prior to transfer to NARS, whichever is applicable.</p>	Disposal not authorized. Case files and other records were appraised as permanent in the NARS-FBI Report of Nov. 9, 1981, shall be retained in their entirety, without the withdrawal of any record material and transferred to NARS in accordance with 44 USC 210-3-2104 and NCI-65-82-4.	

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
8 OF 300

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>j. Any organization on the Attorney General's List of Subversive Organizations.</p> <p>k. All case files on subjects of Bureau surveillance as identified by "principal" (subject or target) cards in the ELSUR Index in Headquarters.</p> <p>l. Multisection cases with 20 sections in Headquarters, or 35 sections in Offices of Origin, or 50 sections in Auxiliary Offices.</p> <p><u>PERMANENT.</u> With the exception of informant files, offer to NARS in 10 year blocks when 50 years old.</p> <p>4. Cases Requiring Prolonged Retention.</p> <p>Cases will be retained beyond the authorized disposal periods to satisfy FBI investigative and administrative needs and obligations including, but not limited to, the Privacy Act accounting of disclosure provision and extended litigation.</p> <p>Retain until needs and obligations are met.</p> <p>5. Informant and Informant-related Cases.</p> <p>No time has been established for the transfer of informant files designated for permanent retention to NARS. Obliterated copies of "informant evaluation page(s)" or "administrative page(s)" of individual investigative reports, which identify by name symbol-numbered informants, will be placed in the report and the original page(s) will be retained at FBIHQ.</p> <p><u>PERMANENT.</u> Transfer to NARS at a date and under conditions to be determined by the FBI and NARS.</p> <p>6. "Reserved" Cases.</p> <p>In most classifications, after classification 151, the Bureau has not assigned case numbers 1 through 10 to routine investigative cases.</p>		

~~SECRET~~

FEDERAL GOVERNMENT  
~~CONFIDENTIAL~~

BY LIAISON

*De*

Date: November 29, 1984

To: Mr. James E. O'Neill  
Assistant Archivist  
Presidential Libraries  
National Archives and Records Service  
Washington, D. C.

From: Lloyd E. Dean, Security Programs Manager  
Federal Bureau of Investigation

Subject: RELEASE OF CLASSIFIED INFORMATION

DATE: 01-31-2007  
CLASSIFIED BY 60324 auc baw/cpb/stw  
REASON: 1.4 (d)  
DECLASSIFY ON: 01-31-2032

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

Reference is made to our letter dated September 24, 1964, requesting the re-classification of a document held at the HARRY S TRUMAN LIBRARY concerning EMIL KLAUS FUCHS. We have since been informed that ~~the~~ additional documents, containing information provided by a foreign government, may have also been inadvertently released by personnel of the HARRY S TRUMAN LIBRARY. The documents are described as follows:

1. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated February 6, 1950;
2. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated February 21, 1950;
3. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated March 4, 1950;
4. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated March 7, 1950;
5. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated March 22, 1950; and
6. J. EDGAR HOOVER letter to REAR ADMIRAL SIDNEY W. SOUERS, dated June 16, 1950.

*(Handwritten initials)*

*IV-205  
DE-220 66-19249-348*

Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Plan. & Insp. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 - Mr. Edwin A. Thompson - *Sent*  
Records Declassification Division  
National Archives and Records Service

1 - The Associate Attorney General - *Sent*  
(Attn: Office of Information and Privacy-Ms. Margaret A. Irving)

1 - Mr. Dean  
1 - Mr. Peterson

MAIL ROOM

*delivered by liaison  
12/1/84  
H. Tele. Div.*

~~CONFIDENTIAL~~

~~SECRET~~ SEE NOTE PAGE TWO

57 FEB 12 1985

~~CONFIDENTIAL~~

Mr. James E. O'Neill

The foreign government which provided the information contained in the above-described documents continues to consider documents numbered 2, 3, 5 and 6 sensitive and has requested they be treated as "Secret." Additionally, the FEDERAL BUREAU OF INVESTIGATION has reviewed Document Number 1 and determined that this document should be classified "Secret." Accordingly, you are requested to have the documents re-classified pursuant to Executive Order 12356.

We have no objection to the continued release of Document Number 4.

Any questions and comments on this matter should be directed to [redacted] on 324-3565.

~~CONFIDENTIAL~~

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b7C

NOTE: The release of the documents was brought to the attention of [redacted] DOCUMENT CLASSIFICATION SPECIALIST, CLASSIFICATION APPEALS AND AFFIDAVITS UNIT, by MR. EDWIN A. THOMPSON, DIRECTOR, RECORDS DECLASSIFICATION DIVISION, NARS, who advised, after checking with the TRUMAN LIBRARY, that the documents had been placed "on the shelf" for public review prior to 1976 [redacted]

b1

(S)

~~CONFIDENTIAL~~

# Memorandum



Exec AD Adm. \_\_\_  
 Exec AD Inv. \_\_\_  
 Exec AD LES \_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_  
 Crim. Inv. \_\_\_  
 Ident. \_\_\_  
 Insp. \_\_\_  
 Intell. \_\_\_  
 Lab. \_\_\_  
 Legal Coun. \_\_\_  
 Off. Cong. & Public Affs. \_\_\_  
 Rec. Mgnt. \_\_\_  
 Tech. Servs. \_\_\_  
 Training \_\_\_  
 Telephone Rm. \_\_\_  
 Director's Sec'y \_\_\_

To : Mr. McCreight

Date 11/17/86

From : R. W. Scherrer

Subject : TRANSFER OF RECORDS TO  
THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

PURPOSE:

The purpose of this memorandum is to obtain authorization to forward SF 258 (Request to Transfer, Approval, and Receipt of Records to National Archives of the United States) to the National Archives to offer our historical record collection.

RECOMMENDATION:

That upon approval, the attached transmittal letter to the Department and enclosures be approved and sent.

ORIGINAL FILED IN  
66-19268-221

66-19268

Enclosures

- 1 - Mr. Baker
- 1 - Mr. Davis (Attn: )
- 1 - Mr. McCreight
- 1 - Mr. Geer
- 1 - Mr. Moschella (Attn: )
- 1 - Mr. Scherrer
- 1 -
- 1 -
- 1 -
- 1 -

b6  
b7c

1 66-19249  
CMG:cgz (11)

66-19249-

NOT RECORDED  
FEB 14 1987  
100

MAR 3 1987



Memorandum from R. W. Scherrer to Mr. McCreight  
Re: Transfer of Records to  
the National Archives

DETAILS:

Based on my memoranda to Mr. Monroe, dated 1/28 and 3/19/82, authority was granted to transfer approximately 90 cubic feet of historical records to the National Archives for permanent retention. Retrieval of index cards, receipt of files and index cards from the field offices, and review for national security information are completed, and the record collection has been packed in the appropriate containers for transfer. The collection consists of HQ and field office files and index cards of the 61 (Treason) classification; FBI Annual Reports and related index cards; Uniform Crime Reporting publications; Interesting Case Write-ups and related index; and two "exceptional" cases which were described by NARA as eligible for immediate transfer. The records have been reviewed and approved for transfer by the substantive divisions pursuant to my memorandum dated 11/7/84.

A transmittal letter has been prepared to forward the appropriate number of copies of SF 258 to the Department for subsequent referral to the National Archives for action.



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

November 17, 1986

To: Assistant Attorney General  
for Administration  
Justice Management Division  
Attn: Bernard W. Berglind, Assistant Chief  
Records Management Section  
General Services Staff

From: Robert W. Scherrer, Section Chief  
Records Section  
Records Management Division

Subject: TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

*J*

Attached herewith are the appropriate number of copies of SF 258 (Request to Transfer, Approval, and Receipt of Records to National Archives of the United States) to offer a historical record collection to the National Archives.

You are requested to refer the documents to the National Archives for processing in order to complete the physical transfer of the records.

ORIGINAL FILED IN 66-19249-100

Enclosures (5)

- 66-19268
- 1 - Mr. Baker
- 1 - Mr. Davis (Attn: [redacted])
- 1 - Mr. McCreight
- 1 - Mr. Geer
- 1 - Mr. Moschella (Attn: [redacted])
- 1 - Mr. Scherrer
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - 66-19249

b6  
b7C

66-19249-

NOT RECORDED  
FEB 14 1987  
100

NOTE: Based on R. W. Scherrer memorandum to Mr. McCreight, dated 11/17/86, captioned as above.

CMG:cgz (13)

ENCLOSURE  
8 MAR 3 1987  
DUPLICATE YELLOW

**REQUEST TO TRANSFER, APPROVAL, AND  
RECEIPT OF RECORDS TO NATIONAL ARCHIVES  
OF THE UNITED STATES**  
*(See Instructions on reverse)*

LEAVE BLANK		RG
UNIT	DATE RECEIVED	UNIT
DATE RECEIVED	UNIT	DATE RECEIVED
JOB NUMBER		JOB NUMBER

<b>1. TYPE OF ACTION</b>	<b>2. TO</b>	<b>3. UNIT THAT CREATED THE RECORDS</b>	
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS	<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408	A. AGENCY OR ESTABLISHMENT Department of Justice	
<input type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS	<input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NNB) WASHINGTON, DC 20408	B. MAJOR SUBDIVISION Federal Bureau of Investigation	
	<input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION	C. MINOR SUBDIVISION Records Management Division	
		D. NAME OF UNIT	
		E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS Robert W. Scherrer	F. TELEPHONE (Include area code) 324-2307
<b>4. CURRENT LOCATION OF RECORDS</b>	A. AGENCY SPACE (Give location) <input checked="" type="checkbox"/> Records Management Division - J. Edgar Hoover Building		C. REQUESTED TRANSFER DATE ASAP
	<input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)		

**5. RECORDS DATA**

A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary.)

SF 135 ATTACHED

SEPARATE SHEET(S) ATTACHED

(1) FBIHQ and field office files of the 61 (Treason) classification;  
(2) Interesting Case Write-ups; (3) Uniform Crime Reports; (4) FBI Annual Reports; and (5) two "exceptional" cases. See attachment.

<b>B. EST. VOLUME</b>	<b>C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and P.R. volume and page number for most recent notice and attach a copy)</b>	<b>D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)</b>
cu. ft.      cu. mtr.		
90	N/A	See Attachment

<b>E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.</b>	<b>F. AGENCY REMARKS:</b>
See attachment	"Tabbing" or "Flagging" procedure adopted 8/15/83, to denote documents originating from other government agencies and/or foreign governments does not encompass all records in this collection.

**6. STATEMENT OF AGENCY REPRESENTATIVE**

The records described above and on the attached \_\_\_\_\_ pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the *Guide to the National Archives of the United States*. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

<b>A. SIGNATURE OF AGENCY REPRESENTATIVE</b>	<b>B. TITLE</b>	<b>C. MAILING ADDRESS</b>	<b>D. DATE</b>
<i>Robert W. Scherrer</i>	Records Section Chief, Records Section Records Management Division	10th & Penn. Ave., NW Washington, D. C. 20535	10/30/86

**7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION**

<b>A. ACTION</b>	<b>B. NARS CONCURRENCES</b>						<b>C. FOR NARS USE ONLY</b>
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
<input type="checkbox"/> APPROVED							
<input type="checkbox"/> DISAPPROVED							

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

<b>E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE</b>	<b>F. TITLE</b>	<b>G. DATE</b>
<i>66-19249-22</i>		
<b>B. RECORDS RECEIVED NARS DEPOSITORY</b>	<b>A. DATE</b>	<b>B. SIGNATURE</b>
		<i>ENCLOSURE</i>
		<b>C. TITLE</b>

A

D

E

(1) FBIHQ and field office files and index cards of the 61 (Treason) classification over 50 years old.

Material subject to Freedom of Information Act (FOIA), as amended, 5 U.S.C. 552(b)(7)(C) and bears SECRET classification pursuant to Executive Order (EO) 12356.

Job No. NCl-65-82-4  
Part B, Item 61  
Part D, Item 61  
Part E, Item 1

Interesting Case Write-ups over 10 years old and related index.

Material subject to FOIA, as amended, 5 U.S.C. 552(b)(7)(C) and bears SECRET classification pursuant to EO 12356.

Job No. NCl-65-82-4  
Part E, Item 4,1

(3) Uniform Crime Reports over 30 years old.

Unrestricted

Job No. NCl-65-82-4  
Part E, Item 10

(4) FBI Annual Reports over 30 years old and related index.

Material subject to FOIA, as amended, 5 U.S.C. 552(b)(7)(C) and bears SECRET classification pursuant to EO 12356.

Job No. NCl-65-82-4  
Part E, Item 10,1

(5) Exceptional cases (2) and related index cards.

Material subject to FOIA, as amended, 5 U.S.C. 552(b)(7)(C) and bears CONFIDENTIAL classification pursuant to EO 12356.

Job No. NCl-65-82-4  
Retention Plan 5.6g(5)  
Part E, Item 1  
Part A, Item 3

66-19249-22  
ENCLOSURE

FEDERAL BUREAU OF INVESTIGATION  
FOIPA  
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