

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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N1-65-95-3

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

DATE RECEIVED

6-5-95

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2 MAJOR SUBDIVISION

Federal Bureau of Investigation [FBI]

3 MINOR SUBDIVISION

Information Resources Division [IRD]

4 NAME OF PERSON WITH WHOM TO CONFER

William Shackelford

5 TELEPHONE EXT

202-324-6903

DATE

6/22/95

ARCHIVIST OF THE UNITED STATES

James W. Moore

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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

A. GAO concurrence: is attached; or is unnecessary.

B DATE

06 02 1995

C SIGNATURE OF AGENCY REPRESENTATIVE

William Shackelford

D TITLE

Acting Records Officer, IRD, FBI

7
ITEM
NO

8 DESCRIPTION OF ITEM
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

CRIMINAL JUSTICE INFORMATION SERVICES [CJIS] DIVISION
RECORDS [Revision To NARA Job N1-65-90-01]

Fingerprint records / jackets containing fingerprint cards, rap sheets and related material, alphabetical name indices, which were generated in connection with the arrest of individuals or background investigations of military personnel and certain Federal civilian job applicants. The contents of these jackets / records have been provided to the FBI CJIS Division [1992 successor to FBI Identification Division], as a result of Local / State / Federal arrests or incarcerations, Federal employment, applications, military service, and/or requests by individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.

1. Manual Records

(a) Civil Fingerprint Cards / Records

Fingerprint cards and related manual indices generated in connection with background investigations of military enlistees, civilian applicants for Federal positions, etc.

DESTROY all fingerprint cards and other corresponding manual indices when the records indicate that the individual has reached 75 years of age
99

(b) Criminal Fingerprint Cards / Records

Identification records ["Rap Sheets"], fingerprint cards, and corresponding

N1-65-90-01
ITEM 1(a)

Copies sent to agency, NSX, NSXA 6/21/95
NIA

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

NO

PAGE

OF

7 ITEM NO	8 DESCRIPTION OF ITEM <small>(WITH INCLUSIVE DATES OR RETENTION PERIODS)</small>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <small>(NARS USE ONLY)</small>
	<p>manual or automated indices generated in connection with the arrest or incarceration of individuals.</p> <p>DESTROY all fingerprint cards, manual record information, and corresponding indices when records indicate that individual has reached 99 years of age or 7 years have elapsed since notification of individual's death, [NOTE: Verification of death is established by comparison of deceased individual's fingerprints with the fingerprints in the record]</p> <p>2.. Automated Records</p> <p>(a) Identification Record or "Rap Sheet" Information</p> <p>The criminal history record information of individuals including notations of arrests / court / custody information, and personal descriptive data</p> <p>PERMANENT: Offer to NARA on magnetic tape at end of calendar year when records indicate individual has reached 99 years of age or 7 years have elapsed since notification of individual's death, [NOTE: Verification of death is established by comparison of deceased individual's fingerprints with the fingerprints in the record]</p> <p>(b) System Documentation</p> <p>Data system codebooks and record layouts identifying the logical and physical structure of the data provided on magnetic tapes sent to NARA</p> <p>PERMANENT: Offer to NARA with first transfer of permanent records. Transfer system modifications annually with transfer of related records.</p> <p>(c) Fingerprint Cards, Fingerprint Minutiae, and Automated Indices</p> <p>DESTROY fingerprint cards, fingerprint minutiae, and automated indices when records indicate individual has reached 99 years of age or 7 years have elapsed since notification of individual's death, [NOTE: Verification of death is established by comparison of deceased individual's fingerprints with the fingerprints in the record]</p> <p>(d) Administrative Information</p> <p>Administrative / Working Segments include a hold area for Reports, an Audit Trail, and a Computerized Records "Sent" File</p> <p>DESTROY Administrative Segments when no longer needed for current use in accordance with applicable provisions of General Records Schedule [GRS]</p>	<p><i>NI-65-90-01 Item 1(b) whichever is later.</i></p> <p>Supersedes NI-65-90-1, <i>Item 2(a)</i></p> <p>Supersedes NI-65-90-1</p> <p>Supersedes NI-65-90-1 <i>Item 2(c)</i></p> <p>GRS Part 23 Item 3</p>	<p><i>whichever is later.</i></p>