

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

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4.	<p>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>		
5.	<p>Office of Origin Case Files.</p> <p>a. Criminal Case Files.</p> <p><u>DESTROY</u> when 10 years old.</p> <p>b. Security Case Files.</p> <p><u>DESTROY</u> when 20 years old.</p>		
6.	<p>Auxiliary Office Case Files.</p> <p><u>DESTROY</u> when 1 year old.</p>		
7.	<p>Legal Attache Case Files.</p> <p><u>DISPOSAL NOT AUTHORIZED</u></p>		

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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>		