

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-26</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/4/09</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION TRAINING DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE <i>7 Dec 09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/4/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	KEY SURVEY APPLICATION Surveys conducted of participants in various training classes and programs offered by the Federal Bureau of Investigation to assess satisfaction levels with training received		

KEY SURVEY APPLICATION

Surveys are performed of participants in various training classes and programs offered by the Federal Bureau of Investigation to assess satisfaction levels with training received. These surveys are conducted as handouts after a class, or by follow-up electronic mail to a training participant requesting review of the training they have received. Surveys can be completed anonymously, or completed in hardcopy and returned to the Curriculum Development and Evaluation Unit for ingest into the Key Survey Application database for analysis of the surveys to indicate when training programs should be changed or updated to reflect participant training needs. This schedule is media neutral.

1. **Inputs:** The data includes ~~electronic and hardcopy~~ submission of surveys as completed by training participants. Data is entered or ingested into the database by the Curriculum Development and Evaluation Unit staff.

GRS 20

DISPOSITION: Source data can be destroyed once input is verified as accurate and complete for the survey of a particular training event.

2. **Outputs:** Statistical and analytical reports based on survey responses. These reports document trends and recommended programmatic changes to training programs in response to survey results.

DISPOSITION: Delete/destroy 20 years after issuance of the report

3. **Master File:** Survey results database. A composite of survey results per training program are maintained in the Key Survey Application Database.

DISPOSITION: Delete/destroy entries for a particular training program once the reports have been issued showing the results of analyses of the survey results, or when no longer needed for analytical purposes, whichever is longer.

4. **Documentation:** These records include system specifications, user guides, and privacy impact assessment.

GRS 20

DISPOSITION: Destroy/delete when superseded. Destroy/delete final set of system documents 1 year after termination of the system.

5. **Audit Logs:** These logs record every command issued to the database.

DISPOSITION: Destroy/delete when 20 years old