

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NI-065-10-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>10/5/09</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
2 MAJOR SUBDIVISION <b>FEDERAL BUREAU OF INVESTIGATION</b>				
3 MINOR SUBDIVISION <b>HUMAN RESOURCES DIVISION, OFFICE OF GENERAL COUNSEL, DIRECTOR'S OFFICE, LABORATORY DIVISION</b>				
4 NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5 TELEPHONE NUMBER <b>703-504-0328</b>	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>	
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>9/28/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</i>		TITLE ASSISTANT DIRECTOR	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<b>Various Administrative Records</b>  The following pages include dispositions for 67Q Classifications Personnel Assessment, Selection Testing & Validation Matters, and Black Agents Don't Get Equality (BADGE)  319 Classifications Voucher Matters, Strategy Management System—Enterprise Level, Strategy Management System—Division Strategy Execution  Also included in this schedule are dispositions for Presidential Rank Award Brochures, General Correspondence, and Agreements  Lastly, the following series that relate to the FBI's Laboratory Division are included Laboratory Division Quality Assurance Audit Database, New Employee Training Database, and External Auditing Training Content & Related Administrative Files		<b>WITHDRAWN</b>	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>1. Personnel Assessment (67Q 48)</b> Documents pertaining to the validation and implementation of all personnel assessment and selection systems for the FBI</p> <p><b>DISPOSITION:</b> TEMPORARY Delete/Destroy 7 years after a pilot is not implemented or 7 years after a test is superseded or obsolete, or when the FBI's Office of General Counsel (OGC) no longer requires for any other pending or potential lawsuits, whichever is later</p> <p><b>2 Selection Testing &amp; Validation Matters (67Q 49)</b> Communications pertaining to procedures, forms, tests/validations, and other matters associated with the implementation and maintenance of validated selection/promotion products</p> <p><b>DISPOSITION:</b> TEMPORARY Delete/Destroy 7 years after a pilot is not implemented or 7 years after a test is superseded or obsolete, or when the FBI's Office of General Counsel (OGC) no longer requires for any other pending or potential lawsuits, whichever is later</p> <p><b>3. Black Agents Don't Get Equality (BADGE) Matters (67Q 55)</b> Communications related to the BADGE contract, development of the performance plans, and background information regarding the development of the personnel assessment system</p> <p><b>DISPOSITION:</b> TEMPORARY Delete/Destroy 5 years after the related lawsuit is dismissed, 5 years after the performance system implemented as an outcome of the BADGE lawsuit is replaced if the design of the successor system does not rely on the development plan and background of the original performance system, or when the FBI's Office of General Counsel (OGC) no longer requires for any other pending or potential lawsuits, whichever is later</p> <p><b>4 Voucher Matters (319E 1)</b> Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statement of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, third party drafts, credit card statements, and all other schedules and vouchers or documents used as schedules</p> <p><b>DISPOSITION</b> TEMPORARY Delete/Destroy when 7 years old or after next inspection cycle, whichever is later</p> <p>Note This is longer than the GRS authorizes, but it meets the needs of the FBI's Inspection Division and Finance Division</p>	GRS 6, Item 1a	

**WITHDRAWN**

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>5. Strategy Management System (SMS) – Enterprise Level (319X 7)</b></p> <p>Records related to the Enterprise-level (Bureau-wide) strategic planning process, including information that identifies the Bureau's strategic objectives, measures, and priority initiatives, performance metrics and communications related to FBI strategic plans</p> <p><b>DISPOSITION</b> PERMANENT Transfer to NARA when 25 years old</p> <p><b>6. Strategy Management System (SMS) – Division Strategy Execution (319X 8)</b></p> <p>Records related to Division level strategy management and execution, including strategic plans, measures, initiatives, and performance metrics, quarterly strategy review meetings, action items, and interdivisional communications related to a Division's SMS</p> <p><b>DISPOSITION</b> PERMANENT Transfer to NARA when 25 years old</p> <p><b>7. Presidential Rank Award Brochures</b></p> <p>The Presidential Rank Awards are given to a very select group of career civil service employees each year and are conferred by the President of the United States. Annually, the FBI puts together a brochure that contains the name of each FBI award recipient, a photograph, a biography of each recipient, along with a synopsis of various cases/assignments handled by the recipients during their tenure as an senior executive or senior level employees, and a listing of all the new senior executives and senior level employees that were appointed since the last ceremony was held</p> <p><b>DISPOSITION</b> PERMANENT Transfer to NARA at the end of the calendar year in which the award ceremony was held</p> <p><b>8 General Correspondence</b></p> <p>These records include general correspondence that relate to the function or mission of a non-investigative and non-intelligence related program. The communications can be either internal or external to the FBI. The records include e-mail, letters, notices and related records</p> <p>This series does not include records related to the Director or Senior Executives, which are covered in the "Director's and Senior Executives Records" schedule (N1-065-07-01)</p> <p><b>DISPOSITION</b> TEMPORARY File cut-off end of calendar year Delete/Destroy 3 years after file cut-off</p>	<p>N1-065-07-7, "Final Strategic Plan" (319X 7)</p> <p>Note Disposition is unchanged, the title and description are being superseded</p> <p>N1-065-07-7, "Submissions to the Strategic Plan" (319X 8)</p> <p>Note Disposition, title and description are all being superseded</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">WITHDRAWN</p>

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	<p><b>9. Agreements (media neutral)</b></p> <p><b>a. Interagency Agreements (IAs) and Letters of Agreement (LOAs)</b>  This series includes agreements in various forms, such as Interagency Agreements (IAs) and Letters of Agreement (LOAs) These records establish the division of responsibilities, methods of operations and/or fiscal arrangements between or among the FBI and other Federal agencies, State or Local Law Enforcement agencies and FBI internal organizations</p> <p>This series does not cover records related to contracts and employee and contractor security and non-disclosure related agreements</p> <p><b>DISPOSITION TEMPORARY</b> File cut-off end of fiscal year in which agreement expires Destroy 5 years after cut-off</p> <p><b>b. Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA)</b></p> <p><b>1. Corporate MOU/MOA</b>  A corporate MOU/MOA is an agreement that does not, by its terms, expire or terminate for at least one year after the date of execution, and that either (1) includes a foreign government or intergovernmental organization, or an agency thereof, as a party (i.e., an "international MOU"), (2) may substantially affect the programs, interests, or activities of more than one FBI Headquarters organization or Field Office, or (3) is determined by the FBI's Office of General Counsel (OGC) or the responsible division to be sufficiently significant to the FBI that the Director or executives in other FBI divisions should be aware of its existence</p> <p><b>DISPOSITION PERMANENT</b> File cut-off end of fiscal year in which the MOU/MOA expires Transfer to NARA 5 years after cutoff</p> <p><b>2. Non-Corporate MOU/MOA</b>  A non-corporate MOU/MOA is an agreement that does not meet the criteria of "Corporate MOU/MOA" (Item 9 b 1)</p> <p><b>DISPOSITION TEMPORARY</b> File cut-off end of the fiscal year in which the MOU/MOA is no longer in effect Destroy/Delete 5 years after cutoff</p>		

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	<p><b>10. Laboratory Division's Quality Assurance Audit Database, New Employee Training Database and Training Provided Externally on Lab Program Auditing</b></p> <p><b>a. Quality Assurance Audit Database</b></p> <p>This <i>MS Access</i> database is used by the Quality Assurance and Training Unit (QATU) Information in the database includes, but is not limited to, the date of audit, name of unit that was audited, findings from the audit, follow-up meeting information, and actions/responses from the findings</p> <p><b>DISPOSITION</b> TEMPORARY File cut-off end of the fiscal year Delete/Destroy 25 years after file cut-off</p> <p><b>b. New Employee Training Database</b></p> <p>Every new Laboratory Division employee/contractor is required to complete the New Employee Training Program This <i>MS Access</i> database is used by the Quality Assurance and Training Unit (QATU) to track what classes each employee/contractor has or has not attended The information in the database includes, but is not limited to, employee's/contractor's name, entry on duty date, name of unit employee/contractor works for, and list and date of modules attended and completed</p> <p><b>DISPOSITION</b> TEMPORARY File cut-off end of the calendar year in which employee completes training Delete/Destroy 7 years after file cut-off</p> <p><b>c. Training Provided Externally on Lab Program Auditing (Content and Related Administrative Files)</b></p> <p>The training is sponsored by the FBI to teach law enforcement and federal and local officials how to perform audits Records include, but are not limited to, master sets of training materials, evaluations, and sign-in sheets</p> <p><b>DISPOSITION</b> TEMPORARY File cut-off end of the calendar year Delete/Destroy 3 years after file cut-off</p>		

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