

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>N1-65-10-23</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date received <i>4/2/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 SECURITY DIVISION					
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM		5 TELEPHONE NUMBER 703-504-0328		DATE	ARCHIVES OF THE UNITED STATES WITHDRAWN
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>1</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>3/15/2016</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold H. Moore</i>		TITLE SECTION CHIEF	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Polygraph Matters The attached page provides disposition instructions for Polygraph Matters, which includes Classification 335 (Polygraph Matters, Non-FBI) and other polygraph-related paper and electronic records				WITHDRAWN

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 2	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Polygraph Matters</p> <p>The Security Division's (SecD) Polygraph Unit (PU) is responsible for conducting polygraph examinations in all areas of investigative responsibility to include, but not limited to, counterterrorism, foreign counterintelligence, criminal, applicant, and personnel security, Office of Professional Responsibility (OPR) matters, and polygraph exams performed for outside agencies</p> <p>1. Polygraph Matters, Non-FBI</p> <p>a. Classification 335 Records</p> <p>Classification 335 was established in 2008 and contains records related to polygraph exams provided for outside agencies. Records include, but are not limited to, Polygraph Reports (FD-498), Polygraph Worksheets (FD-497), Polygraph Charts, Advice of Rights (FD-395), the Consent to Polygraph (FD-328), and correspondence</p> <p>Disposition TEMPORARY Delete/Destroy when 25 years old</p> <p>b Polygraph Requests and Responses</p> <p>These records include requests for polygraphs and responses in the form of emails and letters</p> <p>Disposition TEMPORARY Delete/Destroy when 10 years old</p> <p>c Electronic Copies</p> <p>Polygraph records are retained on a shared drive as a part of quality control review and for easy access</p> <p>Disposition TEMPORARY Retain until administrative value is lost</p> <p>2. Polygraph Records, FBI-Related</p> <p>Polygraph Records related to counterterrorism, foreign counterintelligence, criminal, applicant, and personnel security, and Office of Professional Responsibility (OPR) matters</p> <p>a. Originals</p> <p>These records are filed in the Official Personnel Files (OPF) or related investigative case files</p> <p>Disposition Retain/destroy commensurate with the retention periods established for the related file classification</p> <p>b. Electronic Copies</p> <p>Polygraph records are retained on a shared drive as a part of quality control review and for easy access</p> <p>Disposition TEMPORARY Retain until administrative value is lost</p>		

WITHDRAWN