

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>N1-65-11-23</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>5/23/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 INFORMATION AND TECHNOLOGY BRANCH				
4 NAME OF PERSON WITH WHOM TO CONFER Shannon E. Broadus		5 TELEPHONE NUMBER 202-220-9133	DATE	ARCHIVE OF THE UNITED STATES WITHDRAWN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>2</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>5/18/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Abba Anne O'Plair</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Classification 242 Automation Matters The attached pages provide disposition instructions for Automation Matters (Classification 242)			WITHDRAWN

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">Classification 242 Automation Matters</p> <p>Automation Matters (Classification 242) was established in 1982 to provide for more centralized control over all matters related to automation, computer technology, data processing, and data systems developed within the Bureau. Over the years, the use of Classification 242 has changed, especially as the FBI's Information Technology Operations and Management Records (Classification 319U) based on the GRS 24 was implemented. Currently, Classification 242 is used to house records related to the design, acquisition, development, implementation, certification, and modification of information management systems.</p> <p>This schedule <u>appends</u> the following schedules:</p> <p>N1-065-04-4, which covers the following Universal Case File Number (UCFN) records:</p> <ul style="list-style-type: none"> • Reserved HQ Case Files 242-3 and 242-4 Permanent <p>NC1-65-82-4, which covers Pre-UCFN records as follows:</p> <p>Part B</p> <ul style="list-style-type: none"> • Reserved HQ Case Files 242-3 and 242-4 Permanent <p>Part D Office of Origin</p> <ul style="list-style-type: none"> • Exceptional Case Files and "00" Policy Files Permanent • "0" Administrative Files Destroy when 3 years old or when all administrative needs have been met, whichever is later • All Other Case Files Destroy when 10 years old <p>Part D Auxiliary Office</p> <ul style="list-style-type: none"> • Exceptional Case Files Permanent • All Other Case Files Destroy when 1 year old <p>Part D Legal Attaché</p> <ul style="list-style-type: none"> • Mexico City and Hong Kong Case Files, Exceptional Case Files, and "00" Policy Files Permanent • "0" Administrative Files Destroy when 3 years old or when all administrative needs have been met, whichever is later • All Other Case Files Destroy when 5 years old 		

WITHDRAWN

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 3 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Notes</p> <ul style="list-style-type: none"> • Many of the files opened within Classification 242 have been opened as Control files, however, these files are administrative in nature and should be treated as Administrative files for retention purposes • This schedule is media neutral • This schedule may include records that reside on the FBI's Intranet on a SharePoint site <p>1. Files Related to the Development of a System</p> <p>This series includes system files that were typically opened after 2005 and contain the following sub-files SYSDESIGN (system design), SYSDEVELOP (system development), ACQUIRE (acquisition and contracts), IMPLEMENT (system implementation and operations), CNA (certification and accreditation), ERKC (electronic recordkeeping certification), BUDGET, MEETINGS, PIA (privacy impact assessments), and TRACKING</p> <p>In addition, this series covers main files that were opened prior to 2005 without related sub-files</p> <p>DISPOSITION Delete/Destroy one year after the system is retired, unless the system is scheduled for permanent retention and transfer to NARA If the data from the system is to be transferred to NARA, then transfer the associated system documentation case files along with the data from the system</p> <p>2. Files Not Related to the Development of a System</p> <p>This series relates to a variety of Information Technology Operations and Management matters and the records relate to or include, but are not limited to, equipment, expenditures, newsletters, hardware inventory, hardware service requests, etc</p> <p>DISPOSITION TEMPORARY Delete/Destroy 7 years after the file/case is closed</p>		<p style="text-align: center; font-size: 2em; font-weight: bold;">WITHDRAWN</p>