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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>71-060-02-5</i> | DATE RECEIVED <i>3-18-2002</i> |
| 1 FROM (Agency or establishment) Department of Justice | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of the Attorney General | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Commission for the Review of Federal Bureau of Investigation Security Programs | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Terry J. Ihnat</i> Terry Ihnat | 5 TELEPHONE <i>3/11/02</i> 202-616-1327 | DATE <i>9-3-02</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 1 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

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| DATE <i>3-11-02</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund | TITLE Records Officer |
|------------------------|---|--------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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;">Records of the Commission for the Review of Federal Bureau of Investigation Security Programs</p> <p>The Charter for the Commission for the Review of Federal Bureau of Investigation Security Programs was signed by Attorney General John Ashcroft on August 17, 2001, and states that the Commission will exist until March 31, 2002:</p> <p>The seven member Commission, chaired by former FBI and CIA Director William Webster, was directed to review and analyze FBI security policies and procedures and to make recommendations to the Attorney General on the ways to improve their effectiveness</p> <p>Commission meetings are held as often as necessary at the call of the Chairman The Attorney General determined that Commission meetings would not be open to the public</p> <p><i>cc [unclear], NWMD, NWME</i></p> | | |

**Commission for the Review of Federal Bureau of Investigation
Security Programs**

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Records of the Commission consist of:

1. Interviews. Memoranda of interviews and the accompanying handwritten notes of the 355 interviews conducted by members of the Webster Commission staff. Arranged alphabetically by interviewee.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

2. Document Request Correspondence. Letters to the Federal Bureau of Investigation requesting documents. Responses to Webster Commission request and accompanying documents are filed with the correspondence. Arranged chronologically by the date of the outgoing correspondence.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

3. Minutes, transcripts and Webster Commission members notes for each meeting of the Commission. Arranged chronologically by meeting for the minutes and transcripts, and alphabetically by member name for the meeting notes.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

4. Desk files of Webster Commission staff. Background research, subject files and files related to the preparation of the final report of the Webster Commission. Arranged alphabetically by staff member.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

5. Security manuals and training material from various government agencies used by the Webster Commission to develop "best security practices" recommendations.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

6. Transcripts of FBI debriefings of Robert Phillip Hanssen and United States Attorney Robert Phillip Hanssen proffer materials. Arranged chronologically.

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

7. Transcripts of Webster Commission interviews of Robert Phillip Hanssen by the Webster Commission. Arranged chronologically.

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Disposition: PERMANENT Transfer to NARA at the conclusion of the work of the Commission

8. Correspondence files of Webster Commission Director and Counsel Michael E. Shaheen, Jr Includes administrative correspondence of the Webster Commission, staff memoranda to the Commission and memoranda from the director to the staff

Disposition: PERMANENT. Transfer to NARA at the conclusion of the work of the Commission.

9. Electronic mail and word processing system copies

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the commission schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.