

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2013-0003
Schedule Status Approved

Agency or Establishment Federal Bureau of Investigation
Record Group / Scheduling Group Records of the Federal Bureau of Investigation
Records Schedule applies to Major Subdivision
Major Subdivision National Security Branch
Schedule Subject FBI Foreign Intelligence Surveillance Act (FISA) Nomination System (FISANOMS)

Internal agency concurrences will be provided No

Background Information This system supports the operational needs of the FBI to implement procedures required by Section 702 of the Foreign Intelligence Surveillance Act (FISA) of 1978, as amended. The FISANOMS directly supports the missions of the National Security Branch divisions under FISA Section 702. The system replaced a manual "Request for Information " process. This system is an automated tool used to capture information required by FISA Section 702, FBI internal policy, and all other applicable standards.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0065-2013-0003

Sequence Number	
1	FISANOMS Master File Disposition Authority Number: DAA-0065-2013-0003-0001
2	FISANOMS Output - Completed Nomination Requests Disposition Authority Number: DAA-0065-2013-0003-0003
3	FISANOMS Output - Overall Program Management Statistical Reports Disposition Authority Number: DAA-0065-2013-0003-0005

Records Schedule Items

Sequence Number	
1	<p>FISANOMS Master File</p> <p>Disposition Authority Number DAA-0065-2013-0003-0001</p> <p>The master file contains information about all requests, whether or not approved, and the actions taken in response to the requests. This information includes, but is not limited to, information described in inputs and metadata, such as the status of items, tasks, and dates and times information was transmitted.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 20 year(s) after completion of the nomination process.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>FISANOMS Output - Completed Nomination Requests</p> <p>Disposition Authority Number DAA-0065-2013-0003-0003</p> <p>Completed nomination request reports output in the form of a consolidated tasking spreadsheet.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

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Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Retention Period

Destroy 3 year(s) after nomination request is completed or when no longer needed for business purposes occurs, whichever is sooner

Additional Information

GAO Approval

Not Required

FISANOMS Output - Overall Program Management Statistical Reports

Disposition Authority Number DAA-0065-2013-0003-0005

Statistical reports produced within FISANOMS reflecting overall program management.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Retention Period

Destroy 20 year(s) after date of report.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/22/2013	Certify	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
03/07/2014	Submit for Concur rence	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist