

INACTIVE - ALL ITEMS OBSOLETE

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2013-0004
Schedule Status Modified Approved Version
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 Foreign Dissemination Database (FDD)
Internal agency concurrences will be provided No

Background Information FDD is used to streamline the generation, approval, and tracking of information dissemination requests, ensuring that all appropriate approval levels and legal requirements are met for sharing of FBI information with a foreign government.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

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Outline of Records Schedule Items for DAA-0065-2013-0004

Sequence Number	
1	FDD Master File Disposition Authority Number: DAA-0065-2013-0004-0001
2	FDD Inputs - copies of FBI case materials Disposition Authority Number: DAA-0065-2013-0004-0003

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Records Schedule Items

Sequence Number	
1	<p>FDD Master File</p> <p>Disposition Authority Number DAA-0065-2013-0004-0001</p> <p>Master set of both approved and denied requests used for workflow tracking, analysis, and query. Users initially log into the system and submit a request for dissemination of FBI material to foreign governments.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</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>Inactive Status Explanation Obsolete, reported on 5/16/2017, Rachel Ban Tonkin. The system is no longer being used due to a change in business process. Per the agency, data was exported and placed in underlying case files which have a minimum retention of 30 years.</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 30 year(s) after request is approved or denied.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>FDD Inputs - copies of FBI case materials</p> <p>Disposition Authority Number DAA-0065-2013-0004-0003</p> <p>Copies of FBI case materials provided in response to the approved FDD requests.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p> <p>No</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0065-2013-0004

electronic format(s) other than e-mail and word processing?

Inactive Status Explanation

Obsolete, reported on 5/16/2017, Rachel Ban Tonkin. Due to change in business process the system is no longer being used. Case information remains in the underlying case file.

Disposition Instruction

Retention Period

Destroy 20 year(s) after completion of request

Additional Information

GAO Approval

Not Required

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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
04/02/2014	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
12/30/2014	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
01/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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