

## Request for Records Disposition Authority

Records Schedule Number DAA-0065-2014-0002

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 Agency-wide

Schedule Subject Director's Daily Briefing

Internal agency concurrences will be provided No

Background Information Director's Daily Briefing (DDB), medium for providing daily intelligence and operational updates to FBI and DoJ senior leadership. Inputs used for the DDB are covered by GRS 4.3, item 020.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	2	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0065-2014-0002

Sequence Number	
1	Director's Daily Briefing Master File Disposition Authority Number: DAA-0065-2014-0002-0001
2	Director's Daily Briefing Director/Senior Official Annotations Disposition Authority Number: DAA-0065-2014-0002-0002
3	Director's Daily Briefing All Other Annotations Disposition Authority Number: DAA-0065-2014-0002-0003
4	Director's Daily Briefing Security Matrix Disposition Authority Number: DAA-0065-2014-0002-0004
5	Director's Daily Briefing Rules of Behavior Disposition Authority Number: DAA-0065-2014-0002-0005
6	Director's Daily Briefing Outputs Disposition Authority Number: DAA-0065-2014-0002-0006
7	Director's Daily Briefing Audit Log Disposition Authority Number: DAA-0065-2014-0002-0007
8	Director's Daily Briefing Output Convenience Copies Disposition Authority Number: DAA-0065-2014-0002-0008

## Records Schedule Items

Sequence Number	
1	<p><b>Director's Daily Briefing Master File</b></p> <p>Disposition Authority Number      DAA-0065-2014-0002-0001</p> <p><b>Master set of reports, including all media attachments</b></p> <p>Final Disposition                      Permanent</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?          No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of calendar year</p> <p>Transfer to the National Archives for Accessioning                      Transfer to NARA when 25 years old</p> <p><b>Additional Information</b></p> <p>First year of records accumulation   2015</p> <p>What will be the date span of the initial transfer of records to the National Archives?                      Unknown CY2015 will be the first collection transferred, exact date span is unknown.</p> <p>How frequently will your agency transfer these records to the National Archives?                      Every 1 Years</p>
2	<p><b>Director's Daily Briefing Director/Senior Official Annotations</b></p> <p>Disposition Authority Number      DAA-0065-2014-0002-0002</p> <p><b>Notes created during the briefing by the Director and Senior Officials, including the Deputy Director, Associate Deputy Director, Executive Assistant Directors, or comparable positions resulting from organizational realignments.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p>

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of calendar year
	Transfer to the National Archives for Accessioning	Transfer to NARA when 25 years old
	<b>Additional Information</b>	
	First year of records accumulation	2015
	What will be the date span of the initial transfer of records to the National Archives?	Unknown CY2015 will be the first collection transferred, exact date span is unknown
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years
3	<b>Director's Daily Briefing All Other Annotations</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0003
	Digital notes made by all users not referenced in DAA-0065-2014-0002-0002.	
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 1 year(s) after creation or when no longer needed for reference occurs, whichever is sooner
	<b>Additional Information</b>	
	GAO Approval	Not Required
4	<b>Director's Daily Briefing Security Matrix</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0004
	Detailed list of user accesses	

5	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 5 year(s) after creation
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Director's Daily Briefing Rules of Behavior</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0005
<b>Digitally signed security form detailing the user's responsibilities</b>		
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	
<b>Disposition Instruction</b>		
Retention Period	Destroy 3 year(s) after creation or when superseded, whichever is sooner	
<b>Additional Information</b>		
GAO Approval	Not Required	
6	<b>Director's Daily Briefing Outputs</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0006
	<b>Digital copies of content loaded to tablet hardware</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Item applies specifically to digital data stored on computer hardware.

7	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Retention Period	Delete/destroy when 5 days old, or when hardware has not been re-docked for 72 hours, whichever is sooner.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Director's Daily Briefing Audit Log</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0007
	Audit logs capture the identification of each use and association of identity with all auditable actions taken by the individual.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
8	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Retention Period	Destroy between 1 year(s) and 5 year(s) after creation, when no longer needed for analysis.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Director's Daily Briefing Output Convenience Copies</b>	
	Disposition Authority Number	DAA-0065-2014-0002-0008
	Hard copy printouts of the briefing used for convenience only.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	No	
Explanation of limitation	Item applies specifically to the paper convenience copy.	

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 1 year(s) after creation or when no longer  
needed for reference occurs, whichever is sooner

**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
04/02/2014	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
04/08/2015	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
09/10/2015	Submit For Certification	Linda Bigsby	Management and Program Analyst	Federal Bureau of Investigation - Records Management Division
04/04/2016	Return to Submitter	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
04/08/2016	Submit For Certification	Linda Bigsby	Management and Program Analyst	Federal Bureau of Investigation - Records Management Division
06/10/2016	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
06/13/2016	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
06/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist