

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2015-0001
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 Director's Office
Schedule Subject Director's Office Records
Internal agency concurrences will be provided No

Background Information The Director's Office schedule covers National Security Council (NSC) Records and Chief of Staff (CoS)/Special Advisor Records. The Federal Bureau of Investigation (FBI) participates in two NSC committee meetings. The NSC Principals Committee (PC) is the senior interagency forum for policy issues affecting national security. The FBI Director or Deputy Director attends the PC meetings. The NSC Deputies Committee (DC) serves as the senior sub-Cabinet interagency forum for policy issues affecting national security. FBI officials, such as the Executive Assistant Director of the National Security Branch, attend the DC meetings. The Director's Special Advisors, including the CoS, create records used in preparation to brief FBI executives.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0065-2015-0001

Sequence Number	
1	National Security Council Principals Committee and Deputies Committee Records Disposition Authority Number: DAA-0065-2015-0001-0001
2	Chief of Staff/Special Advisor Records Disposition Authority Number: DAA-0065-2015-0001-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 410 1494 446">National Security Council Principals Committee and Deputies Committee Records</p> <p data-bbox="365 463 1494 500">Disposition Authority Number DAA-0065-2015-0001-0001</p> <p data-bbox="365 517 1494 702">This series covers records related to the documentation of meeting agendas, white papers, slides, other read-ahead material, and briefing notes presented to the Director/Deputy Director and other FBI executives on topics of discussion at upcoming PC or DC meetings. This includes a final set of minutes prepared by the NSC, sent to the FBI, and maintained with the briefing materials.</p> <p data-bbox="365 719 1494 755">Final Disposition Permanent</p> <p data-bbox="365 772 1494 808">Item Status Active</p> <p data-bbox="365 825 1494 861">Is this item media neutral? Yes</p> <p data-bbox="365 878 1494 1000">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 data-bbox="365 1017 1494 1106">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1144 1494 1181">Disposition Instruction</p> <p data-bbox="365 1198 1494 1234">Cutoff Instruction Cut off at the end of the Director's tenure.</p> <p data-bbox="365 1251 1494 1330">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p data-bbox="365 1368 1494 1404">Additional Information</p> <p data-bbox="365 1421 1494 1564">What will be the date span of the initial transfer of records to the National Archives? Unknown The date span of the initial transfer is unknown because of the variable date span of the Director's tenure.</p> <p data-bbox="365 1581 1494 1691">How frequently will your agency transfer these records to the National Archives? Unknown The transfer frequency is unknown because of the variable date span of the Director's tenure.</p>
2	<p data-bbox="365 1783 1494 1819">Chief of Staff/Special Advisor Records</p> <p data-bbox="365 1836 1494 1872">Disposition Authority Number DAA-0065-2015-0001-0002</p>

The Director's Special Advisors, including the CoS, create records which are gathered to analyze a particular topic or issue. The records are used in preparation to brief the Director, Deputy Director and/or other FBI executives, on specific administrative and operational matters. The records covered by this series include, but are not limited to, briefing materials, notes, briefings provided by subject matter experts to the CoS or Special Advisor, talking points, white papers, etc.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-065-07-014/1 in part, Chief of Staff only N1-065-07-001/2 in part, Chief of Staff only
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the Director's tenure.
Retention Period	Destroy 10 year(s) after cutoff.
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
11/05/2014	Certify	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
12/07/2015	Return for Revisio n	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
04/04/2016	Submit For Certific ation	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
04/04/2016	Certify	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
04/06/2016	Return for Revisio n	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
08/05/2016	Submit For Certific ation	Rene Zimmer	Archives Specialist	Records Management Division - Records Disposition Unit
08/05/2016	Certify	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
09/08/2016	Submit for Concur rence	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
09/15/2016	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services

09/19/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist