

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2016-0004
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 FBI Laboratory DNA Profiles Databases
Internal agency concurrences will be provided No

Background Information This change to disposition aligns disposition of the electronic record of the DNA analysis process and the DNA profile maintained by the Federal DNA Database Unit (FDDU) in the Sample Tracking and Control System (STACS) with disposition of the DNA profile in the FBI-maintained Local DNA Indices.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0065-2016-0004

Sequence Number	
1	Sample Tracking and Control System (STACS) Master File Disposition Authority Number: DAA-0065-2016-0004-0001
2	FBI-maintained Local DNA Indices Disposition Authority Number: DAA-0065-2016-0004-0002
3	Hardcopy Biographical Data Disposition Authority Number: DAA-0065-2016-0004-0003

Records Schedule Items

Sequence Number	
1	<p>Sample Tracking and Control System (STACS) Master File</p> <p>Disposition Authority Number DAA-0065-2016-0004-0001</p> <p>The STACS database monitors all aspects of the DNA analysis process for the FBI DNA Database Unit (FDDU) (e.g. person who performed each procedure, date/time, reagents/instruments used, results, etc). All reagents and instruments are barcoded within STACS, which facilitates the tracking of the quality control procedures and overall status of each reagent and instrument. STACS also provides an interface for the automated procedures, robotic systems, and high throughput instrumentation utilized to streamline the DNA analysis process. At the end of each analytical step (if applicable), the resulting log and/or output files generated by the robotic systems or instrumentation are imported and stored in the STACS database. FDDU maintains an electronic record of all aspects of the DNA analysis process and the DNA profiles in its STACS database. A paper form submitted with the DNA sample contains the personally identifiable information associated with the biological specimen. This form is provided to the Criminal Justice Information Services (CJIS) Division following the processing of the sample and is maintained as part of the Next Generation Identification (NGI) biological data records.</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>GRS or Superseded Authority Citation N1-065-11-042 / 1/a</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 110 year(s) after entry into database</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>FBI-maintained Local DNA Indices</p>

Disposition Authority Number DAA-0065-2016-0004-0002

Two FBI Laboratory Units contribute DNA profiles to the two local FBI DNA Indices for searching: the Federal DNA Database Unit (FDDU) and the DNA Casework Unit (DCU). FDDU receives DNA samples from individuals who are arrested, facing charges, or convicted; and non-United States persons who are detained under the authority of the United States; and individuals in the custody of the Bureau of Prisons who were convicted of a qualifying federal, military, or District of Columbia offense pursuant to 34 U.S.C. §§ 40702 and 40703. DCU processes forensic casework DNA samples. Some of these samples may be eligible and marked for inclusion in the State-level DNA Indexing System (SDIS, see records schedule N1-065-11-042 item 3b) and/or the National DNA Index System (NDIS, see records schedule N1-065-06-09). (These two separate local FBI DNA databases will have the same disposition)

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 N1-065-11-042 / 2

Disposition Instruction

Retention Period Destroy 110 year(s) after the sample was entered into the database.

Additional Information

GAO Approval Not Required

Hardcopy Biographical Data

Disposition Authority Number DAA-0065-2016-0004-0003

The DNA Casework Unit (DCU) processes forensic casework DNA samples. DCU maintains paper records of all aspects of the DNA analysis process and the DNA profiles as well as all relevant, available personally identifiable information. These tracking records are maintained in paper file format in the Laboratory Division Case File Room.

Final Disposition Temporary

Item Status Active

3

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
GRS or Superseded Authority Citation	N1-065-11-042 / 3/a
Disposition Instruction	
Retention Period	Destroy 110 year(s) after the corresponding sample was entered into the appropriate DNA database.
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
08/31/2017	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
09/08/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/14/2018	Submit For Certification	Kylie Ladd	Federal Bureau of Investigation	Records Management Division - Records Management Application Unit
02/14/2018	Certify	Jeffrey Dutton	Section Chief	Record Management Division - N.A
06/28/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
06/29/2018	Submit For Certification	Kylie Ladd	Federal Bureau of Investigation	Records Management Division - Records Management Application Unit
07/13/2018	Certify	Jeffrey Dutton	Section Chief	Record Management Division - N.A
07/19/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/19/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist