

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0065-2024-0001

Status: APPROVED
Date Approved: 11/12/2024

General Information

Agency or Establishment	Federal Bureau of Investigation
Record/Scheduling Group	0065 - Records of the Federal Bureau of Investigation
Records Schedule Applies To	Agency-wide
Schedule Subject	Safeguard Assessment Records
Additional Schedule Information	A key component of the FBI's undercover mission is protecting the safety, security, and psychological well-being of FBI personnel as well as non-FBI personnel. Safeguard provides operational counseling support including evaluation of the suitability of undercover employees who are candidates for participation in specific undercover or sensitive operations, are scheduled to participate in undercover or sensitive operations, or are scheduled to attend specialized undercover training. Safeguard also provides assessments to individuals participating in other covert and high risk assignments. The Safeguard assessment and counseling focuses on the individual's psychological and operational readiness to engage in and continue to function in undercover/covert operations.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0065-2024-0001

Item #	Title	Disposition
0001	Safeguard Assessment Records	Temporary

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Records Schedule Items

DAA-0065-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Safeguard Assessment Records	
Item Description	Assessment files are established for each undercover/covert participant, as well as select non-FBI personnel who fall under the scope of the Safeguard program. Access to the records is restricted in order to ensure the confidentiality of medical and psychological data and other specific, sensitive information accrued during the Safeguard assessment process. Records include, but are not limited to, written psychological standardized tests given to the participant and the subsequent evaluation of the test results by a professional Mental Health Specialist and Operational Counselor; consent forms; medical history; and other related information. Also included are summary assessment reports providing recommendations to support or deny an individual's participation in a specific undercover/covert assignment. The records are maintained separately from an individual's official personnel file.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff upon retirement/separation from the Bureau.	
Retention Period	Destroy 25 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024