

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-065-02-1</b>	DATE RECEIVED <b>10-05-01</b>
1. FROM (Agency or establishment) <b>Department of Justice</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>			
3. MINOR SUBDIVISION <b>Information Resources Division</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>William Shackelford</b>	5. TELEPHONE <b>202-324-6903</b>	DATE <b>4/15/02</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

**6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <b>09/26/2001</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE <b>Archives Specialist</b>
---------------------------	--	-------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
A.	<p style="text-align: center;"><b>FBI SUPPORT PERSONNEL (NON-AGENT) SELECTION DOCUMENTATION AND RECORDINGS</b></p> <p><b>Textual Records</b></p> <p>Documentation and recordings created as a result of FBIHQ and Field Office Career Board deliberations generated in conjunction with the advertising and filling of vacant FBI support employee (non-agent) positions.</p> <p>The support selection documentation for each individual posting consists of the vacancy announcement, position applications from candidates, results of any tests or exercises, crediting plan(s), evaluations of applications, and communications containing lists of qualified candidates and final selection(s). If an interview was afforded to any of the candidates, the selection documentation will also include the interview questions, audio tapes, and score sheets. Support selection documentation is stored by vacancy announcement number. There is no indexing of a candidate's name or social security number.</p> <p>Selection files are maintained solely to enable the Pay Administration and Support Staffing Unit (PASSU), Administrative Services Division (ASD) to reconstruct the selection process for a particular vacancy announcement in response to a grievance. Documentation and recordings are created and maintained at FBIHQ and in various FBI Field Offices.</p> <p><b>DISPOSITION:</b> Temporary. Destroy five (5) years after final determination of the Career Board or after final adjudication of litigation, whichever is later.</p>	<b>NI-65-01-2</b>	

*cc. Agency, NR, NWML*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><b>B. ELECTRONIC RECORDS</b></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by Item A of this schedule.</p> <p>DISPOSITION: Temporary. Destroy within 60 days after the record-keeping copy has been produced.</p>		