

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-065-02-3</i>	DATE RECEIVED <i>4-11-2002</i>
1. FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	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 Federal Bureau of Investigation			
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE 202-324-6903	DATE <i>10-17-02</i>	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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 04/01/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: William Shackelford]</i>	TITLE Archives Specialist Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>SUSPICIOUS ACTIVITY REPORT CONTROL FILES</u></p> <p>The Federal Bureau of Investigation (FBI) is the recipient of numerous Suspicious Activity Reports (SARs) which are generated by a United States Treasury Department computer center in Detroit, Michigan. The SARs are informational sheets which contain information that originates with various financial institutions throughout the country. The SARs information is compiled by the financial institution at such time as suspicious activity is apparent or suspected within the institution. The SARs information is entered into the Treasury Department database and is accessible by all Federal agencies with a jurisdictional interest in any type of suspicious activity within a financial institution. Information on the SAR includes:</p> <ol style="list-style-type: none"> 1) reporting institution; 2) suspect information; 3) summary of suspicious activity; 4) witness information; 5) preparer information; 6) contact information, different from item #5; 7) narrative of suspicious activity to support or explain item #3. <p>On a regular basis, SARs information is downloaded by FBIHQ personnel and forwarded to the appropriate FBI field office which may have jurisdictional interest in the downloaded SAR information. Upon receipt by the field office the SAR is printed out and reviewed. Based on the review, an FD-467 (Financial Institution Fraud Matter) is completed by field personnel noting what type of action is taken, i.e., investigatory case file opened; no</p> <p><i>cc Agency AR NWML NWML</i></p>		

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	<p>action taken due to state/local prosecution or no action taken due to lack of Federal violation. In those instances, where a Federal violation within FBI jurisdiction requires investigation, a case file is opened, the "hard-copy" SAR and the FD-467 is placed in the investigatory case file. Additionally, the FD-467 and SAR information is maintained electronically within the Automated Case Support (ACS) System.</p> <p>In numerous instances, no action is taken by the FBI and the "hard-copy" SARs and FD-467 is maintained in a control file and also within the ACS.</p> <p>Inasmuch as the SARs information is readily available from the Treasury Department database, continuous maintenance of the "hard-copy" SARs and the FD-467 which are of no value to the FBI is burdensome and unnecessary.</p> <p>A. Textual Records</p> <p>1. Field office investigative case files where a Federal violation within FBI jurisdiction requires investigation, a case file is opened and the "hard-copy" SAR and the FD-467 is placed in the investigatory case file.</p> <p>RETAIN/DESTROY commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.</p> <p>2. Field office control files where no action is taken by the FBI and the "hard-copy" SARs and FD-467 is maintained in a control file for administrative purposes only.</p> <p>DESTROY when six months old or when administrative needs have expired, whichever is later.</p> <p>B. Automated Records</p> <p>1. Electronic Case File (ECF)</p> <p>(a) Field office investigative case files, within the ECF component of ACS, where a Federal violation within FBI jurisdiction requires investigation, a case file is opened and the SAR and the FD-467 is placed in the investigatory case file.</p> <p>RETAIN/DELETE commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.</p>		

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	<p>(b) Field office control files, within the ECF, where no action is taken by the FBI and the SAR and FD 467 is maintained in a control file for administrative purposes only.</p> <p>DELETE when six months old or when administrative needs have expired, whichever is later.</p> <p>2. Universal Indices (UNI)</p> <p>(a) Indices records corresponding to field office investigative case files, within ECF, where a Federal violation within FBI jurisdiction requires investigation, a case file is opened and the SAR and the FD 467 is placed in the investigatory case file.</p> <p>RETAIN/DELETE all indices information commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.</p> <p>(b) Indices records corresponding to field office control files, within ECF, where no action is taken by the FBI and the SAR and FD 467 is maintained in a control file for administrative purposes only.</p> <p>DELETE all indices information when six months old or when administrative needs have expired, whichever is later.</p> <p>C. Electronic Records</p> <p>1. 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>DESTROY within 60 days after the record-keeping copy has been produced.</p>		