

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-065-03-4</i>	DATE RECEIVED <i>7-31-2003</i>
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Federal Bureau of Investigation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division (RMD)			
4. NAME OF PERSON WITH WHOM TO CONFER William Shackelford	5. TELEPHONE 202-324-6903	DATE <i>12-22-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 03/04/2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary B. Allen</i>	TITLE Supervisory Archivist / Section Chief Records Policy and Administration Section / RMD
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">Inspection Division Office of Inspections Inspection Workpapers/Final Reports</p> <p>The Office of Inspections, led by a Chief Inspector and staffed by Inspectors and Assistant Inspectors, is responsible for auditing FBI investigative, financial, and administrative programs to ensure their economic value and effective compliance with objectives, governing laws, rules, regulations, and policies to improve agency management. These inspections also help ensure that FBI personnel conduct Bureau activities in an authorized and professional manner.</p> <p>The inspection process is a continual one, with the goal of inspecting every FBI entity, field office, Headquarters Division, and Legal Attache Office at least every three years.</p> <p>Each inspection consists of:</p> <p>(1) A preinspection analysis including the collection and review of data to serve as a basis for on-site reviews.</p> <p>(2) An on-site review including investigative and administrative file reviews and interviews of appropriate personnel, both within and outside the FBI. Workpapers developed during the on-site review include hand-written notes, interrogatories with answers, inspectors' interview notes and checklists of the items, associated with the various programs in each entity, specifically examined during the inspection process.</p> <p><i>cc Agency, MR NAWM</i></p>		

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	<p>(3) A written report developed at the conclusion of each inspection. This report notes the findings of the inspection and may include instructions to correct deficiencies and recommendations to enhance operations.</p> <p>(4) A follow-up review report ensuring that the inspected entity adequately responds to all instructions and recommendations. Reports contain information concerning investigative programs, support services operations, financial management matters, and other areas relevant to each inspection. Inspection results may also include management profiles on executive managers.</p> <p>Every person who participates in the inspection is required to surrender all of their workpapers at the end of the inspection. These workpapers are currently stored at the South Pickett Street Records Management Center.</p> <p>DISPOSITION:</p> <p>A. Inspection Workpapers</p> <p>TEMPORARY: DESTROY after completion of the next inspection of the relevant Field Office, Headquarters Division, or Legal Attache Office.</p> <p>B. Office of Inspection Final Reports</p> <p>TEMPORARY: File in Classification 297. Cut off files when inspection report is completed and approved. Destroy after 7 years.</p> <p>C. Electronic Records</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 this schedule.</p> <p>DESTROY within 60 days after the record-keeping copy has been produced.</p>		