

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-04-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-10-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Teresa C. Sharkey	5. TELEPHONE NUMBER 202-324-1613	DATE <i>4-8-04</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 <u> 1 </u> page(s) are not needed now for the business for 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 <i>11-3-03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Marie B Allen</i>		TITLE Assistant Director (Acting)
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 GRS OR SUPERSEDED JOB CITATION	10.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">FBI SPECIAL AGENT CAREER BOARD DOCUMENTATION AND RECORDINGS</p> <p>A. Textual Records and Audio Recordings</p> <p>Documentation and recordings created as a result of career board deliberations generated in conjunction with the filling of vacant Special Agent positions at the GS-14 and GS-15 level. Local Career Boards (either at the Field Office or Division level) recommend candidates for promotions to the Special Agent Mid-Level Management (SAMMS) Board, which convenes at FBIHQ. The SAMMS Board meets regularly to review these recommendations.</p> <p>The SAMMS files are arranged by date of board meeting and consist of selection documentation for each individual posting. Included in the files are the vacancy announcement, applications, candidate lists, board meeting agenda, recommendations from the local career board, summary of the board's deliberations, and similar records related to filling the position. Career board proceedings are also recorded on audiotape and maintained in a location separate from the textual files.</p> <p><i>cc Agency HR NWML</i></p>		

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	<p>SAMMS documentation and recordings are maintained at FBIHQ in the Administrative Services Division's Special Agent Mid-Management Unit. These files are referenced to reconstruct the selection process for a particular vacancy announcement in response to a grievance. Local career boards maintain deliberative material documenting their recommendations to the SAMMS Board in their own Field or Division Offices.</p> <p>DISPOSITION: Temporary. Destroy ten (10) years after final determination of the SAMMS Board or after final adjudication of litigation, whichever is later.</p> <p>B. 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 Item A of this schedule.</p> <p>DISPOSITION: Temporary. Destroy within 60 days after the record keeping copy has been produced.</p>		