

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-065-05-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-5-2005</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>RECORDS MANAGEMENT DIVISION</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5. TELEPHONE NUMBER <b>202-324-1613</b>	DATE <i>5/6/06</i>	ARCHIVIST OF THE UNITED STATES <i>M. Weinstein</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>4/28/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Boston</i>		TITLE Assistant Director
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached page provides disposition instructions for the Director's Briefing Book (DBB), which is the tool for daily communications on the status of FBI programs and potential terrorist threats distributed to the FBI's Director and FBI and Department of Justice (DOJ) senior managers.		
<i>cc Agency HR NARA NWD NWC</i>			

## Overview

The Current Intelligence Unit (CIU) of the Federal Bureau of Investigation's (FBI's) Directorate of Intelligence is responsible for the production of the Director's Briefing Book (DBB). The DBB is a daily communication of the status of FBI programs and potential terrorist threats, which is distributed to the FBI's Director and a select group of FBI and Department of Justice (DOJ) senior managers.

Currently, the master DBB is compiled in hard copy and contains ten sections, including: the President's Terrorist Threat Report; the President's Intelligence Assessment; the Director's Daily Report; the Threat Matrix; and the Terrorist Screening Center Daily Report. Hard copies are distributed to select recipients; and, an electronic image is also created and placed on a secure FBI network, enabling certain recipients to access to an electronic copy of the DBB in lieu of hard copy distribution. Some of the distribution copies contain all of the sections, while other copies include only the sections that are appropriate for the recipient based on their level of authority. "Sleeve items" are occasionally added to the DBB; these items are submitted at the last minute and are typically not available in the electronic version.

The distribution list is updated frequently and is currently a part of the DBB Standard Operating Procedure (SOP). The distribution list identifies the recipients of the DBB and which of the sections are to be included in each recipient's DBB.

## Disposition

*(electronic)*  
1. **Master DBB (contains all sections and sleeve items)**

PERMANENT. Transfer to NARA when 25 years old.

2. **Director's DBB**

DESTROY when no longer needed for reference or one year after the date of the DBB, whichever is sooner.

3. **Distributed DBB Copies**

DELETE/DESTROY when one day old.

4. **Standard Operating Procedure (SOP)**

DELETE/DESTROY when superseded or obsolete, whichever is sooner.

5. **DBB Distribution List**

DELETE/DESTROY ten years after the list becomes superseded.

6. **Originating Office's Input into the DBB**

DELETE/DESTROY five years after submission.

7. **Electronic Mail and Word Processing System Copies**

Electronic versions 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 other items in this schedule.

DELETE/DESTROY within 60 days after the record keeping copy has been produced.