

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-065-05-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/30/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7/12/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 ___I___ 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>6/27/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Hooton</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;">Prepublication Review Records</p> <p>As a condition of employment, FBI personnel sign an "Employment Agreement" (FD-291), which specifies that they will not divulge, publish, reveal, or by any other means disclose FBI information without written authorization from the Director; that information acquired in connection with official duties and all official material remain the property of the United States of America and must be surrendered upon demand or upon separation from the FBI; and that unauthorized disclosure may be a violation of Federal law and prosecuted as a criminal offense as well as enforced by civil means.</p> <p>Through the prepublication review process, current and former employees submit proposals for review prior to any oral, written, or electronic disclosure. Disclosures that are clearly unrelated to the FBI or its activities, investigations, missions, or operations are not subject to this review. Disclosures made in the performance of official duties, including speeches, writings, and publications, are not subject to prepublication review, since these disclosures are routinely vetted by FBI management prior to release. Works submitted for prepublication review are presumed to be proprietary and are not disseminated to any person outside the review/oversight process.</p> <p><i>cc Agency NR NWMD DWME NWMLA</i></p>		

Prepublication Review Records

BACKGROUND

As a condition of employment, FBI personnel sign an "Employment Agreement" (FD-291), which specifies that they will not divulge, publish, reveal, or by any other means disclose FBI information without written authorization from the Director; that information acquired in connection with official duties and all official material remain the property of the United States of America and must be surrendered upon demand or upon separation from the FBI; and that unauthorized disclosure may be a violation of Federal law and prosecuted as a criminal offense as well as enforced by civil means.

PROCESS

Through the prepublication review process, current and former employees submit proposals for review prior to any oral, written, or electronic disclosure. Disclosures that are clearly unrelated to the FBI or its activities, investigations, missions, or operations are not subject to this review. Disclosures made in the performance of official duties, including speeches, writings, and publications, are not subject to prepublication review, since these disclosures are routinely vetted by FBI management prior to release. Works submitted for prepublication review are presumed to be proprietary and are not disseminated to any person outside the review/oversight process.

A. Review Files

The prepublication review files contain a copy of the proposed publication (manuscripts, articles, pamphlets, etc.); correspondence between the prepublication review staff and subject matter experts; notes and ticklers; and correspondence with the author, including objections to the release of certain information and/or requests to modify portions of the publication. In the past, the review files were organized by the author's last name; however, beginning in 2004, the review files were assigned a chronological number based on date of submission.

Records documenting the evaluation process including a copy of the publication, reviewer's notes and tickler items, comments from subject matter experts, and correspondence with the author.

DISPOSITION

PERMANENT. Transfer to NARA ten (10) years after completion of review or after final adjudication of litigation, whichever is later.

NOTE: Because files created prior to 2004 are not arranged by date, they will be managed as a collection and transferred to NARA in 2014.

B. Requests Deemed Outside the Scope of FBI Review Requirement

Records relating to any requests that are determined to not require FBI review.

DISPOSITION

TEMPORARY. Cut-off files at the end of the fiscal year.

DELETE/DESTROY one (1) year after file cut-off.

C. Tracking Database

A Microsoft Access database is used to track the status of pre-publications under review.

1. Inputs

Information regarding each request is keyed into the database, including but not limited to: submission number, author's name, reviewer's name, number of pages reviewed, and completion date.

DISPOSITION

See "Master Data File" (Item C 2) for disposition of keyed data.

2. Master Data File

Includes data regarding each request, such as submission number, author's name, reviewer's name, number of pages reviewed, and completion date.

DISPOSITION

PERMANENT. Transfer to NARA, in conjunction with records transferred in Item A, ten (10) years after completion of review or after final adjudication of litigation, whichever is later.

3. Outputs

Consists of any reports related to the tracking of pre-publication reviews.

DISPOSITION

TEMPORARY. DELETE/DESTROY two (2) years after completion of review or when no longer needed for administrative purposes, whichever is later.

4. System Documentation

User and system administration manuals or other documentation that relates to understanding the database, if existent at the time of data transfer.

DISPOSITION

PERMANENT. Transfer to NARA, in conjunction with records transferred in Item A.

D. Electronic Records

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 this schedule.

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The prepublication review files contain a copy of the proposed publication (manuscripts, articles, pamphlets, etc.); correspondence between the prepublication review staff and subject matter experts; notes and ticklers; and correspondence with the author, including objections to the release of certain information and/or requests to modify portions of the publication. In the past, the review files were organized by the author's last name; however, beginning in 2004, the review files were assigned a chronological number based on date of submission. Information regarding each request (submission number, author's name, reviewer's name, number of pages reviewed, and completion date) is also entered into a Microsoft Access database for tracking purposes.</p> <p><u>Disposition</u></p> <ol style="list-style-type: none"> 1. Review files: Records documenting the evaluation process including a copy of the publication, reviewer's notes and tickler items, comments from subject matter experts, and correspondence with the author. <p>PERMANENT. Transfer to NARA ten (10) years after completion of review or after final adjudication of litigation, whichever is later.</p> <p>NOTE: Because files created prior to 2004 are not arranged by date, they will be managed as a collection and transferred to NARA in 2014.</p> <ol style="list-style-type: none"> 2. Tracking database: A Microsoft Access database is used to track the status of publications under review. <p>DELETE/DESTROY database entries two (2) years after completion of review or when no longer needed for administrative purposes, whichever is later (GRS 23, Item 8).</p> <ol style="list-style-type: none"> 3. Electronic records: 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 Item 1 of this schedule. <p>DELETE/DESTROY within 60 days after the record keeping copy has been produced.</p>		