

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-065-06-13</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-23-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>11/31/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wanta</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>  2  </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>8/21/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Rooten</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Policies, Procedures, Guidance, and Technical Manuals  This schedule covers formal directives, which are distributed as orders, circulars, or manuals announcing changes in the FBI's policies and procedures, as well as technical manuals developed to provide guidance on investigative techniques. Historically, the FBI has issued administrative policy in the Manual of Administrative Operations and Procedures (MAOP) and investigative policy in the Manual of Investigative Operations and Guidelines (MIOG). Recently, the FBI has begun to issue functional policy and procedure manuals devoted to one specific topic. Examples include the Intelligence Policy Manual, the Security Policy Manual, the Records Management Manual, and the Correspondence Manual. <i>This is a media-neutral schedule. P</i>  <i>Agency</i> <i>CC AR, NWMD, NWME, NWMW, NWCT</i>		

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	<p>1. Working Files</p> <p>Working files containing drafts of policy and procedural documentation developed to provide instructions for the FBI's administration of investigations conducted under individual violations or classifications, the security and protection of FBI buildings and employees, the management of FBI resources, and other significant administrative and programmatic matters. Records include internal memoranda, correspondence with other Federal agencies and with the Attorney General, proposed directives establishing new policies and procedures, memoranda exchanged with Special Agents in Charge, and drafts of legislation.</p> <p>Disposition: Temporary. DELETE/DESTROY upon finalization of the policy, procedure, guidance, or technical manual.</p> <p>2. Administrative Policy</p> <p>Policies and procedures for internal housekeeping and operational activities unrelated to the Bureau's mission. This category includes material developed for the Manual of Administrative Operations and Procedures (MAOP) and successor manuals, such as the correspondence manual, the records management manual, the security policy manual, etc.</p> <p>Disposition: <del>Temporary. DELETE/DESTROY six years after supersession or obsolescence.</del>  <i>PERMANENT. Transfer to NARA in 5 year blocks when the newest record is 5 years old.</i></p>		<p><i>As per conversation w/ T. Shandy                  SA 9/6/06</i></p>

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	<p>3. Program Related Policy</p> <p>Policies and procedures developed for handling the Bureau's mission related responsibilities. Included are policies disseminated in the Manual of Investigative Operations and Guidelines (MIOG) and successor manuals. Also included is guidance developed for specific investigative techniques (e.g. electronic surveillance, undercover operations) and usage of equipment (e.g. hand-held radios, defense plans).</p> <p>Disposition: Permanent. Transfer to NARA in 5 year blocks when the newest record is 5 years old. (Note: supersedes NARA Job No. NC1-65-82-04).</p> <p>Note: Electronic versions will be transferred to NARA in accordance with transfer specifications in effect at the time of transfer.</p>	NC1-65-82-04	