REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION
FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION
OFFICE OF THE DIRECTOR

4. NAME OF PERSON WITH WHOM TO CONFER
Teresa C. Sharkey

5. TELEPHONE NUMBER
202-324-1613

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 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,

☐ is not required    ☐ is attached; or    ☐ has been requested.

DATE: 9/26/06
SIGNATURE OF AGENCY REPRESENTATIVE: William L. Hackett
TITLE: ASSISTANT DIRECTOR

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

This request for disposition authority provides for the disposition of the Director's records as well as the records and calendars of the FBI's senior executives and other employees.
### 1. Director's Files

These records consist of, but are not limited to, the e-mails, personal notes, annotated briefings, not maintained elsewhere, and other documentation received or generated by the Director in the normal course of business. These records may contain information on briefings conducted by the Director, administrative matters, policy matters, and/or investigative matters. The exact content and structure of these records will vary by Director.

Disposition: Permanent. Cut off at the end of the Director's tenure. Offer to National Archives and Records Administration (NARA) 25 years after cutoff.

Superseded by: Chief of Staff Only 09/20/2016

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<th>Date (MM/DD/YYYY):</th>
<th>09/20/2016</th>
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### 2. Senior Officials' Files

These records consist of, but are not limited to, the e-mails, personal notes, annotated briefings, not maintained elsewhere, and other documentation received or generated by Senior Officials in the normal course of business. These records may contain information on briefings conducted by the Senior Official (Deputy Director, Chief of Staff, Associate Deputy Director, and Executive Assistant Directors), administrative matters, policy matters, and/or investigative matters. To the greatest extent possible, these records should be incorporated into the FBI's official recordkeeping system. The exact content and structure of these records will vary by Senior Official.

Disposition: Permanent. Cut off at the end of each calendar year or upon separation of the Senior Official. Offer to the National Archives and Records Administration (NARA) 25 years after cutoff.
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSSEDED JOB CITATION</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>3.</td>
<td>Schedules and Appointments</td>
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<td>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. Records contain substantive information relating to official activities, which has not been incorporated into official files.</td>
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<td>a.</td>
<td>Senior Officials. Schedules and Appointments relating to the official activities of the FBI Director, Deputy Director, Chief of Staff, Associate Deputy Director, and the Executive Assistant Directors.</td>
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<td>Disposition: Permanent. Cut off at the end of each calendar year or upon separation of the Senior Official. Offer to the National Archives and Records Administration (NARA) 40 years after cutoff.</td>
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<td>b.</td>
<td>All other Schedules and Appointments.</td>
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<td>Disposition: Temporary. Destroy or delete when 2 years old (GRS 23, 5a/b)</td>
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