

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10-13-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 OFFICE OF THE DIRECTOR			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey	5. TELEPHONE NUMBER 202-324-1613	DATE <i>1/26/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alfred W. ...</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>9/26/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Horton</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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. <i>cc Agency, DWMD, NWMW, DR, DWCT</i>		

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	<p>1. Director's Files</p> <p>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.</p> <p>Disposition: Permanent. Cut off at the end of the Director's tenure. Offer to National Archives and Records Administration (NARA) 10 years after cutoff. <i>25 6/27/17 Jeremy P. Schmidt</i></p> <p>2. Senior Officials' Files</p> <p>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.</p> <p>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) 10 years after cutoff. <i>25 6/27/17 Jeremy P. Schmidt</i></p>	<p>Superseded by: <i>Chief of Staff only</i> DAA-0065-2015-0001-0002 DATE (MM/DD/YYYY): <u>09/20/2016</u></p> <p><i>← or comparable positions resulting from organizational realignments</i></p>	<p><i>LE</i> 9/30/13</p>

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	<p>3. Schedules and Appointments</p> <p>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.</p> <p>a. 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. ←</p> <p>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. 25 6/27/17 Jeremy P. Schmidt</p> <p>b. All other Schedules and Appointments.</p> <p>Disposition: Temporary. Destroy or delete when 2 years old (GRS 23, 5a/b)</p>	<p>or comparable positions resulting from organizational realignments</p> <p>GRS</p>	<p>HL</p> <p>9/30/13</p>