

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-15-2007</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>6/15/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</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>15</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>2/6/07</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 addresses administrative records in Classification 319 that are not covered by the General Records Schedules (GRS) or that are required for longer periods than authorized by the GRS. This request also covers administrative records (319X) related to high-level planning, organizational structure, and management of the FBI		

Class #	Item	File Number	Series Title	Description	Disposition
319A	18	319A-HQ-A1497701	Pay Administration Matters	Records related to administration of pay matters, including within grade increases (WIGI), hazardous duty pay, and overtime pay This series covers routine administrative issues that do not relate to individual payments Also included are records related to salary matters	Destroy when 7 years old
319B	4	319B-HQ-A1487496	Purchases Exceeding the Simplified Acquisition Threshold	Also includes construction contracts exceeding \$2,000* Dated On or After July 3, 1995 Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment Procurement or purchase organization copy, and related papers *The effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"	Destroy 7 years after final payment Supersedes GRS 3, item 3a1a
319B	5	319B-HQ-A1487497	Purchases At or Below the Simplified Acquisition Threshold	Also includes Construction Contracts at or Below \$2,000 Dated On or After July 3, 1995	Destroy 7 years after final payment Supersedes GRS 3, item 3a2a
319B	6	No file number has been assigned.	Purchase Order Copy	Copies of records described above used by component elements of a procurement office for administrative purposes (FD maintains originals)	Destroy when 3 years, 6 months old or after next inspection cycle, whichever is later Supersedes. GRS 3, item 3 b and c

Class #	Item	File Number	Series Title	Description	Disposition
319B	14	319B-HQ-A1487504	Requisition Matters	Requestor's copies of Requisitions/requests (FD-369s) for supplies and equipment, including ammunition (Finance Division maintains originals)	Destroy 7 years after completion or cancellation of requisition or after next inspection cycle, whichever is later Supersedes GRS 3, item 8a
319B	15	319B-HQ-A1487505	Inventory Matters	Records, inventory lists and cards for supplies and equipment necessary to supplement and/or maintain current inventory, exclusive of that material that has been incorporated into specific investigative case files or forwarded to FBIHQ Also included are reports of survey files and other papers used as evidence for adjustment of inventory records, records relating to the annual audit of property and equipment, and the semi-annual physical inventory	Destroy when 3 years old Supersedes GRS 3, items 9 a/b/c
319B	22	319B-HQ-A1487512	Small and Disadvantaged Business Utilization	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub L 95-507.	Destroy when 7 years old or after next inspection cycle, whichever is later. Supersedes GRS 3, item 17
319B	23	319B-HQ-A1497704	Contract Administration Matters	Records maintained by Contracting Officer Technical Representatives (COTRs) related to routine oversight and administration of contract employees, including requests for facility access and security clearances, company contact information, project assignments, and correspondence with contract review boards	Destroy 7 years after conclusion of the contract

Class #	Item	File Number	Series Title	Description	Disposition
319C	1	319C-HQ-A1487513	Property Disposal Correspondence	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Includes records regarding gifts received from foreign governments.	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 4, item 1
319C	6	319C-HQ-A1487518	Forfeiture Matters	Administrative and financial records related to the Asset Forfeiture and Abandonment Programs. Records include lists and reports of seized assets submitted to HQ for processing.	Destroy when 7 years old or after the next inspection cycle, whichever is later
319D	1	319D-HQ-A1487519	Budget Matters	Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	Destroy when 6 years and 3 months old Supersedes GRS 5, item 1
319D	2	319D-HQ-A1487520	Budget Submissions	Cost statements, spend plans, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules, and originating offices' copies of reports submitted to budget offices. Includes records regarding International Cooperative Administrative Support Services (ICASS).	Destroy when 6 years and 3 months old Supersedes GRS 5, item 2
319D	3	319D-HQ-A1487521	Annual Budget Report	Periodic reports on the status of appropriation accounts and apportionment. Annual report (end of fiscal year)	Destroy when 6 years and 3 months old Supersedes GRS 5, item 3a

Class #	Item	File Number	Series Title	Description	Disposition
319D	4	319D-HQ-A1487522	Other Budget Reports	All other reports	Destroy when 6 years and 3 months old Supersedes GRS 5, item 3b
319D	5	319D-HQ-A1487523	Budget Apportionment	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation	Destroy when 6 years and 3 months old Supersedes GRS 5, item 4
319D	6	319D-HQ-A1487526	Availability of Funds	Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule	Destroy when 7 years old or after next inspection cycle, whichever is later
319E	2	No file number has been assigned.	Other Voucher Copies	Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by 319H and payroll records covered by 319A	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes: GRS 6, item 1b
319F	1	319F-HQ-A1487538	Expenditure Accounting Correspondence	Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration Included are instructions and other documentation related to the government credit card program	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 7, item 1
319F	2	319F-HQ-A1487539	General Accounting Ledgers	General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 7, item 2

Class #	Item	File Number	Series Title	Description	Disposition
319F	3	319F-HQ-A1487540	Imprest Fund Matters	Allotment records showing status of obligations and allotments processed for payment through the imprest fund	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 7, item 3
319F	4	319F-HQ-A1487541	Expenditure Accounting Postings	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule Original records	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 7, item 4a
319G	1	319G-HQ-A1487542	Plant, Cost, and Stores Correspondence	Correspondence files of units responsible for plant, cost, and stores accounting operations	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 1
319G	2	319G-HQ-A1487543	Stores Invoices	Invoices or equivalent papers used for stores accounting purposes	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 2
319G	3	319G-HQ-A1487544	Stores Accounting Returns	Stores accounting returns and reports	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 3
319G	4	319G-HQ-A1487545	Stores Accounting Work Papers	Working files used in accumulating stores accounting data	Destroy when 7 years old or after next inspection cycle, whichever is later. Supersedes GRS 8, item 4
319G	5	319G-HQ-A1487546	Physical Plant Accounting	Plant accounting cards and ledgers, other than those pertaining to structures	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 5

Class #	Item	File Number	Series Title	Description	Disposition
319G	6	319G-HQ-A1487547	Cost Accounting Reports	Receiving reports maintained by pertinent units	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 6a
319G	7	319G-HQ-A1487548	Cost Report Ledgers and Forms	Ledgers, forms, and electronic records used to accumulate data for use in cost reports	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 7a
319G	8	319G-HQ-A1487549	Cost Report Detail and Summary Cards	Detail and summary cards	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 7b1
319G	9	319G-HQ-A1487550	Cost Report Tabulations	Tabulations	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 8, item 7b3
319G	10	319G-HQ-A1487551	FBIRA Matters	Records pertaining to the overall functions of the FBI's Recreation Association (FBIRA) Includes information related to FBIRA activities, funding, officers and bylaws	Destroy when 3 years old or when superseded, whichever is sooner
319H	5	319H-HQ-A1487555	Non-Personnel Travel Matters	Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions (i.e. rental trucks) not covered elsewhere in this schedule	Destroy 3 years and 6 months after final payment or after next inspection cycle, whichever is later Supersedes: GRS 9, item 4a

Class #	Item	File Number	Series Title	Description	Disposition
319H	6	319H-HQ-A1487556	Passport Applications	Application files Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations	Destroy when 3 years and 6 months old or after next inspection cycle, whichever is later Supersedes GRS 9, item 5a
319H	9	319H-HQ-A1487559	Justice Employee Transit Savings (JETS) Program	Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies	Destroy when 7 years old or after next inspection cycle, whichever is later Supersedes GRS 9, item 7
319I	8	319I-HQ-A1538381	Mobile Operational Vehicles	Records related to the operation of mobile command posts and other operational vehicles Includes use, maintenance, repair, and deployment records	Destroy 4 years after the vehicle leaves FBI's custody
319J	1	319J-HQ-A1487567	Space Matters	Records of the unit responsible for space matters, pertaining to its own administration and operation, and related papers	Destroy when 5 years old. Supersedes GRS 11, item 1
319J	2	319J-HQ-A1487568	Space Planning and Assignment	Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment	Destroy when 5 years old Supersedes GRS 11, item 2a

Class #	Item	File Number	Series Title	Description	Disposition
319J	3	319J-HQ-A1487569	Space Reports to GSA	Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA Correspondence with and reports to staff agencies relating to agency space holdings and requirements Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents	Destroy when 5 years old Supersedes GRS 11, item 2b1
319J	4	319J-HQ-A1487570	Space Reports Submissions	Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA Copies in subordinate reporting units and related work papers	Destroy when 5 years old Supersedes GRS 11, item 2b2
319J	9	319J-HQ-A1487575	Environmental Matters	Communications pertaining to environmental protection matters such as RCRA hazardous waste and materials, and the Clean Air and Water Acts	Destroy when 5 years old
319J	10	319J-HQ-A1487576	Fire Protection and Prevention Matters	Communications pertaining to fire protection and prevention matters such as the Occupant Emergency Program, Occupational Safety and Health audit program, fire drills, means of egress, and sprinkler systems	Destroy when superseded or obsolete or when 5 years old, whichever is later
319J	11	319J-HQ-A1487577	Industrial Hygiene Matters	Communications pertaining to industrial hygiene matters such as hazard assessments, respiratory protection, personal protective clothing and equipment, indoor air quality, and exposures to noise, blood borne pathogens and other communications	Destroy when 5 years old

Class #	Item	File Number	Series Title	Description	Disposition
319J	12	319J-HQ-A1487578	Occupational Safety and Health Matters	Communications pertaining to OSH matters such as self-evaluation program reporting, occupational injuries and illness reports, inspection reports and hazard and abatement logs, appointments of collateral duty safety and health officials, regional safety and occupational health manager and program manager visits, and related documentation	Destroy when 5 years old
319J	13	319J-HQ-A1538382	Facility Usage	Records pertaining to the use of the gymnasium, cafeteria, the auditorium, and the training/multi-purpose rooms	Destroy when 3 months old
319K	9	319K-HQ-A1487587	Registered Mail	Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts This includes FedEx and UPS matters	Destroy when 2 years old Supersedes GRS 12, item 5a
319K	10	319K-HQ-A1487588	Lost and Delayed Mail Reports	Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail	Destroy when 2 years old. Supersedes GRS 12, item 5c
319K	11	319K-HQ-A1487589	Mail Receipt and Routing	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service	Destroy when 2 years old Supersedes GRS 12, item 6a
319K	12	319K-HQ-A1487590	Postage Statistical Reports	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds)	Destroy when 2 years old Supersedes GRS 12, item 6b

Class #	Item	File Number	Series Title	Description	Disposition
319K	13	319K-HQ-A1487591	Postage Requisitions	Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers)	Destroy when 2 years old Supersedes GRS 12, item 6c
319K	14	319K-HQ-A1487592	Handling and Volume of Mail Reports	Statistical reports and data relating to handling of mail and volume of work performed	Destroy when 2 years old. Supersedes GRS 12, item 6d
319K	15	319K-HQ-A1487593	Mail Service for Valuables	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail	Destroy when 2 years old Supersedes GRS 12, item 6e
319K	16	319K-HQ-A1487594	Official Mail and Messenger Service	Records of and receipts for mail and packages received through the Official Mail and Messenger Service, including Pouch Mail	Destroy when 2 years old. Supersedes GRS 12, item 6f
319K	17	319K-HQ-A1487595	Mail and Delivery Service Matters	General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations	Destroy when 2 years old Supersedes GRS 12, item 6g
319K	18	319K-HQ-A1487596	Mail and Delivery Service Locator	Locator cards, directories, indexes, and other records relating to mail delivery to individuals	Destroy when 2 years old. Supersedes GRS 12, item 6h
319L	6	319L-HQ-A1487604	Joint Committee on Printing (JCP) Reports	Reports to Congress and related records Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage	Destroy when 7 years old Supersedes GRS 13, item 5a

Class #	Item	File Number	Series Title	Description	Disposition
319O	24	319O-HQ-A1487637	Administrative and Program Audits	Internal and external inspection audits of administrative and procedural functions, with the exception of audit functions covered elsewhere in this schedule, such as 319A1 – Time and Attendance Registers, 319B-HQ-A1487505 – Inventory Matters, 319E-HQ-A1487527 – Workload and Personnel Management Accounting, 319E-HQ-A1490662 – Third Party Draft System, 319E-HQ-A1490663 – Legat Financial and Voucher Matters	Destroy following the next audit or when 7 years old, whichever is later
319Q	30	319Q-HQ-A1487666	Communications Security (COMSEC)	Reports, correspondence, and other administrative records related to the accounting, transfer, inventory, receipt, and destruction of COMSEC material and equipment Included are notifications of COMSEC custodian changes, STE key requests, plans for addressing COMSEC spills, etc	Destroy when 5 years old
319Q	33	319Q-HQ-A1497705	Deputations	Copies of records related to deputization of state and local, non-Bureau Federal, or other agents or law enforcement officers deputized by the Attorney General to carry firearms, execute search warrants, serve subpoenas, make arrests and seizures, and carry out other Federal law enforcement duties NOTE The record copy of the deputation is maintained in the related investigative case file	Destroy one year after the individual is no longer empowered to act as an FBI official

Class #	Item	File Number	Series Title	Description	Disposition
319Q	34	319Q-HQ-A1538385	Parking Pass Matters	Records pertaining to the issuance of parking passes, including temporary, new, and/or re-validations Parking passes are re-validated and re-issued annually	Destroy when 1 year old

Class #	Item	File Number	Title	Description	Disposition
319X	2	319X-HQ-A1487701	Submissions to the Annual or Other Major Reports	<p>Monthly, quarterly, annual, and other periodic reports created by subordinate units and forwarded to other higher level entities as input into the FBI's Annual Report or other major reports</p> <p>Note Annual Reports are scheduled for permanent retention in NARA Job No NC1-65-82-04</p>	Destroy when 5 years old
319X	4	319X-HQ-A1487703	Monthly Administrative Report (MAR)	The Monthly Administrative Report (MAR) provides a listing of cases and leads that are pending, the total cases/matters received during the period, the total leads/matters that were received during the period, and a sum total of the matters pending at the beginning of the period, plus matters received during the period	Destroy when 3 years old
319X	5	319X-HQ-A1487704	Final Mission and Function Statements, Goals and Objectives	Formally prepared descriptions of the responsibilities assigned to agency officials at the division/field office/legat level and above.	PERMANENT Transfer to NARA when 25 years old
319X	6	319X-HQ-A1487705	Submissions to the Mission and Function Statements, Goals and Objectives	Program and squad/unit/office input into the final version of the FBI's mission and function statements, and goals and objectives	Destroy when 5 years old
319X	7	319X-HQ-A1487706	Final Strategic Plan	The FBI Strategic Plan establishes Bureau-wide plans and agendas, describes specific 5-year strategic goals, and sets broad functional strategies necessary for achieving those goals	PERMANENT Transfer to NARA when 25 years old
319X	8	319X-HQ-A1487707	Submissions to the Strategic Plan	Subordinate entities' input to the Final Strategic Plan, including specific performance measures that reflect program and field office accomplishments.	Destroy when 5 years old

Class #	Item	File Number	Title	Description	Disposition
319X	9	319X-HQ-A1487708	Project Plans	Records documenting the planning, implementation, and completion of a specific action, event, project, or other matter	Destroy 5 years after project completion
319X	10	319X-HQ-A1487709	Program Plans	Internal unit or squad plans and strategies to accomplish specific objectives	Destroy when 5 years old or when superseded or obsolete, whichever is later
319X	11	319X-HQ-A1487710	Program Reviews	Weekly, monthly, semi-annual, bi-annual, or annual reviews of critical areas within programs to evaluate performance and progress in achieving initiatives and goals, including quality assurance matters	Destroy when 5 years old PERMANENT. Transfer to NARA when 25 years old. per phone conversation w/ Teresa [initials]
319X	12	319X-HQ-A1487711	Resource Management and Allocation	Records related to staffing allocations for support and agent personnel in order to fulfill program priorities and complete work assignments	Destroy when 10 years old
319X	13	319X-HQ-A1487712	Final Organizational Charts	Graphic illustrations providing a detailed description of the arrangement and administrative structure of field offices, divisions, and legal attaches (legats)	PERMANENT Transfer to NARA when 25 years old
319X	14	319X-HQ-A1487713	Submissions to the Final Organizational Charts	Input into the final organizational charts submitted by program offices, squads, and units. Includes records regarding reorganizations, such as the creation of new entities (units/squads/ offices) and new cost codes	Destroy when superseded or obsolete
319X	15	319X-HQ-A1487714	Statistical Accomplishments	Reports on significant accomplishments to meet strategic goals and initiatives. Includes communications, documents and reports pertaining to hiring, responses to hiring status questions, and related matters, both from internal and external sources	Destroy when 10 years old

Class #	Item	File Number	Title	Description	Disposition
319X	18	319X-HQ-A1487717	Establishment of New Resident Agencies, and Legat Sub-Offices	Documentation relating to the establishment of resident agencies and Legat sub-offices Note Records related to the establishment of new FBIHQ divisions, field offices, and legal attaches are scheduled for permanent retention in NARA Job No NC1-65-82-04	PERMANENT. Transfer to NARA when 25 years old
319X	19	319X-HQ-A1487718	Liaisons with External Organizations	Records related to meetings, presentations, briefings, and other activities involving the FBI and external entities for the purpose of coordinating investigative activities, networking, and developing liaisons that foster cooperation and information sharing These entities include other government agencies, private sector businesses, industry experts, etc	PERMANENT Transfer to NARA when 25 years old
319X	20	319X-HQ-A1487719	Congressional Matters	Records related to liaison with members of Congress, coordination of and response to oversight activities, and testimony in response to Congressional inquiries	PERMANENT Transfer to NARA when 25 years old
319X	21	319X-HQ-A1519194	Business Process Reengineering (BPR)	Records related to business improvement and reengineering processes, including correspondence, plans, reports, and other documentation	a Plans and final reports PERMANENT Transfer to NARA when 25 years old b Auxiliary information Temporary Destroy upon transfer of PERMANENT records to NARA
319X	22	319X-HQ-A1538387	Succession Planning	Records relating to workforce planning, to include surveys and results of surveys associated with workforce planning, and similar records associated with ensuring leadership for the future of the FBI	Destroy 3 years after issuance of a new plan or directive.