

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-10</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/6/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 COUNTERINTELLIGENCE DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>6/7/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alla Wavata</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>6/4/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached pages provide disposition instructions for asset/informant tracking databases, which are maintained by the Counterintelligence Division.		
<i>9/13/07 copies sent to Agency, NARME</i>			

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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 GRS OR SUPERSEDED JOB CITATION	10.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;">Asset/Informant Tracking Databases</p> <p>The Counterintelligence Division (CD) maintains Top Secret stand-alone databases that assist in validating, tracking, assessing, and analyzing assets and informants. The databases consolidate scanned images of records maintained primarily in paper format by FBI field offices and copies of records maintained within the Automated Case Support (ACS) system. This collection provides analysts with a more efficient method of utilizing existing asset/informant data.</p> <p>Analysts utilize the databases to compile statistical data including trends, patterns, etc., as well as to provide program guidance and support to field offices. None of the information in the databases is unique; it is all derived or copied from existing FBI records. However, the databases produce statistical models, which are not readily obtained by querying existing FBI records systems.</p> <p>1. Inputs: Data from FBI case files is downloaded from ACS and imported into the databases; copies of records maintained solely in paper format in the field offices' investigative case files are converted to electronic images and imported into the databases; and, data elements found within existing FBI case files is identified and manually keyed into the databases to enhance searching and retrieval.</p> <p>DISPOSITION: Temporary. Destroy/delete upon verification of successful input into the databases.</p>		

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	<p>2. Master files: The databases consist of information regarding assets/informants including biographical data and copies of records/images from FBI case files.</p> <p>DISPOSITION: Temporary. Destroy/delete when no longer needed for analytical purposes.</p> <p>3. Outputs: Ad-hoc and standardized reports.</p> <p>DISPOSITION: Incorporate into the related FBI case file. RETAIN/DESTROY commensurate with the retention period approved for the related file classification.</p> <p>4. System documentation: System and file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).</p> <p>DISPOSITION: Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base.</p>		