

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-065-07-16</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/20/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>HUMAN RESOURCES 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>8/20/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>  3  </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>8/21/07</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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;">Applicant Case Files</p> <p>The FBI applicant case files contain records related to individuals who applied for FBI employment. The case files include applications for excepted service positions, temporary hires, and internships, as well as declined offers (by applicants) of employment, unsolicited applications, and related correspondence. FBIHQ is the Office of Origin for all personnel matters, including the processing of applicants for field office and legal attache (legat) posts. Field offices and legats may maintain duplicate material in their local files; however, all original records are forwarded to FBIHQ for inclusion in the official applicant case file.</p>	N1-065-95-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Case files relating to successful applicants who have been hired for FBI employment:</p> <p>Disposition: TEMPORARY. Transfer applicant documents into the Official Personnel Folder (OPF). Retain in accordance with the records disposition authorities approved for OPFs <del>[General Records Schedule (GRS) 1, items 1 a &amp; b].</del></p>		
2.	<p>Case files relating to unsuccessful applicants wherein no appeal and/or litigation has been filed:</p> <p>Disposition: TEMPORARY. Destroy 5 years after the applicant case is deactivated.</p>	<p><i>NEI-65-80-10</i> <i>item A6</i></p>	
3.	<p>Case files relating to unsuccessful applicants wherein an appeal and/or litigation has been filed and which contain complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in Title 29, Code of Federal Regulations, Part 1613 Section 222 and resolved within the FBI, by the Equal Employment Opportunity Commission, or by United States Court(s).</p> <p>Disposition: TEMPORARY. Destroy 4 years after resolution of the case <del>(GRS 1, item 25a).</del></p>		
4.	<p>Background Investigation Case Support (BICS) Envelopes: Investigators' notes related to the processing of background investigations of FBI applicants, which are used to prepare a final report (FD-302). The final report is incorporated in the applicant package for both successful and unsuccessful applicants. The BICS envelopes are maintained separately from the applicant case files.</p> <p>Disposition: TEMPORARY. Cutoff at the end of the calendar year. Destroy 2 years after cutoff.</p>		

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5.	<p>Copies of applicant records maintained by field offices and legal attaches (legats). Original documents are forwarded to FBIHQ for inclusion in the official applicant case file:</p> <p>Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.</p>		
6.	<p>Unsolicited applications: Applications, resumes, and related records submitted by individuals seeking employment with the FBI. These records are not submitted in response to a vacancy announcement.</p> <p>Disposition: Temporary. Delete/destroy upon determination that the application is not of interest to the hiring official, no later than one year after receipt.</p>		
7.	<p>Bureau Personnel Management System (BPMS) Applicant Processing Sub-System: This system enables the tracking and updating of Special Agent and Support applicant packages.</p> <p style="margin-left: 20px;">a.) Inputs: Data regarding each applicant is manually keyed into the system.</p> <p style="margin-left: 20px;">Disposition: See items 1 and 2 above.</p> <p style="margin-left: 20px;">b.) Master File: The master file contains information about each FBI applicant, including successful and unsuccessful applicants.</p> <p style="margin-left: 20px;">Disposition: TEMPORARY. Delete/destroy 25 years after applicant is deactivated or hired.</p> <p style="margin-left: 20px;">c.) Outputs: Standard and ad-hoc reports are generated to facilitate responses to inquiries on hiring trends, statistics, etc.</p> <p style="margin-left: 20px;">Disposition: TEMPORARY. Delete/destroy when no longer needed for administrative or reference purposes.</p>	GRS20	

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 4 of 4
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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>d.) System documentation: Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information.</p> <p>Disposition: TEMPORARY. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related data file.</p> <p style="text-align: center;"><i>GRS 20</i></p>		