

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-08-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/26/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>FACILITIES &amp; LOGISTICS SERVICES 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>11/21/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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>10/23/07</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached pages provide disposition instructions for records relating to the <b>Employee Relocation Manager (ERM)</b> , which is a system used to manage the FBI's employee relocations.		
<i>LC 11/25/08 copies sent to agency, DWMU, EOR</i>			

## **EMPLOYEE RELOCATION MANAGER (ERM)**

The Federal Bureau of Investigation's (FBI's) Fleet Management & Transportation Services Unit (FMTSU) of the Facilities and Logistics Services Division (FLSD) is responsible for the Employee Relocation Manager (ERM) system. FMTSU implemented the system in 1996 to facilitate the processing and management of employee relocations; however, the employee relocation function was outsourced in April 2007, so the system is no longer being used as the FBI's record of employee relocation. (The responsibility for the FBI's record of employee relocation services currently resides with Cartus, who is the current vendor providing the FBI employee relocation services.)

The ERM system that was used from 1996 through April 2007 was used by relocation counselors to track the progress of employee relocation activities, such as the sale of homes, purchase of homes, and movement of household goods. The system currently contains about 20,000 relocation records. The information contained in the system is also retained in hard copy files, so the system's primary value is in its collection of information that enables reporting over periods of time.

### **A. Inputs**

Data input into the system includes, but is not limited to, employee name, transfer number, date transfer approved, home sale and purchase information, and moving of household goods information.

DISPOSITION: See "Master Data File" Disposition.

### **B. Master Data File**

Data in the system consists of the information as described in Inputs.

Master Data File Cut off: September 30, 2007

DISPOSITION: Delete/Destroy files (entire system) October 1, 2013.

### **C. Outputs**

#### **Statistical Reports**

These records include system generated statistical reports used for reporting at meetings and to monitor progress. (Note: Some reports are output from the system and then modified in *Excel* to meet additional reporting needs.)

DISPOSITION: Delete/Destroy when 3 years old or when no longer needed for administrative purposes, whichever is later.

### **D. Related Records**

#### **1. Transfer Agreements**

These records are the signed transfer agreement that obligates employees to remain in government service for 12 months.

DISPOSITION: File Cut-off: end of the fiscal year. Delete/Destroy 6 years after File Cut-off.

	<p><b>2. FMTSU's Employee Relocation Hard Copy (Paper) Files, (through March 2007)</b></p> <p>These files are the FBI's record of employee relocations. The files include, but are not limited to the original signed transfer agreement and all records related to the relocation, including but not limited to: invoices and agreements.</p> <p>DISPOSITION: File Cut-off: end of the fiscal year. Delete/Destroy 6 years after File Cut-off.</p> <p><b>3. FMTSU's Employee Relocation Hard Copy (Paper) Files, (beginning in April 2007)</b></p> <p>These files include employee relocation supporting records, such as a copy of the signed transfer agreement and records related to the relocation.</p> <p>Note: Due to the outsourcing of the employee relocation function, the vendor providing employee relocation services to the FBI is the custodian of employee relocation records. These files are created only for FMTSU's convenience.</p> <p>DISPOSITION: Delete/Destroy when no longer of administrative value.</p> <p><b>4. Employee Relocation Records (beginning in April 2007)</b></p> <p>These records include all hard copy and electronic systems used to manage employee relocations.</p> <p>Note: the current custodian of the electronic system is Cartus, the outsourced vendor providing FBI relocation services.</p> <p>DISPOSITION: File Cut-off: end of the fiscal year. Delete/Destroy 6 years after File Cut-off.</p> <p><b>5. Contracting Officer's Technical Representative (COTR) File (since April 2007)</b></p> <p>These files include records related to routine contract oversight and administration.</p> <p>DISPOSITION: Delete/Destroy 7 years after conclusion of the contract.</p>		
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