

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-08-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/15/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>OFFICE OF THE GENERAL COUNSEL</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>1/7/08</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>5</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>1/10/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Roster</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 GRS OR SUPERSEDED JOB CITATION	10.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>Foreign Intelligence Surveillance Act (FISA) Management System (FISAMS)</b> and the <b>National Security Letter (NSL) Subsystem</b> , which are used to manage and track FISAs and NSLs.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>1. Foreign Intelligence Surveillance Act (FISA) Management System (FISAMS)</b></p> <p>The Federal Bureau of Investigation's (FBI's) Office of the General Counsel's Foreign Intelligence Surveillance Act (FISA) Unit (FISAU) is responsible for the FISA Management System (FISAMS). FISAMS is a Web-based system implemented in 2004 that uses workflow capabilities to manage, track, and process FISAs. The FISA, which took effect in 1979, enables the Attorney General to authorize certain electronic surveillance and to approve applications to a special court to authorize other surveillance. FISAMS electronically connects the field divisions, FBI headquarters, the National Security Law Branch (NSLB), and the Department of Justice's (DOJ's) Office of Intelligence Policy and Review (OIPR) to one another.</p> <p>The FISAMS tracks the progress of all FISA packages during each stage of the FISA process and allows all FISA participants to better manage the FISA process. The process begins with FBI case agents submitting a request in FISAMS for initiation or renewal of a FISA. FISAMS then manages each request, as approvals occur and applications are drafted.</p> <p>FISA requests classified up to Secret/collateral are submitted to FISAMS through the FBINET and Top Secret and/or SCI requests are submitted through FISAMS on SCION.</p> <p><b>A. Inputs</b></p> <p><b>1. Keyed Data</b></p> <p>This information includes but is not limited to, application information such as the name of the target; description of all material facts regarding target to justify FISA authority; FBI file number; electronic surveillance application type (initiation, renewal, or a motion for amended orders) or physical search type (initiation, renewal, motion for amended orders); docket number and expiration date; FBI priority; field office name; and comments on the request.</p> <p><b>DISPOSITION:</b> See "Data Files" (Item 1. B.)</p>		

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	<p><b>2. Imaged Documents</b></p> <p>These files include images (e.g. PDF) including but not limited to: the request package, draft FISA package, certification memorandum, certification copy, court documents, electronic communications (ECs), draft and final applications, draft documents with notes, etc.</p> <p>DISPOSITION: See "Data Files" (Item 1. B.) for disposition of images. See "FISA Supporting Documents" (Item 1. E. 1.) for disposition of original records.</p> <p><b>B. Data &amp; Metadata Files</b></p> <p>This information includes, but is not limited to: information described in Inputs (A.) and the date, time, and name of who uploaded documents; task status (needs attention, current task, and completed task); renewal review board meeting information; message alerts; delegation; and assignment/reassignment information.</p> <p>DISPOSITION: <del>Delete/Destroy ten (10) years after the FISA is completed.</del>  <i>PERMANENT. Transfer to NARA 30 years after the FISA is completed.</i></p> <p><b>C. Outputs: Statistical Reports.</b> These reports include, but are not limited to: assignment histories, summary page of documents related to a FISA, and FISA request history.</p> <p>DISPOSITION: File Cut-Off: end of calendar year. Delete/Destroy six (6) years after file cut-off.</p> <p><b>D. Documentation</b></p> <p>These records include system specifications, file specifications, codebooks, user guides, and output specifications.</p> <p>DISPOSITION: <del>Delete/Destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later.</del></p>		

*PERMANENT, TRANSFER TO NARA WITH RELATED MASTER FILE.*

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	<p><b>E. Related Records</b></p> <p><b>1. Foreign Intelligence Surveillance Act (FISA) Records and Supporting Documentation</b></p> <p>These records include: the Attorney General's authorization for certain electronic surveillance, approved applications to the FISA court, court orders, electronic communications (ECs), draft and final applications, etc. These records also include the FBI's Sub Woods Checks Sub Files that contain the materials relied upon to verify the items on the FISA Certification checklist and a backup document for each factual assertion contained in the FISA application that is filed with the FISA Court.</p> <p>DISPOSITION: File with the related case file. Retain/Destroy commensurate with the disposition authority approved for the case file.</p> <p><b>2. Training Records</b></p> <p>These records include but are not limited to: training materials, including the electronic FISAMS training system.</p> <p>DISPOSITION: Delete/Destroy when superseded or when obsolete.</p> <p><b>3. System Backup Files</b></p> <p>These files include backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> <p>DISPOSITION: Delete/Destroy incremental backups when superseded by a full backup or when 90 days old.</p> <p>Delete/Destroy full backups when a more current full backup has been successfully captured or when 90 days old.</p> <p><b>4. Security Audit Logs</b></p> <p>These records include audits related to database-specific events, including logins, accesses, and administrative activities.</p> <p>DISPOSITION: Delete/Destroy when six (6) years old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.</p>		

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	<p><b>2. National Security Letter (NSL) Subsystem</b></p> <p>In 2007, FISAMS use was expanded to include production and tracking of National Security Letters (NSLs). The NSL subsystem automates the NSL generation process. The subsystem collects all the information necessary to prepare the authorizing EC and the individual NSLs. The subsystem tracks the status of all issued NSLs, giving the FBI's case agent a means to monitor returns.</p> <p><b>A. Inputs:</b> These records include information that is input by the FBI and DOJ.</p> <p><b>1. Keyed Data</b></p> <p>This information includes, but is not limited to: the subject, the case file number, name of requester, assignments, assigned office, comments, tasks, etc.</p> <p>DISPOSITION: See "Data &amp; Metadata Files" (item 2. B.)</p> <p><b>2. Source Documents</b></p> <p>These files include any forms or other records used as sources for keying in data, but that are not included in "Imaged Documents" (Item 2. A. 3.)</p> <p>DISPOSITION: Delete/Destroy upon verification of successful data entry.</p> <p><b>3. Imaged Documents</b></p> <p>These records include, but are not limited to: images of NSLs and the initiating Electronic Communication (EC).</p> <p>DISPOSITION: See "Data &amp; Metadata Files" (item 2. B.)</p>		

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	<p><b>B. Data &amp; Metadata Files</b>                      This information includes but is not limited to: information described in Inputs (A.) and metadata, such as the status of items, tasks, and dates and times information was uploaded.</p> <p>DISPOSITION: <del>Delete/Destroy ten (10) years after the NSL is completed.</del> <i>PERMANENT. Transfer to NARA 30 years after the NSL is completed.</i></p> <p><b>C. Outputs: Statistical Reports</b>                      DISPOSITION: File Cut-Off: end of the calendar year. Delete/Destroy six (6) years after file cut-off.</p> <p><b>D. Documentation</b>                      These records include system specifications, file specifications, codebooks, user guides, and output specifications.</p> <p>DISPOSITION: <del>Delete/Destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later.</del> <i>PERMANENT. Transfer to NARA with related master file.</i></p> <p><b>E. Related Records</b>  <b>National Security Letters (NSLs) and Supporting Records</b>                      These records include the original NSLs and supporting documents that are filed in the related case file.</p> <p>DISPOSITION: File with the related case file. Retain/Destroy commensurate with the disposition authority approved for the case file.</p>		