

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-08-4</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/4/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 TRAINING DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>8/6/08</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>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>1/28/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooten</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Wiki and Other Collaborative Tools		

he 6/13/08 copies sent to agency, NWML, & DR

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;">Wiki & Other Collaborative Tools</p> <p>The Federal Bureau of Investigation's (FBI's) Training Division's (TD's) Office of Technology, Research & Curriculum Development (OTRCD) is responsible for Wiki, which was implemented in 2007. Generally, OTRCD staff collaboratively use Wiki as an information source for best practices and information (tips, short cuts, questions and answers (Q&As), etc) on how to accomplish OTRCD's administrative and mission-related processes. Wiki is primarily for OTRCD staff, but Wiki's topics extend to include TD's staff. Currently, staff outside of OTRCD and the TD may have access to view or print information on Wiki, but they are not enabled to participate. Wiki is occasionally used as a central communication forum for OTRCD's administrative matters.</p> <p>This schedule applies to other FBI administrative Wikis and collaborative tools, however, Wikis and collaborative tools that contain intelligence or investigative topics are not covered under this schedule.</p> <p>A. Content</p> <p>1. Reference Records</p> <p>This information includes content that is in the system for reference purposes, but the records are a copy.</p> <p>Disposition: Temporary Delete/Destroy when superseded or obsolete, whichever is sooner.</p> <p>2. Administrative Records</p> <p>This information includes information such as calendars, announcements, etc.</p> <p>Disposition: Temporary Retain/Destroy commensurate with the disposition period of the appropriate administrative file classification.</p> <p>3. Orphaned and Erroneous Records</p> <p>This information includes information that is not appropriate, mistakenly entered or not relevant to the topic.</p> <p>Disposition: Temporary Delete/Destroy upon identification the information is not appropriate, mistakenly entered or not relevant to the topic.</p> <p>4. Best Practices, Hints and How to Types of Records</p> <p>This information relates to information that tells how to accomplish something, e.g., standard operating procedures (SOPs), best practices and hints. For example, information on how recruiters handle job fairs.</p> <p>Disposition: Temporary Delete/Destroy when superseded or when obsolete, whichever is sooner.</p>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 3 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p>B. Back-up Records</p> <p>1. Incremental Back-Ups Disposition Temporary Delete/Destroy incremental back-up when superseded by a full backup</p> <p>2. Full Back-Ups Disposition Temporary Delete/Destroy when a more current full back-up has been successfully captured</p> <p>C. Audit Log Information Disposition Temporary Delete/Destroy when the related records are destroyed</p>			