

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-065-08-10</i>		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>4/21/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 OFFICE OF THE DIRECTOR					
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM		5 TELEPHONE NUMBER 202-324-1613	DATE <i>4/9/08</i>	ARCHIVIST OF THE UNITED STATES <i>Ally Wendt</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>4/16/08</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)		
	Strategic Execution Team (SET) Records The attached provides disposition instructions for the FBI's Strategic Execution Team (SET) records. The SET was created by FBI Director Mueller in September 2007 to build on and accelerate efforts to enhance the FBI's performance of its national security mission.				

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center">Strategic Execution Team (SET) Records</p> <p>In September 2007, the Director created the Strategic Execution Team (SET) to accelerate the FBI's progress in achieving the FBI's national security mission. The SET includes Headquarters (HQ) and Field Office team members organized around three areas: Intelligence Operations, Human Capital, and Program Integration. It is expected the SET will conclude its final phase at the end of 2008.</p> <p>1. Steering Committee Records</p> <p>The SET Steering Committee members include the FBI's Director, Deputy Director, Associate Deputy Director, and Executive Assistant Directors. These records include, but are not limited to, recommendations and information presented to the Steering Committee, agendas, meeting minutes, notes, communications to the SET from one or more members of the Steering Committee, and notations.</p> <p>File Cut-Off: conclusion of the SET</p> <p>DISPOSITION: PERMANENT. Transfer to NARA 20 years after file cut-off.</p> <p>2. Briefings, Reports, Presentations, Training and Updates</p> <p>These records include PowerPoint presentations and other reports that include, but are not limited to, dashboards, steering committee reports, and status reports.</p> <p>a. Provided to SET Steering Committee, Conference Presentations, or Final Products or Findings</p> <p>File Cut-Off: conclusion of the SET</p> <p>DISPOSITION: PERMANENT. Transfer to NARA 20 years after file cut-off.</p> <p>b. Other Briefings, Presentations, and Updates</p> <p>File Cut-Off: conclusion of the SET</p> <p>DISPOSITION: Delete/Destroy 5 years after file cut-off</p> <p>3. Supporting Documentation</p> <p>These records include brainstorming and work group products, research, and final work products that support "Briefings, Reports, Presentations, Training, and Updates" (Item 2).</p> <p>File Cut-Off: conclusion of the SET</p> <p>DISPOSITION: Delete/Destroy 5 years after file cut-off.</p>		

Withdrawn

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	<p>4. Research & Information Not Used as Supporting Documentation</p> <p>These records include research used for brainstorming sessions and information that is not ultimately used as supporting documentation to another work product. Records may include information posted on the SET Wiki.</p> <p>DISPOSITION Delete/Destroy when no longer of value to the SET</p> <p>5. Administrative Records</p> <p>These records include, but are not limited to, calendars, emails and announcements of an administrative nature, logos, travel and conference planning records, etc.</p> <p>File Cut-Off conclusion of the SET</p> <p>DISPOSITION Delete/Destroy 3 years after file cut-off</p> <p>6. Drafts</p> <p>DISPOSITION Delete/Destroy when no longer of administrative value or upon completion of the related final product, whichever is later.</p>		