

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-08-12</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/23/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 SECURITY DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>2/18/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Went</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> 1 </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>4/21/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William A. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Document Control (FD-501) System The Federal Bureau of Investigation (FBI) utilizes a Microsoft Access database to maintain accountability over Top Secret and/or Sensitive Compartmented Information (SCI) documents. The FD-501 system, which was developed in 1988, is used to control the handling of sensitive documents by recording their receipt, dispatch, and destruction. The database resides on a stand-alone network or personal computer within a sensitive compartmented information facility (SCIF).		

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	<p>1. Inputs: Employees key metadata, including the date received, originating agency, file number, recipient, etc., into the system.</p> <p>2. Master File: Registry system documenting the receipt, dispatch, and destruction of documents requiring special handling and accountability.</p> <p>DISPOSITION: DELETE/DESTROY individual entries two years after creation. <i>five - per conversation with R.O. 5/20/08</i></p> <p>3. Outputs: The system generates a cover sheet which accompanies the documents to ensure continuous control. The cover sheet documents the receipt or dispatch, intra-office routing, and related information.</p> <p>DISPOSITION: DELETE/DESTROY when the related document is downgraded, transferred, or destroyed (GRS 18, item 5b)</p> <p>4. System Documentation:</p> <p>DISPOSITION: DELETE/DESTROY upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20, item 41a1).</p>		