REQUEST FOR RECORDS DISPOSITION AUTHORITY

To:   NATIONAL ARCHIVES & RECORDS ADMINISTRATION
       8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   DEPARTMENT OF JUSTICE
   FEDERAL BUREAU OF INVESTIGATION

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Teresa C. Sharkey, CRM

5. TELEPHONE NUMBER
   202-324-1613

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 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,

   ☑ is not required
   ☐ is attached; or
   ☐ has been requested

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   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).
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inputs: Employees key metadata, including the date received, originating agency, file number, recipient, etc., into the system.</td>
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<tr>
<td>2</td>
<td>Master File: Registry system documenting the receipt, dispatch, and destruction of documents requiring special handling and accountability. DISPOSITION: DELETE/DESTROY individual entries two years after creation.</td>
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<td>3</td>
<td>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. DISPOSITION: DELETE/DESTROY when the related document is downgraded, transferred, or destroyed (GRS 18, item 5b).</td>
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<td>4</td>
<td>System Documentation: 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 1).</td>
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