

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-08-13</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CYBER DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>4/21/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>4</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 L. ...</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 GRS OR SUPERSEDED JOB CITATION	10.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 InfraGard Program and Website . InfraGard is an information sharing network for information and intelligence to prevent hostile acts against the United States and to decrease national critical infrastructure vulnerabilities.		

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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 GRS OR SUPERSEDED JOB CITATION	10.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">InfraGard Program & Website</p> <p>The Federal Bureau of Investigation's (FBI) Cyber Division became responsible for the InfraGard Program in 2003. Currently, membership consists of over 24,000 private and public sector individuals involved in the operation and/or ownership of national critical infrastructures (e.g. agriculture, banking/finance, chemical, information systems, defense, emergency services, telecommunications, and water supply). InfraGard's records include an online information sharing portal available to members and InfraGard Program-related records.</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ InfraGard shares the same information system backbone as the FBI's Law Enforcement Online (LEO) (N1-065-06-1), but the programs are operated separately. ▪ Item B7 covers the records in Classification 314. <p>A. Website Content</p> <p>The FBI is the primary source of content (e.g. intelligence information, articles, and security bulletins) posted on the Infragard.net website. Members can also contribute content such as emails, bulletin board postings, white papers, online chatting, etc.</p> <p>Even though members contribute content as individuals of the private sector, the FBI is responsible for the disposition of all InfraGard.net information. Information is classified as Sensitive But Unclassified (SBU), Unclassified (U), Law Enforcement Sensitive (LES), and For Official Use Only (FOUO).</p> <p>1. Content</p> <p>Information includes the InfraGard.net main webpage, the Special Interest Group (SIG) web pages, and all content available on the InfraGard.net website.</p> <p>DISPOSITION: Delete/Destroy 6 years after the content is published or posted or when superseded or obsolete, whichever is sooner.</p> <p>2. Content Used for FBI Investigative or Intelligence Purposes</p> <p>DISPOSITION: Retain/Destroy commensurate with the retention period approved for the related investigative or intelligence case file.</p>		

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	<p>B. InfraGard Program</p> <p>1. Website Content Submitted for Web Posting DISPOSITION: Delete/Destroy after successful posting.</p> <p>2. Website Moderators Records Moderators are responsible for posting content and enabling access to InfraGard's main and SIG web pages. These records include, but are not limited to, account membership; webpage design; indexes of posted content; emails and documents discussing content and classification of content; mailing lists; and message boards. Note: Currently, all moderators for the main page and SIGs are FBI employees. In the future, it is expected that moderators may be non-FBI employees. File Cut-Off: end of calendar year. DISPOSITION: Delete/Destroy 6 years after the file cut-off or when no longer needed for administrative purposes, whichever is later. SEE ALSO: "InfraGard Membership Records" (Item 3.)</p> <p>3. InfraGard Membership Records</p> <p>a. InfraGard Coordinator Records These records include, but are not limited to, membership information; membership tracking and statistics (e.g., number of presentations given, meeting attendee information, and recruitment information); promotional literature; and meeting notes. File Cut-Off: end of calendar year. DISPOSITION: Delete/Destroy 3 years after the file cut-off or when no longer needed, whichever is later.</p> <p>b. Applications and Account Data This information includes hard copy, electronic records and data used to manage InfraGard's website access and membership in the program. In addition, the information includes, but is not limited to, accepted, rejected, and pending applications and all information related to membership vetting. DISPOSITION: Delete/Destroy 6 years after the account is terminated or when no longer needed for investigative or security purposes, whichever is sooner.</p>		

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	<p>4. InfraGard Training & Procedures</p> <p>These records include, but are not limited to, Electronic Communications (ECs); training and conference materials (e.g., educational PowerPoint presentations, handouts, Frequently Asked Questions (FAQs), and on-line training); and records related to InfraGard's procedures and Standard Operating Practices (SOPs).</p> <p>DISPOSITION: Delete/Destroy when obsolete, superseded, or when no longer needed, whichever is sooner.</p> <p>5. Headquarters (HQ) Guidance to Field Offices</p> <p>a. Semi-Annual Report (SAR) Files</p> <p>File cut-off: end of calendar year.</p> <p>DISPOSITION: Delete/Destroy 10 years after file cut-off.</p> <p>b. Other Communications</p> <p>These files include communications relating to emails, program matters, etc.</p> <p>File cut-off: end of calendar year.</p> <p>DISPOSITION: Delete/Destroy 6 years after file cut-off.</p> <p>6. InfraGard Briefing Books</p> <p>The InfraGard Briefing Book provides a personnel status, field-wide case statistics and case examples, as well as the FBI's priority programs and leading projects and initiatives, which provides insight on the InfraGard program.</p> <p>Publication of the InfraGard Briefing Books began in 2007. There are currently two versions: one version is available for all members and presents high-level statistical information on the program, and the second version is for the FBI and contains more detailed information.</p> <p>File cut-off: end of calendar year.</p> <p>DISPOSITION: Delete/Destroy 25 years after file cut-off.</p>		

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	<p>7. InfraGard Program Records (Classification 314)</p> <p>These headquarters and field office records include, but are not limited to, Electronic Communications (ECs); training and conference materials; meeting summaries; applicant decisions; reporting procedures; semi-annual reports; membership decisions; and conference planning materials.</p> <p>File cut-off: end of calendar year.</p> <p>DISPOSITION: Delete/Destroy 10 years after file cut-off.</p>			