

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-08-21</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/13/08</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>CRITICAL INCIDENT RESPONSE GROUP</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5 TELEPHONE NUMBER <b>202-324-1613</b>	DATE <i>12/2/08</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>8/6/08</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>STRATEGIC INFORMATION AND OPERATIONS CENTER (SIOC)</b>  <i>SIOC Daily</i> <b>URGENT REPORTS LOG and JOURNAL</b> <i>per agency request 9/10/08</i> The Critical Incident Response Group (CIRG) facilitates the Federal Bureau of Investigation's (FBI) rapid response to, and management of, crisis incidents. CIRG's Strategic Information and Operations Center (SIOC) operates a command center on a 24/7/365 basis to maintain enterprise-wide situational awareness and provide FBI executives with timely notification and dissemination of strategic information.		

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>A. Strategic Information and Operations Center (SIOC) Daily Log:</b> The SIOC Daily Log contains summaries of urgent reports as well as administrative records related to the operation of the SIOC. Urgent reports are communications sent from field offices and legal attaches (legats) to headquarters to ensure that executive management maintains adequate situational awareness. Reports may include information on: terrorist incidents, major crimes, transportation incidents, crimes or threats involving public figures, allegations of employee misconduct, shootings involving FBI or Task Force members, missing children, and other events or incidents, which may generate calls to the Director. The log also includes administrative records such as status updates on SIOC on-duty personnel and the travel status of personnel in legal attaches (legats). Also included are summaries of information received from other government agencies, results of routine database queries performed by SIOC personnel, and other operational information.</p> <p><b>1. Inputs:</b> The primary source records are urgent reports, which are sent to the SIOC by field offices and legats. Inputs also include National Center for Missing and Exploited Children (NCMEC) bulletins, query results from database searches, and other administrative and operational information.</p> <p><del><b>a. Originating Organization's Copy of the Urgent Report:</b> Disposition: File in the related case file. Retain/destroy commensurate with the retention period approved for that file classification.</del></p> <p><b>b. Urgent Reports received by SIOC:</b> Disposition: Temporary. Cutoff at the end of the calendar year. Delete/destroy when three years old.</p> <p><b>c. NCMEC bulletins:</b> Disposition: Temporary. Destroy upon missing child's recovery or thirty days after receipt, whichever is sooner.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>2. SIOC Daily Log:</b> The SIOC Daily Log is maintained and accessible on the FBI's classified Intranet.</p> <p>Disposition: Temporary. Cut-off at the end of the calendar year. Delete when ten years old.</p> <p><b>3. Outputs:</b></p> <p><del>a. Print-outs from the SIOC Daily Log:</del></p> <p>Disposition: Destroy when no longer needed for reference.</p> <p><b>b. Electronic mail (e-mail) notifications:</b> SIOC sends e-mail messages to those senior officials whose areas of responsibility are impacted by the urgent report or other information received by SIOC.</p> <p>Disposition: Delete/destroy when no longer needed for administrative or reference purposes.</p> <p><del>4. Documentation:</del> These records include system specifications, file specifications, codebooks, user guides, and output specifications created to facilitate the use of the log.</p> <p>Disposition: Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later.</p> <p><b>B. SIOC Journal:</b> A compilation of public source articles of potential interest to FBI employees. Articles are derived from <i>The Washington Post</i>, <i>The Washington Times</i>, <i>The New York Times</i>, the Associated Press, and other Internet news sources. The Journal is posted Monday through Friday on the FBI's Intranet Home Page.</p> <p>Disposition: Temporary. Destroy when thirty days old, or when no longer needed for administrative or reference purposes, whichever is sooner.</p>		