

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-08-22</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/4/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>HUMAN RESOURCES DIVISION</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>8/27/08</i>	ARCHIVIST OF THE UNITED STATES <i>John 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>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>8/27/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William K. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Human Resources Records</b>  The attached provides disposition instructions for various human resources records series, which are filed in Classification 67Q		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 4	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>1. Supervisory Special Agent (SSA) Staffing Initiative Program and Projects</b></p> <p>The FBI has implemented a long-term headquarters staffing initiative program and various short-term staffing initiative projects to enhance the career development of Supervisory Special Agent (SSA) personnel. Records include, but are not limited to, letters to special agents, frequently asked questions (FAQs) about the program or project, agreements with program and project participants and supporting documentation, feedback, spreadsheets, and other documentation related to program and project participation.</p> <p>Policy records are not included in this series.</p> <p>File Cut-Off upon the end of a program or upon project closure</p> <p>DISPOSITION Delete/Destroy 10 years after the file cut-off or after final adjudication of related litigation, whichever is later</p> <p><b>2. Supervisory Special Agent (SSA) Term Limit Programs</b></p> <p>The FBI has implemented term-limit programs for Supervisory Special Agent (SSA) personnel. Records include, but are not limited to, letters to agents, spreadsheets and information on program participants, electronic communications (ECs) between headquarters and field offices regarding decisions, waiver requests, and extensions.</p> <p>Policy records are not included in this series.</p> <p>File Cut-Off upon the end of a program</p> <p>DISPOSITION Delete/Destroy 10 years after the file cut-off or after final adjudication of related litigation, whichever is later</p> <p><b>3. Position Management – Special Projects</b></p> <p>Records related to human resources advisory services and participation in special projects and collaborative tasks with external agencies.</p> <p>File Cut-Off upon project closure</p> <p>DISPOSITION Delete/Destroy 5 years after the file cut-off</p>		

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	<p><b>4. Special Agent Insurance Programs</b></p> <p>These records relate to special insurance programs that were developed specifically for the beneficiaries of martyred FBI special agents. The Special Agent Insurance Fund (SAIF) and the Charles Ross Insurance Fund were established for the beneficiaries of FBI special agents, who are killed in the line of duty. The Charles Ross Insurance Fund is automatically payable to beneficiaries of any FBI special agent killed in the line of duty and is based entirely on funding from interest accruals, whereas the SAIF is payable only to the beneficiaries of agents who are members in SAIF and funding comes from interest accruals in addition to member assessments. Similar insurance programs may also be covered by this disposition authority.</p> <p><b>a. History &amp; Policy Records</b></p> <p>These records include information on fund history, bylaws, procedures, and Board of Governor information. File Cut-Off at the end of the calendar year DISPOSITION Delete/Destroy when superseded, obsolete, or when no longer of administrative value to the Board or members, whichever is later.</p> <p><b>b. Membership Records</b></p> <p>These records include membership information File Cut-Off at the end of the calendar year DISPOSITION Delete/Destroy when superseded or when no longer of value to the Board, whichever is later</p> <p><b>c. Banking Records</b></p> <p>These records include, but are not limited to, monthly bank account statements, reconciliations, copies of checks, and deposit slips File Cut-Off at the end of the calendar year DISPOSITION Delete/Destroy 3 years after applicable audits and inspections have been completed</p> <p><b>d. Tax Records</b></p> <p>These records include tax forms and tax-related information File Cut-Off at the end of the calendar year DISPOSITION Delete/Destroy 7 years after file cut-off or when no longer required for an audit or inspection, whichever is later</p>		

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	<p><b>e. Board Meeting Records</b>            These records include governing board and membership meeting minutes            File Cut-Off at the end of the calendar year            DISPOSITION Delete/Destroy 3 years after file cut-off</p> <p><b>f. Correspondence Records</b>            File Cut-Off at the end of the calendar year            DISPOSITION Delete/Destroy 3 years after file cut-off</p>		
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