

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>NI-065-09-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/11/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 LABORATORY DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>4-23-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>1/30/09</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached page provides disposition instructions for records relating to the Laboratory Division's (Lab's) Quality Assurance and Training Unit's (QATU's) Training Records.		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 2 of 2	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	<p>1. Laboratory Division's (Lab's) Quality Assurance and Training Unit's (QATU's) Training Records</p> <p>The Laboratory Division's (Lab's) Quality Assurance and Training Unit (QATU) is responsible for the coordination of Scientific Working Groups (SWGs), new employee training for Lab employees, and specialized training for law enforcement personnel. The QATU is also responsible for coordination of the Annual Crime Laboratory Development Symposium and retains the record copy of the manuals and handouts. This schedule is media neutral.</p> <p>a. Administrative Records These records include, but are not limited to, course announcements, applications for attendance, lists of nominees/attendees, tracking of attendance, sign-in sheets, e-mails and other communications. Also included are quarterly and annual reports related to Lab employees' training.</p> <p>Disposition: TEMPORARY. File Cut-off: end of the fiscal year. Delete/Destroy 5 years after file cut-off.</p> <p>b. Annual Crime Laboratory Development Symposium These records include, but are not limited to, the record copy of manuals and handouts.</p> <p>Disposition: TEMPORARY. File Cut-off: end of fiscal year. Delete/Destroy 5 years after file cut-off or when no longer of historic value to the Lab, whichever is later.</p>			