

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-8</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 HUMAN RESOURCES 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>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>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 GRS OR SUPERSEDED JOB CITATION	10.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)
	HUMAN RESOURCES RECORDS (67Q Classifications, Part One) The attached pages include records in Classification 67Q that are not covered by the General Records Schedule (GRS) or that are required by the FBI for longer periods than authorized by the GRS. Additional unclassified 67Q Classifications will be submitted at a future date. Policy records are not included in any of the series.		

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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 GRS OR SUPERSEDED JOB CITATION	10.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>1. (67Q 26) Chaplains Program Records include, but are not limited to, communications between the Chaplains' Program Manager and field offices; chaplains' quarterly or annual reports; and program statistical reporting. This series does not include the chaplains' manual, policy records, or records of a transitory nature. Disposition: TEMPORARY. File Cut-off: end of calendar year. Delete/Destroy 7 years after file cut-off.</p> <p>2. (67Q 27) Crisis Preparation and Intervention Program Communication records related to the program and records related to coordination of controlled deployments. This series does not include policy and manuals related to the Crisis Preparation and Intervention Program. Disposition: TEMPORARY. File Cut-off: end of calendar year. Delete/Destroy 7 years after file cut-off.</p> <p>3. (67Q 38) Probationary Matters Records related to probationary periods for initial appointments, new special agents, new forensic examiners, new supervisors, new Senior Executive Service (SES) members, etc. Disposition: TEMPORARY. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p> <p>4. (67Q 47) Position Review Board (PRB) Matters Personnel-related communications related to Position Review Board (PRB) decisions. Disposition: TEMPORARY. Delete/Destroy 10 years after final determination of the PRB or after final adjudication of litigation, whichever is later.</p> <p>5. (67Q 56) Career Development HQ communications regarding the Special Agent Career Path Program and Professional Staff Career Development. Records include, but are not limited to, canvasses for management development programs such as Executive Development Institute (EDI), Supervisor Development Institute (SDI), Law Enforcement and Public Safety (LEAPS), and Professional Relief Program (PREP); and HQ canvass/announcements for career path open seasons. Disposition: TEMPORARY. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>		

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	<p>6. (67Q 73) Work Life Program Records include, but are not limited to emails, annual reports, ECs related to flexible work schedules, part-time work, tele-work, life care (elder, day, and similar care), as well as other related work life issues. This series does not include outside employment and policy records. Disposition: TEMPORARY. File Cut-Off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p> <p>7. (67Q 77) Workers' Compensation Matters Records related to workers' compensation matters. Documents would include overall program initiatives, directives, cost trends, and similar program-level records. Disposition: TEMPORARY. File Cut-Off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p> <p>8. (67Q 78) Workers' Compensation Case Record Copies of individual case records relating to workers' compensation matters. Disposition: TEMPORARY. When file becomes inactive, integrate into the employee's medical sub file (Sub-M), which is retained with the employee's Official Personnel File (OPF).</p> <p>9. (67Q 84) Management Development Program Field Office and HQ communications regarding nominations of candidates to programs such as Executive Development Institute (EDI) and Supervisor Development Institute (SDI), as well as selections for enrollment into Professional Relief Program (PREP), Law Enforcement and Public Safety (LEAPS), and/or any other management development program. Disposition: TEMPORARY. File Cut-Off: end of calendar year. Delete/Destroy 4 years after file cut-off or after final adjudication of related litigation, whichever is later.</p> <p>10. (67Q 85) Special Agent Career Path Field Office and HQ communications regarding Special Agent Career Path designation changes, initial designations for new agents, and step down designations. Disposition: TEMPORARY. File Cut-off: end of calendar year. Delete/Destroy 4 years after file cut-off or after Final adjudication of related litigation, whichever is later.</p>		