

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-10</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/1/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>6-25-09</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>3/26/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William R. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center">FBI Laboratory Division's Fingerprint Certification and Related Training Records</p> <p>The Laboratory Division's (Lab's) Latent Print Unit (LPU) is comprised of the Latent Print Operations Unit (LPOU) and the Latent Print Support Unit (LPSU). The LPOU conducts scientific examination in the area of friction ridge analysis; reports findings; provides expert testimony relating to these examinations in legal proceedings; provides training to the law enforcement community; and provides forensic field support to the law enforcement community on a national and international level. The LPSU provides oversight and management of various programs and initiatives and maintains the Lab's ability to conduct and/or direct high-quality friction ridge examination in a professional, competent manner. LPSU ensures compliance with FBI and Lab policies and practices and the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).</p>		

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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. LPU Forensic Examiner and Physical Scientist FBI Certification Training In order to maintain compliance and become FBI Certified, all new Physical Scientists/Forensic Examiners in LPU are required to complete 18-24 months of training, which is conducted by LPSU.</p> <p>a. New Employee Training Records These records include, but are not limited to, comparison skills tests; comparison exercise results forms; presentation evaluation forms; oral board evaluation forms; moot court/admissibility hearing evaluation forms; any other tests and exercises not included in "Photographs and Audiovisual Media of Completed Tests" (Item 1c); and monthly reports showing the results of the tests completed in "Photographs and Audiovisual Media of Completed Tests" (Item 1c).</p> <p>Disposition: TEMPORARY. File cut-off: end of calendar year in which employee separates. Delete/Destroy 5 years after file cut-off.</p> <p>b. Master Set of Training Materials These records include master sets of training materials such as lectures used for FBI certification training. Training manuals and other records like the moot court policy are not covered under this series.</p> <p>Disposition: TEMPORARY. Delete/Destroy when superseded, obsolete, or when no longer of value to validate the certification program, whichever is later.</p> <p>c. Photographs and Audiovisual Media of Completed Tests Records are organized by training class and contain the actual tests completed by class attendees, such as videotapes/audiotapes of moot court, oral boards and photographs of latent fingerprint comparisons. Results of the test scores are recorded in monthly reports contained in New Employee Training Records (Item 1a).</p> <p>Disposition: TEMPORARY. File cut-off: end of calendar year in which training is completed. Delete/Destroy 1 year after file cut-off.</p>		

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	<p>2. LPU Employee Training Records Records include, but are not limited to, copies of internal and external training certificates; a copy of the Lab certification certificate; an original statement of qualifications; evaluations; and any related communications.</p> <p>Disposition: TEMPORARY. File cut-off: end of calendar year in which employee separates. Delete/Destroy 5 years after file cut-off.</p>		