

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-12</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/17/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 OFFICE OF INTEGRITY AND COMPLIANCE			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>9-18-09</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>4/10/09</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Internal Compliance Records This schedule covers the FBI's Internal Compliance Records		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Internal Compliance Records</p> <p>The Federal Bureau of Investigation's (FBI's) Office of Integrity and Compliance (OIC) is responsible for developing, implementing, and overseeing a program that ensures there are processes and procedures in place that facilitate FBI compliance with both the letter and spirit of all applicable laws, regulations, rules, and policies</p> <p>This schedule is media neutral</p> <p>1. Internal Compliance Matters (3190 25)</p> <p>Records related to assessment of Bureau compliance with applicable laws, regulations, policies, and procedures, including risk assessments, reviews, audits, mitigation plans, and other related records</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 3 years after file cut-off or when no longer required for business needs, whichever is longer</p> <p>2. Compliance Concern Records</p> <p>Records related to compliance concerns reported to the OIC These records include, but are not limited to, initial reports, written follow-up exchanges, final responses, and other communications</p> <p>Disposition Temporary File Cut-off end of calendar year in which the complaint is closed Delete/Destroy 2 years after file cut-off</p> <p>3. Compliance Hotline Records</p> <p>Records related to compliance concerns maintained by Hotline contractor These records include, but are not limited to, initial reports, written follow-up exchanges, final responses, and other communications All compliance hotline records are sent by the contractor to OIC via e-mail, which is covered under Compliance Concern Records (Item 2)</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 6 months after the file cut-off</p>		