

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-09-14</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/1/09</i>	
1. FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>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>4</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>4/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hootor</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 GRS OR SUPERSEDED JOB CITATION	10.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> <b>(67Q Classifications, Part Two)</b>  The attached pages include records in Classification 67Q that are not covered by the General Records Schedule (GRS). Additional unscheduled 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 GRS OR SUPERSEDED JOB CITATION	10.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. <b>(67Q 24) Employee Assistance Program (EAP)</b>  Records include, but are not limited to planning, coordinating, directing counseling programs, statistical reporting, counseling interviews, training, and other related records. This series does not include policy related documentation.   Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p> <p>2. <b>(67Q 25) EAP Counseling</b>  Reports on counseling interviews, analyses, and related records.   Disposition: Temporary. Delete/Destroy 7 years after termination of counseling.   Note: Disposition conforms to the American Psychological Association's "Record Keeping Guidelines" published in the American Psychologist in 12/2007.</p> <p>3. <b>(67Q 29) Support Selection Grievances</b>  Communications relating to grievances raised by FBI employees and applicants relating to selection/non-selection decisions regarding FBI Support positions. Records include all correspondence regarding the filing and resolution of such matters, including any personnel actions generated as a result of a resolution.   Disposition: Temporary. Delete/Destroy 4 years after final determination of the grievance or after final adjudication of litigation, whichever is later.</p> <p>4. <b>(67Q 39) Hiring Matters</b>  Communications pertaining to Bureau applicant processing program and general hiring matters.   Disposition: Temporary. File Cut-off: end of fiscal year. Delete/Destroy 3 years after file cut-off.</p> <p>5. <b>(67Q 41) Leave Matters</b>  Records related to forfeited and restored leave, administrative leave, home leave, voluntary leave program, leave without pay, and all related issues.   Note: This series does not cover individual employee leave records.   Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 3 years after file cut off.</p>	<p><del>[NC1-65-82-04 Part B, Item 67.10b]</del></p> <p><del>[N1-065-04-4 Part B, Item 67.10b]</del></p> <p><del>[NC1-65-82-04 Part B, Item 67.10a]</del></p> <p><del>[N1-065-04-4 Part B, Item 67.10a]</del></p>	<p><sup>04</sup>  NCI-65-82-04  Item 67.11b</p> <p><sup>04</sup>  NCI-65-82-04  Item 67.11b</p> <p><sup>04</sup>  NCI-65-82-04  Item 67.11a</p> <p><sup>04</sup>  NCI-65-82-04  Item 67.11a</p> <p><i>(as per discussion w/ Teresa Sharkey 5/13/09)</i></p> <p><i>(as per discussion w/ Teresa Sharkey 5/13/09)</i></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)
6.	<p><b>(67Q 45) Internship Program</b> Information concerning FBI internship programs including non-paying, paying, and co-op internships. Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>		
7.	<p><b>(67Q 46) Presidential Management Fellows Program</b> Communications addressing the Presidential Management Fellows Program requirements, including individual development plans, rotation assignments, and related documents. Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 4 years after file cut-off.</p>		
8.	<p><b>(67Q 51) Recruitment, Relocation, and Retention Incentives</b> Communications relating to the disposition of requests for the use of legislatively-authorized incentives. Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>		
9.	<p><b>(67Q 52) Military Reserve Matters</b> Records related to the Military Reserve and National Guard members and the Uniform Services Employment and Reemployment Rights Act (USERRA). Records include correspondence and administrative records related to the employee's leave of absence and reinstatement of employment after an extended deployment of over 30 days. Additionally, records documenting Exemptions from Military Reserve Deployments are contained in this classification. Disposition: Temporary. File Cut-off end of calendar year in which the employee separates or retires from the FBI. Delete/Destroy 1 year after file cut-off.</p>		
10.	<p><b>(67Q 61) Senior Executive Service (SES)/Senior Level (SL) Matters</b> Records related to SES and SL performance management, recognition, rank awards, career development, selection and associated issues. Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>		

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11.	<p><b>(67Q 68) Recruitment Matters - Special Agents</b></p> <p>Communications, other than vacancy notices, relevant to general recruitment activities, including, but not limited to job fairs. Recruitment products such as posters and brochures are not covered under this item.</p> <p>Disposition: Temporary. File Cut-off: end of fiscal year. Delete/Destroy 1 year after file cut-off.</p>		
12.	<p><b>(67Q 69) Recruitment Matters - Support</b></p> <p>Communications, other than vacancy notices, relevant to general recruitment activities, including, but not limited to job fairs. Recruitment products, such as posters and brochures, are not covered under this item.</p> <p>Disposition: Temporary. File Cut-off: end of fiscal year. Delete/Destroy 1 year after file cut-off.</p>		
13.	<p><b>(67Q 70) Retirement Matters</b></p> <p>Communications relating to retirement matters, including military deposits, mandatory exemption issues, and other related records.</p> <p>Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>		
14.	<p><b>(67Q 79) Special Agent Selection Grievances</b></p> <p>Communications relating to grievances raised by FBI employees and applicants relating to selection/non-selection decisions regarding FBI Special Agent positions. Records include all correspondence regarding the filing and resolution of such matters, including any personnel actions generated as a result of a resolution.</p> <p>Disposition: Temporary. Delete/Destroy 4 years after final determination of the grievance or after final adjudication of litigation, whichever is later.</p>		
15.	<p><b>(67Q 86) Availability Pay Program</b></p> <p>These records include, but are not limited to the Availability Pay Certification Statement form, emails, ECs, as well as other program related information.</p> <p>Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 7 years after file cut-off.</p>		

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16.	<p><b>(67Q 88) Organization Review Program</b>  Records include agendas, Individual Profile Sheets (IPS), and other supporting documentation.  Disposition: Temporary. File Cut-off: end of calendar year. Delete/Destroy 5 years after file cut-off.</p>			