

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-065-09-25</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>6/11/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 RECORDS MANAGEMENT DIVISION				
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>6/11/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>6/8/09</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 pages provide disposition instructions relating to the Electronic Surveillance (ELSUR) Program Records This schedule is media neutral			

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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. WT-2 Report Files</p> <p>The WT-2 Report is submitted by field offices to the FBI's ELSUR Operations Unit (EOU) when a wiretap terminates or for any reason is otherwise discontinued. The WT-2 contains information, such as the number of intercepts, arrests, convictions, trials, motions to suppress, personnel and resource costs. The information from the WT-2 is compiled into the annual report of all ELSUR activity for the FBI, which is submitted to the Department of Justice (DOJ) for review and verification and then forwarded to the Administrative Office of the U S Courts (AOUSC) for release to Congress and subsequent publication in the AOUSC's Annual Wiretap Report.</p> <p>Note: This series covers not only the WT-2 Reports but any other forms or reports that serve the same function.</p> <p>Disposition: Temporary File Cut-off end of calendar year Delete/Destroy 10⁵ years after file cut-off</p> <p>2. WT-3 Report Files</p> <p>The WT-3 Report is used to report additional arrests, convictions, trials, and motions to suppress that have occurred subsequent to the submission of the initial WT-2 Report.</p> <p>Note: This series covers not only the WT-3 Reports but any other forms or reports that serve the same function.</p> <p>Disposition: Temporary File Cut-off end of calendar year Delete/Destroy 10⁵ years after file cut-off</p> <p>3. Wire Tap Cost Reports</p> <p>These reports are computer printouts from the FBI's Finance Division that list the average salary of field office agents and support personnel by field division. The information is used to calculate personnel costs of conducting the wiretap and is reported in the WT-2.</p> <p>Disposition: Temporary File Cut-off end of calendar year Delete/Destroy 3 years after file cut-off</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>4. EOU Working Copies of ELSUR Case Files</p> <p>Field Offices maintain the original ELSUR records within the appropriate Office of Origin case files and provide copies of ELSUR information to the EOU EOU maintains copies of the ELSUR materials for reference purposes</p> <p>The contents of these files include, but are not limited to, a copy of the initial application filed with the court for approval to conduct the surveillance and any extension applications thereof, a copy of all correspondence displaying biographical data relating to the named interceptees of the corresponding application(s), a segment of the affidavit filed with the court, if forwarded by the field office, a copy of the action memorandum to DOJ, and any other records to complete the case record</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 10⁵⁰ years after file cut-off</p> <p>5. ELSUR Training Content</p> <p>These records include content available through the FBI's Virtual Academy and any other training content related to the ELSUR process</p> <p>Disposition File Cut-off end of the calendar year in which the training content becomes superseded or obsolete</p> <p>Delete/Destroy 1 year after file cut-off</p> <p>6 ELSUR Training Development Files</p> <p>These records include records used to create training content, such as story boards</p> <p>Disposition File Cut-off upon finalization of the related training content or when superseded or obsolete, whichever is applicable</p> <p>Delete/Destroy upon file cut-off</p> <p>7. ELSUR Training Administration</p> <p>These records include the employee requests for ELSUR training, tracking of training conducted on spreadsheets, emails, and other communications</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 1year after file cut-off</p>		