### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  

**FROM** (Agency or establishment)  

**DEPARTMENT OF JUSTICE**  

**MAJOR SUBDIVISION**  

**FEDERAL BUREAU OF INVESTIGATION**  

**MINOR SUBDIVISION**  

**TRAINING DIVISION**

**NAME OF PERSON WITH WHOM TO CONFER**  
Tammy J. Strickler  

**TELEPHONE NUMBER**  
540-866-4363  

**DATE**  
7/28/09  

**ARCHIVIST OF THE UNITED STATES**  

**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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

**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 4 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,

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

**DATE**  
8/14/2009  

**SIGNATURE OF AGENCY REPRESENTATIVE**  

**TITLE**  
Chief, Records Automation Section  
(for) Agency Records Officer

**ITEM NO**

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

**GRS OR SUPERSEDED JOB CITATION**  

**ACTION TAKEN**  
(NARA USE ONLY)

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**KEY SURVEY APPLICATION**

Surveys conducted of participants in various training classes and programs offered by the Federal Bureau of Investigation to assess satisfaction levels with training received.
KEY SURVEY APPLICATION

Surveys are performed of participants in various training classes and programs offered by the Federal Bureau of Investigation to assess satisfaction levels with training received. These surveys are conducted as handouts after a class, or by follow-up electronic mail to a training participant requesting review of the training they have received. Surveys can be completed anonymously, or completed in hardcopy and returned to the Curriculum Development and Evaluation Unit for ingest into the Key Survey Application database for analysis of the surveys to indicate when training programs should be changed or updated to reflect participant training needs. This schedule is media neutral.

1. Inputs: The data includes electronic and hardcopy submission of surveys as completed by training participants. Data is entered or ingested into the database by the Curriculum Development and Evaluation Unit staff.

   DISPOSITION: Source data can be destroyed once input is verified as accurate and complete for the survey of a particular training event.

2. Outputs: Statistical and analytical reports based on survey responses. These reports document trends and recommended programmatic changes to training programs in response to survey results.

   DISPOSITION: Delete/destroy 20 years after issuance of the report

3. Master File: Survey results database. A composite of survey results per training program are maintained in the Key Survey Application Database.

   DISPOSITION: Delete/destroy entries for a particular training program once the reports have been issued showing the results of analyses of the survey results, or when no longer needed for analytical purposes, whichever is longer.

4. Documentation: These records include system specifications, user guides, and privacy impact assessment.

   DISPOSITION: Destroy/delete when superseded. Destroy/delete final set of system documents 1 year after termination of the system.

5. Audit Logs: These logs record every command issued to the database.

   DISPOSITION: Destroy/delete when 20 years old