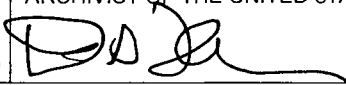



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-09-27	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/4/09	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 INTELLIGENCE DIRECTORATE			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 8 April 10	ARCHIVIST OF THE UNITED STATES 
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 8/4/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	DELTA DELTA is an operational IT project sponsored by the Directorate of Intelligence that assists in implementing the revised policy for managing Confidential Human Sources Informant related case files were managed in the past in Classifications 134, 135, 136, 137, 170, 270, or 307. If case files or informant related material was located in other Classifications, they will be transferred to NARA at a date and under conditions to be determined by the FBI and NARA. Once the DELTA system is fully implemented, the informant related case files will no longer be managed or classified in this manner. The DELTA system will manage informant related case files electronically, and each source will be managed under a unique source number within the system. If a source case file is reopened after closure that was previously managed under the classifications listed above, the old portions of the case file will be imaged and verified and placed into the DELTA system and managed under the new unique source number for that human source.	N1-065-82-4, Parts B & D, classifications 134, 135, 137, 170, 270, and 307, part E, Item 2, K-Q, and pre-Universal Case Number Part A, Item 5	

DELTA

DELTA is a system of systems to facilitate the implementation of and compliance with the Confidential Human Source Policy Manual drafted by the Human Intelligence Policy and Special Programs Unit (HIPSPU). The system is comprised of custom coded software, commercial off the shelf software, hardware (servers and workstations), users, and training. The current paradigm is for the Human Source Management Program to be managed by way of forms. These forms are filled out depending on the nature of the action being contemplated, whether a request for permission, documentation of fact, or elaborating detail. The software application and associated hardware components, hereinafter referred to generally as DELTA, will automate the processing of forms by presenting pre-filled (as feasible) forms, enabling the completion of the forms and subsequent electronic routing necessary to obtain approvals, signature, and serialization (committing the signed form to the official record). Once committed to a sources electronic "file," agents and stakeholders will be able to cull the information for relevant data that may assist them in the execution of their duties. The system enables an agent to find out what the FBI knows as a product of the human source program. To facilitate headquarters reporting, the system will enable tallying, reporting, and lead management as they are relevant to the administration of the human source management program. This schedule is media neutral.

1. Inputs:

a. Human Source Case Data directly entered or ingested into the database by the Intelligence Directorate or Field Office staff.

DISPOSITION: Hardcopy source data can be destroyed once input is verified as accurate and complete for management of the human source.

b. Hardcopy Case files that have been reopened due to new activity, that were previously managed only in hardcopy.

DISPOSITION: Destroy hardcopy files once they have been imaged and verified as complete and accurate, and placed in the DELTA system under a unique source number.

2. Outputs:

a. Reports that tally source activity, lead management, financial management, and other administrative functions. These reports can document trends and ensure workflow tracking and control of source management activities.

DISPOSITION: Delete/destroy 10 years after issuance of the report

b. Case related information received from a Confidential Human Source

DISPOSITION: File immediately in the investigative/intelligence case file and follow the disposition authority of the investigative/intelligence case file.

Filing instruction

GRS 20/204

GRS 20/204

3. Master File: DELTA will be the official recordkeeping system for FBI Confidential Human Sources records. The investigative/intelligence case file is the official recordkeeping system for information received from FBI Confidential Human Sources.

DISPOSITION: PERMANENT. Cutoff source records once the source has been (a) deactivated or (b) the FBI has been notified of death of the source. Transfer the source case file to the National Archives 150 years after cutoff in a format to be determined at the time of transfer.

To ensure the integrity of the records associated with inactive sources over the extensive retention period, the FBI will certify in writing to NARA every five years that a review has been conducted of these records and that they continue to be accessible and maintained in accordance with the approved retention schedule. NARA may request an on-site verification of this information as needed and may increase or decrease the certification time period in response to the validity of the certification process.

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

DISPOSITION: ~~PERMANENT.~~ Destroy/delete when superseded. Final set to transfer to NARA with the related master file 150 years after the database or its successor system is discontinued. GRS 20/11

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

DISPOSITION: Destroy/delete when 25 years old.

RELATED RECORDS

6. Case File Finding Aids: The FBI maintained an index of names of sources and the case numbers with which they were associated through about 1988.

Hardcopy Index: Destroy once imaged and verified as complete and accurate, and the images have been placed for reference and management electronically within the DELTA system. GRS 20/2a4

Electronic Index: PERMANENT. Transfer to the National Archives with the case files for which this index would have been used (the last index cards were created for cases opened circa 1988) in a format to be determined at the time of transfer.

7. Hardcopy source case files, FBI classifications 134, 135, 137, 170, 270, and 307.

DISPOSITION: PERMANENT. Cutoff source records once the source has been (a) deactivated or (b) the FBI has been notified of death of the source. Transfer the source case file to the National Archives 150 years after cutoff.