

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-29</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/7/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 CRIMINAL INVESTIGATIVE DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE <i>14 Dec 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>8/5/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	BANK ROBBERY STATISTICAL APPLICATION (BRSA) BRSA is used to capture field-wide bank robbery data (FD-430) and provide integrated statistical analysis and reporting capabilities which will support bank robbery investigations within the FBI		

BANK ROBBERY STATISTICAL APPLICATION (BRSA)

BRSA is a joint effort between the Violent Crimes/Major Offenders Unit, Criminal Investigative Division, and the Information Resources Division which has been created as an on-line database that captures statistical information in regard to bank robbery violations, as well as an investigative tool for the purpose of assisting bank robbery investigators in the identification of subjects and/or bank robbery violations in addition to Hobbs Act-Armored Carrier cases which might have similar modus of operandi. Information being entered into BRSA is captured from the FD-430 bank robbery form, which is prepared by field office case agents. BRSA is the only national repository for collecting bank robbery and Hobbs Act-Armored Carrier data. Information from BRSA can be viewed by any FBI field office. The FBI began capturing data in this database in 1997, and it accumulates approximately 7000 records per year.

BRSA information is used for: (1) press interviews with reporters from radio, television, and newspapers; (2) the yearly publication of the Bank Crimes Statistics Report, which is public source and is provided to local, state, and federal law enforcement agencies; (3) preparing field staffing level reports; (4) Special Agent in Charge and Assistant Special Agent in Charge briefings; and (5) preparing field office inspection interrogatory response.

CR 520
1. Inputs: The data includes copies of case administration data, institution characteristics, institution security devices, institution areas involved, loot data, violence information, Modus Operandi (M.O.) information, demand note text, and solution information. Data is entered by either an Agent or Support Services Technician in the field.

DISPOSITION: Source data can be destroyed or returned to the data owner once verified as accurate.

2. Outputs: Statistical and investigative on-line queries and generate statistical and investigative reports. The reports are grouped into several major categories and can report information on Violation Statistics, Statistics for a particular Institution, Statistics for a particular Institution type, Loot Statistics, Injury, Death, Hostage Statistics, and Armored Carrier Statistics. The reports can be generated at the FBI Field Office, Squad, Resident Agency, and Geographical levels. The Ad-Hoc report generator allows the user to build custom reports such as HQ Bank Robbery Crime Statistics reports.

a. Investigative queries and reports that indicate actionable leads.

Filing instructions
DISPOSITION: Incorporate report into the investigative case file, and maintain within the case file. Report does not need to be maintained as part of the database once incorporated into the case file.

b. Investigative queries and reports that do not indicate actionable leads.

CR 520
DISPOSITION: Destroy when no longer needed for administrative purposes or reference.

c. Statistical Reports.

DISPOSITION: Delete or destroy once incorporated into the published Bank Crimes Statistics Report or other press releases.

3. Master File: BRSA is the only national repository for collecting bank robbery and Hobbs Act-Armored Carrier data. Information from BRSA can be viewed by any field office.

Transfer
DISPOSITION: PERMANENT. ~~Provide~~ a copy of the database to the National Archives every 30 years in a format acceptable at the time of transfer. ~~Offer a final copy to the National Archives and Records Administration (NARA) when the system is discontinued in a format acceptable at the time of transfer.~~

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

GRS 20 ~~PERMANENT~~
DISPOSITION: Destroy/delete when superseded. Final set of system documents ~~should~~ *is permanent* and transfer to NARA with the master file.

5. Audit Logs: These logs record every command issued to the database and every query and report that have been generated by the database.

DISPOSITION: Destroy/delete when 25 years old