REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)
DEPARTMENT OF JUSTICE

2 MAJOR SUBDIVISION
FEDERAL BUREAU OF INVESTIGATION

3 MINOR SUBDIVISION
LABORATORY DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Teresa C. Sharkey, CRM

5 TELEPHONE NUMBER
703-504-0328

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 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,

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Classification 308

Evidence Response Team Matters

The Evidence Response Team (ERT) currently has 150 teams in 56 FBI field offices that participate in identifying, locating, collecting, preserving and documenting evidence from crime scenes around the world to support FBI investigations as well as assisting other countries in major incidents that occur.

Note: The title for this classification was originally "Emergency Response Team" but it has been changed to "Evidence Response Team".

This schedule is media neutral.
1. Mission, goals and objectives

Includes goals of the unit, performance goals and results, summary reports, and the annual report

DISPOSITION see Class 319X, item 5 N1-65-07-7

2. Program review files

DISPOSITION see Class 319X, item 11 N1-65-07-7

3. Crime Scene Files

Consists of the case management files (event files), operations orders, canine records (including the Human Remains Detection Team and Human Scent Evidence Team), Underwater Search and Evidence Response Team, and the Research Program records

DISPOSITION PERMANENT Transfer to NARA when 25 years old

4. Training Files

a. The training files consist of training provided by the unit to other FBI staff and other law enforcement agencies and includes training materials and training registration records

1. Training materials

DISPOSITION Destroy when superseded or obsolete

2. Training registration records

DISPOSITION Destroy when 3 years old

b. Mission related training files for Evidence Response Team (ERT) members

1. Documentation of mission-related training received by individual members of the ERT including registration, evaluations, certifications, summary reports of training, etc

TEMPORARY Cutoff at termination (leave FBI service) of employee Destroy 5 years after cutoff

2. Curriculum, work books, and training materials for mission-related training

TEMPORARY Cutoff when superseded or obsolete Destroy 20 years after cutoff