

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-65-18-9</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/20/09</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 LABORATORY DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 703-504-0328	DATE <i>11/20/09</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>11/13/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE SECTION CHIEF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Classification 308</p> <p align="center">Evidence Response Team Matters</p> <p>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</p> <p>Note The title for this classification was originally "Emergency Response Team" but it has been changed to "Evidence Response Team "</p> <p>This schedule is media neutral</p>		

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