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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | | JOB NUMBER <i>101-65-10-14</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | | Date received <i>1/9/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | | |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 CRITICAL INCIDENT RESPONSE GROUP (CIRG) | | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Teresa C Sharkey, CRM | 5 TELEPHONE NUMBER 703-504-0328 | DATE <i>1 Aug 10</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>1</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>1/5/2010</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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | |
| | Classification 292 Domestic Emergency Support Team (DEST) The attached page provides disposition authority for the Federal Bureau of Investigation's (FBI) Domestic Emergency Support Team (DEST) | | | |

| REQUEST FOR RECORDS DISPOSITION-CONTINUATION | | Job Number | Page 2 of 2 |
|--|--|----------------------------------|---------------------------------|
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | <p style="text-align: center;">Classification 292</p> <p style="text-align: center;">Domestic Emergency Support Team (DEST)</p> <p>The Domestic Emergency Support Team (DEST) is a specialized interagency United States Government team designed to provide expert advice, guidance, and support to the FBI's On-Scene Commander (OSC) during a Weapons of Mass Destruction (WMD) incident or credible threat. The DEST is composed of crisis and consequence management components. In response to a credible WMD threat or incident, the FBI establishes an interagency Joint Operations Center (JOC). DEST augments the JOC with tailored expertise, assessment and analysis capabilities to include interagency crisis and information management support, contingency planning, technical expertise and equipment, and tactical intelligence and evidence collection.</p> <p>1 Records include, but are not limited to, correspondence, staff assignments, implementation plans, monthly newsletters, reports, meeting notes, and records related to training exercises and funding. These records are administrative in nature and do not relate to the investigation or operation of specific incidents or events.</p> <p>Disposition: TEMPORARY. File cut off end of calendar year. Destroy/delete 5 years after file cut off or when no longer needed for business purposes, whichever is longer.</p> <p>2 Policy files (OO)</p> <p>Records documenting the formulation of the team, changes to the team's mission. Includes policies and procedures not filed in class 319.</p> <p>DISPOSITION Permanent Transfer to NARA when 25 years old</p> <p>3 Administrative Files (O)</p> <p>Routine administrative records regarding travel, logistics, staffing and other administrative topics.</p> | | |

DISPOSITION Move any policy related records to the OO file, then destroy when 3 years old