

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-065-10-24	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 4/2/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 JUSTICE INFORMATION SERVICES DIVISION				
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM		5 TELEPHONE NUMBER 703-504-0328	DATE 8 Dec 10	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 3/15/2010	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Security Risk Assessment (SRA) – Revision 1 Security Risk Assessment (SRA) Individual Files Records related to the processing of individual applications for access to biological agents and toxins. Included in the files are completed FBI Information Forms (FD-961) and correspondence or other documentation regarding the applicant's status. Note: Fingerprint cards were previously included in this series but are not included in this revised series. After a period of inactivity, the fingerprint cards are removed from the case files and are ultimately retained as "Civil Fingerprint Cards", which are scheduled in N1-65-02-04, Item 1(a). DISPOSITION: Temporary Delete/Destroy when 50 years old	N1-065-04-3, Item A		
	2 Security Risk Assessment (SRA) Entity Files Records related to the processing of non-exempt (commercial, non-profit, and private) entities that have access to biological agents and toxins. Included in the files are applications, results of the entity check, and any related correspondence. DISPOSITION: Temporary Delete/Destroy when the entity becomes inactive or when records become 50 years old, whichever is applicable			

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 2
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>3 Security Risk Assessments (SRA) Database, Master Data File</p> <p>DISPOSITION Temporary Delete/Destroy when 50 years old</p> <p>4. SRA Index Records maintained in the Automated Case Support System's Universal Index (UNI)</p> <p>SRA records are indexed into the UNI application and serve as a pointer to biographical information on the subjects listed in the SRA database</p> <p>DISPOSITION Temporary Delete/Destroy when 50 years old in conjunction with the related file</p> <p>5. Classification 322</p> <p>A. "00" Policy Files</p> <p>DISPOSITION PERMANENT Transfer to NARA when 25 years old</p> <p>B. Bioterrorism Risk Assessments</p> <p>Records relating to the Security Risk Assessment (SRA) program These records include correspondence, electronic communications, and other documentation relating to the SRA programs</p> <p>DISPOSITION Temporary Delete/Destroy when 50 years old</p> <p>C "0" – Administrative Files</p> <p>DISPOSITION Temporary Destroy when 20 years old</p>	<p>N1-065-04-3, Item B3</p>	