
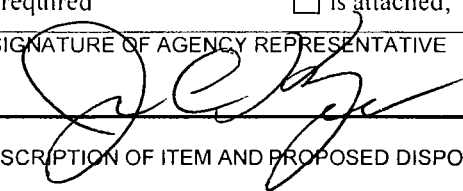


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-10- 25	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/2/10	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Directorate of Intelligence			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 14 DEC 10	ARCHIVIST OF THE UNITED STATES 
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 3/29/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FBI Intelligence Information Reports (IIRs) Dissemination System (FIDS) The FIDS is a workflow system residing on the FBI intranet to automate coordination and dissemination processes related to intelligence reports		

FBI Intelligence Information Reports (IIRs) Dissemination System (FIDS)

The Intelligence Information Report (IIR) is a raw intelligence report formatted as a teletype message that complies with specifications developed by the Defense Intelligence Agency (DIA) for the Intelligence Community (IC). The term "raw intelligence" is defined as a colloquial term meaning unevaluated intelligence information, generally from a single source, that has not fully been evaluated, integrated with other information, or interpreted and analyzed. The FBI has a mandate from Congress, the President, the Attorney General, and the Director of Central Intelligence (DCI) to produce intelligence in support of its own investigative mission, national intelligence priorities, and the needs of other intelligence consumers. The FBI serves a considerable customer base, ranging from its own investigators and executives, to other US Government departments, state, local, and tribal law enforcement, and the general public. The IIR is the vehicle through which raw intelligence will be shared within the FBI and the intelligence and law enforcement communities.

Compiled raw intelligence data obtained from a number of sources including FBI case files, e-mails, urgent reports, drafts of the IIRs from the field, leads, recovered documents, subject interviews, etc. are provided to headquarters via the FBI IIR Dissemination System (FIDS) which is a web based application used to access the IIRs via the FBI Intranet. The raw data may be general intelligence pertaining to a domestic terrorist groups, individuals, or related to domestic threats (which are unit specific), international terrorism, foreign intelligence and criminal enterprises. The intent of the IIR is to disseminate raw, unevaluated intelligence information, and as a result it is not a finished analytical product, but a report on the intelligence information extracted from FBI case files.

The purpose of the FIDS is to provide a web-based form to create and track the draft IIR through an approval process that was specified by the Directorate of Intelligence. This process includes coordination between the Field Intelligence Groups (FIGs) and the operational divisions to include Counterintelligence, Counterterrorism, Criminal Investigative, and Cyber Divisions with the potential to add the Laboratory Division in the future. Users consist of special agents and reports officers assigned to FBI headquarters operational divisions, all 56 FBI FIGs (to include those in resident agencies and off-sites), the Directorate of Intelligence, and FBI Legat Offices. The FIDS system will capture comments on the IIR and the approvals by appropriate FIG or operational supervisors at each step. The FIDS stores the information comprising the reports in an Oracle Database. Once the IIR is ready for release, it will be reviewed by a Release Authority assigned to the operational division. Once approved, a serial number will be assigned to the IIR and the Release Authority will be able to copy the content of the document from the IIR, excluding the administrative notes, in a PDF format to the FBI Automated Messaging System (FAMS) Client. The system provides extensible markup language (XML) interfaces to convert the IIR to the proper teletype format for dissemination to other agencies via FAMS through the Defense Messaging System (DMS). Addressing and access controls for the message will be handled by FAMS. Once the message has been sent by FAMS, the Administrative Note section will be provided in text format for upload to the Automated Case Support (ACS) system via Web-enabled ACS (WACS).

1 Inputs Raw Data/Background Materials and copies of materials from other FBI case files

Disposition Source data can be destroyed once input is verified as accurate and complete, retained in the intelligence analyst's electronic, or paper work file, and destroyed when no longer needed for investigative purposes

GFS 20/2

2 Outputs.

a Disseminated IIRs

Disposition After dissemination via the FBI Automated Messaging System (FAMS), the official file copy is serialized into ACS under classification 800A (control file) and placed in the appropriate FBI case file where disposition and retention period is determined *Filing instruction*

b IIRs that have not been disseminated that reside in FIDS When a draft of the IIR has been sent for coordination and approval, but has been rejected at HQ because it is not believed that the intelligence information is worthy of dissemination, the IIRs remain in FIDS in the draft stage never to be disseminated

Disposition Destroy when no longer need for investigative purposes, or when 5 years old, whichever is later

3 Master File

Disposition Destroy when 25 years old, or when no longer needed for operational or reference purposes, whichever is later

4 System Documentation ~~Destroy/delete when superseded~~ Destroy/delete final set of system documentation one year after termination of the system. *GRS 20/11*

5 Audit Logs FIDS audit log contains information related to the use and modification of the data in FIDS such as the date and time of entries, updates, coordination, system queries, etc

Disposition Delete/destroy when 25 years old