

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>01-105-10-26</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/1/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 LABORATORY DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 703-504-0328	DATE <i>5/27/11</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>5/27/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Debra Ann O'Plain</i>		TITLE ACTING 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 323 Hazardous Material Response Team Matters The Hazardous Material Response Team (HMRT) currently has 27 rapid response teams within the FBI that have training in chemical, biological, and radiological sciences and evidence collection. HMRT has two missions: make an initial assessment of a potential criminal hazardous material (hazmat) or Weapons of Mass Destruction (WMD) event and document, collect, and preserve evidence in a hazardous environment in accordance with established FBI Evidence Response Team (ERT) protocols. HMRT also provides support for National Security and FBI special events. This schedule is media neutral.		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>1 Policy Files</p> <p>Consists of 323A, 323H, and 323I, HAZMAT operations, Policy Matters, Field Space Matters, Passport Matters, Threat Assessments, Miscellaneous Matters, and Special Operations</p> <p>Disposition PERMANENT Transfer to NARA when 25 years old</p> <p>2 Hazardous Material Response Team Response Files</p> <p>These files are associated with domestic and international deployments, special events, assistance provided to others, and threat assessments</p> <p>The records are used for administrative and management purposes to allow field offices to accurately assess the amount of time spent on crime scenes by HMRT members and to allow program managers the capability to gauge the amount of time utilized for the program</p> <p>The records include, but are not limited to, statistical accomplishments, after-action reports, summary investigation responses, documentation on deployed members, and records related to travel and country clearances</p> <p>Note In addition to being filed in the HMRT Response Files, these records are also filed in the related investigative case file, where they are retained commensurate with the retention period authorized for that case file's classification</p> <p>Consists of 323E, 323F, and 323G, assistance provided to other agencies, operational deployments, and special event deployments</p> <p>Disposition TEMPORARY Destroy when 15 years old</p> <p>3 Training Files</p> <p>HMRT provides training to law enforcement forensic, intelligence and international communities In addition, HMRT members are required to complete 24-hours of recertification training annually</p> <p>These records relate to training received by HMRT members and training provided to state, local and international communities</p> <p>Records include, but are not limited to, communications pertaining to upcoming training, requests for travel funds, meeting summary reports of training provided, records related to participation in field exercises, and attendance at conferences</p>		

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	<p>Consists of training materials, training administrative documentation, and training registration</p> <p>a Training received by HMRT members, 323B</p> <p>1 Documentation of mission-related training received by individual members of the HMRT including registration, evaluations, certifications, summary reports of training, etc</p> <p>Disposition TEMPORARY Cutoff at termination (leave FBI service) of employee Destroy 5 years after cutoff</p> <p>2 Curriculum, work books, and training materials for mission-related training</p> <p>Disposition TEMPORARY Cutoff when superseded or obsolete Destroy 20 years after cutoff</p> <p>b Training provided to domestic law enforcement personnel generally related to HAZMAT awareness, 323C</p> <p>1 Training materials</p> <p>Disposition TEMPORARY Cutoff when superseded or obsolete Destroy 3 years after cutoff</p> <p>2 Training registration and other individual training records</p> <p>Disposition TEMPORARY Destroy when 3 years old</p> <p>c Training provided to international law enforcement personnel, 323D</p> <p>1 Training materials</p> <p>Disposition TEMPORARY Cutoff when superseded or obsolete Destroy 3 years after cutoff</p> <p>2 Training registration and other individual training records</p> <p>Disposition TEMPORARY Destroy when 3 years old</p>		