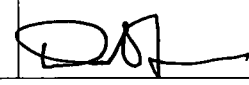


REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>101-65-10-27</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>6/1/10</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE			NOTIFICATION TO AGENCY In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 CRITICAL INCIDENT RESPONSE GROUP				
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM		5 TELEPHONE NUMBER 703-504-0328	DATE <i>12 Oct 10</i>	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>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>5/26/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Heba Anne 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Special Surveillance Group (SSG) Program Participant & Training Records The attached pages provide disposition instructions for the FBI's Special Surveillance Group (SSG) Program Participant & Training Records.			

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;">Special Surveillance Group (SSG) Program Participant & Training Records</p> <p>This schedule is media neutral</p> <p>1. Individual Program Participant Files</p> <p>An individual file for each Basic Surveillance Program trainee/participant is created and maintained. Ultimately, some individuals will pass the course and remain in the program for two years and then move to another FBI position, while others may remain in the program throughout their FBI career. Other individuals will not pass the course, resulting in their dismissal from the program, but may be employed by the FBI in another position outside of the program.</p> <p>These files contain the signed original "Training and Availability Agreement," which establishes a two-year commitment in the program and agreement to transfer to any mobile operational center as dictated by the needs of the FBI, any waivers to the "Training and Availability Agreement", the signed original "Receipt of Personal Relationships Policy Form"; a copy of the "Covert Training Facility Site Security Agreement", and correspondence related to program eligibility and other program participant matters. In addition, the files include the Basic Surveillance Course master ratings summary sheet.</p> <p>Disposition: File cut-off: at the end of the calendar year in which the individual ceases to be in the program. Delete/Destroy five years after the file cut-off or after final adjudication of litigation, whichever is later.</p> <p>2. Training Records</p> <p>a. Training Course Materials</p> <p>These files are organized by the date of the course. Records include lesson plans, outside speaker information, presentations, field exercises, training manuals, and class schedules.</p> <p>Disposition: File cut-off: at the end of the calendar year in which the course is completed. Delete/Destroy 15 years after the file cut-off or after final adjudication of litigation, whichever is later.</p>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 3 of 3	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p>b. Training Administration Records</p> <p>These files are organized by the date of the course and include a staff and class roster that identifies the students registered for the class, whether the student passed or failed, and where the individual was assigned upon graduation or dismissal from the program</p> <p>Disposition: File cut-off at the end of the calendar year in which the course is completed</p> <p>Delete/Destroy 15 years after the file cut-off or after final adjudication of litigation, whichever is later</p> <p>c. Trainee's Performance Files</p> <p>These files are organized by the date of the course and then by individual trainee and include files for those that pass and fail the course. Records are related to the trainee's performance, such as detailed performance/scoring records, and acknowledgement of course requirements and exams.</p> <p>Disposition: File cut-off at the end of the calendar year in which the course is completed</p> <p>Delete/Destroy two years after the file cut-off or after final adjudication of litigation, whichever is later</p> <p>d. Contact & Medical Information Records</p> <p>These records include the Student Locator/Emergency Contact Form and the Background and Medical History Form, which are internal program forms that are maintained to facilitate access to information regarding participants</p> <p>Disposition: Delete/Destroy when superseded, obsolete, or upon conclusion of the class, whichever is sooner</p>			