

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>91-65-10-28</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 DIRECTORATE OF INTELLIGENCE				
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C Sharkey, CRM		5 TELEPHONE NUMBER 703-504-0328	DATE	UNITED STATES WITHDRAWN
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>Hebra Anne O'Flain</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Witness Security Program Classification 289 The attached pages provide disposition instructions for the FBI's Witness Security Program (Classification 289)		WITHDRAWN	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;">Witness Security Program</p> <p style="text-align: center;">Classification 289</p> <p>The Witness Security Program (WSP) consists of records of FBI witnesses being sponsored for, or who already have been accepted, into the program. The WSP is also responsible for resolving problems and issues relating to witnesses and liaison with the Department of Justice (DOJ) organization responsible for administering the Federal Witness Security Program.</p> <p>In the future, if records on this schedule are retained in the DELTA system or its successor system, the DELTA system disposition authority (NARA Job No N1-065-09-27 or its amendment) will apply to those records.</p> <p>1. Field Office Witness Security Program (WSP) Case Files</p> <p>Case files created for each FBI-sponsored participant in the WSP and used to manage the administration of the Witness Security Program. These files include, but are not limited to, threat assessments, the form showing acceptance into the program, and correspondence with the Department of Justice.</p> <p>Disposition. PERMANENT. Cutoff records when the case is closed. Retain until the source has been (a) deactivated or (b) the FBI has been notified of the death of the source. Transfer the source case files to the National Archives 150 years after cutoff.</p> <p>2. HQ Witness Security Program (WSP) Working Files</p> <p>HQ maintains a working file for each FBI-sponsored participant in the Witness Security Program (WSP). The files are used to facilitate the management and administration of the WSP. These files may include copies of information in the Field Office WSP (Item 1) and original hand written notes and emails, which may not be in the Field Office WSP Case Files (Item 1).</p> <p>Disposition: TEMPORARY. When the working file is no longer needed for business purposes, review the file to identify any records that do not exist in the Field Office WSP Case File (Item 2), and transfer these to the Field Office file. Delete/Destroy the remaining contents of the file.</p>		<p>WITHDRAWN</p>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3	<p>HQ Witness Security Program (WSP) Participant Tracking System</p> <p>Currently a Microsoft Access Database, this system is used for tracking program participants. Data includes, but is not limited to, the participant's name, the date the individual entered into the program, and the responsible FBI Field Office.</p> <p>Disposition: TEMPORARY Delete/Destroy the data related to a participant when the information is no longer needed for business purposes or when the related Field Office WSP Case File is transferred to the National Archives, whichever is sooner.</p>		
4	<p>Witness Security Program (WSP) Management Records</p> <p>These records relate to the management and administration of the WSP.</p> <p>Disposition: TEMPORARY Delete/Destroy when 20 years old.</p>		

WITHDRAWN