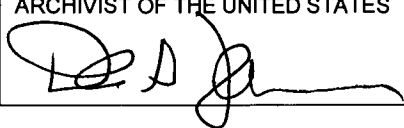


REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>101-605-10-29</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>5/3/10</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE			NOTIFICATION TO AGENCY In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>12/20/10</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>4/26/2010</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold H. Moore</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Language Testing & Assessment Records The attached pages provide disposition instructions for the FBI's Language Testing and Assessment 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center">Language Testing & Assessment Records</p> <p>The Directorate of Intelligence's Language Testing and Assessment Unit (LTAU) manages and implements the FBI's foreign language testing system, ensuring that existing testing instruments and techniques meet recognized professional and ethical standards in the language testing field</p> <p>1 Testing & Assessment Files</p> <p>Separate files are created for each individual being tested and the files are organized by the year in which the individual was tested. The file contents include, but are not limited to, a cover sheet that identifies the name of the individual being tested and the language being tested, along with other information such as notes, the Defense Language Proficiency Test (DLPT) sheet, instructions, Privacy Act forms, test battery, test rater's notes, and test results</p> <p>Disposition Temporary File cut-off end of the calendar year in which the individual was tested Delete/Destroy 10 years after the file cut-off</p> <p>2. Language Testing and Assessment Database</p> <p>Developed in 2005, this Oracle database contains information from an MS Access database that dated back to 1999</p> <p>a Inputs</p> <p>Information input into the database includes, but is not limited to, information about the individual being tested, such as the name and social security number, the name of the test taken, the date of the test taken, and the score of each test taken</p> <p>Disposition Temporary See "Data Files" (Item 2 b)</p> <p>b. Data Files</p> <p>Information as described in "Inputs" (Item 2 a)</p> <p>Disposition Temporary Delete/Destroy data when 25 years old</p> <p>c. Outputs</p> <p>Statistical reports including, but not limited to, quarterly and yearly caseload</p> <p>Disposition Temporary Delete/Destroy when 10 years old or when no longer needed for business purposes, whichever is later</p> <p>d. Documentation</p> <p>These records include data system specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)</p> <p>Disposition Temporary Delete/Destroy upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later [GRS 20, Item 11 a (1)]</p>	<p align="center">ARS 20.26</p> <p align="center">exception to ARS 20.5</p> <p align="center">ARS 20.11(a)(1)</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>3. Master Sets of Tests These records include a master set of tests for each of the various languages Disposition Temporary File cut-off end of calendar year in which the test is superseded or becomes obsolete Delete/Destroy 3 years after file cut-off</p> <p>4. Test Development and Research Records These records include working documents and drafts Disposition Temporary File cut-off upon finalization of the test Delete/Destroy upon file cut-off</p> <p>5. Complaint Letters, Responses & Tracking Information Records related to complaints regarding testing and assessment along with responses and tracking information Disposition Temporary File cut-off end of the calendar year in which the individual was tested Delete/Destroy 10 years after the file cut-off</p> <p>6. Testing & Assessment Program Reports These reports relate to the Testing & Assessment Program Disposition Temporary File cut-off end of the calendar year in which the report was written Delete/Destroy 25 years after the file cut-off</p>		