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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-65-10-33</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>7/23/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 OFFICE OF THE DIRECTOR | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler | 5. TELEPHONE NUMBER 540-868-4363 | DATE <i>9 NOV 10</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>7/15/2010</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
| | <p align="center">Executive Correspondence and Electronic Request Management (CERM) System</p> <p>The Executive CERM System is used to control and manage all FBI congressional mail and executive level mail (DOJ Executive Secretariat assigned and Director's office mail), including mail from U.S. Citizens. The Director's Office mail has been controlled using this system since October 1, 2002, and the FBI congressional mail and Executive Secretariat mail has been controlled using this system since March 18, 2003. Prior records of this type were managed as hardcopy files only.</p> | | |

Executive Correspondence and Electronic Request Management (CERM) System

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1. **Inputs:** Data input regarding correspondence, to include who from, date received, who it was assigned to, and date due, as initially input into CERM or the predecessor systems to store the metadata: Office of Public and Congressional Affairs Information Management System (OPCAIMS), the Executive Secretariat Log, and the DO Mail Log.

Disposition: Delete/destroy predecessor system and keyed inputs imported from these tracking logs and ingested as metadata into the master file of the CERM once verified as accurate and complete. *GRS 20/2*

2. **Outputs:** Reports detailing correspondence processing, to include items overdue, item response times, etc.

Disposition: Delete 3 years after the tenure of the current FBI director has been completed, or 3 years after all actions from the tenure of the FBI Director have been completed, whichever is longer.

3. **Master File:** The master file contains data input regarding correspondence, to include who from, date received, who it was assigned to, and date due; a copy of the incoming and outgoing correspondence; referenced tracking numbers; documentation of assignments and coordination; and completion dates. Included are cross references to the FBI case classification used for finding files for the ingest and response to correspondence.

Disposition: PERMANENT. Cutoff at end of tenure of FBI Director. Offer to the National Archives ~~15~~²⁵ years after the tenure of the FBI Director has been completed, ~~or 15 years after system is discontinued.~~ *6/27/18 Jeremy P. Schmidt*

NOTE: The Director's Office correspondence that was tracked using the predecessor systems (OPCAIMS, the Executive Secretariat Log, and the DO Mail Log) was maintained in hardcopy files only, and images of this correspondence has not been incorporated into CERM. Data migrated to CERM from these systems will only be used as a finding aid for correspondence tracked using those predecessor systems which will provide cross reference information for locating the hardcopy file.

4. **System Documentation.** Includes system specifications, file specifications, codebooks, user guides, and output specifications.

Disposition: PERMANENT. ~~Destroy/delete when superseded.~~ Transfer a set of the current system documentation with each transfer to the National Archives. Send a final set of system documentation with last transfer of the Master File after the system is discontinued.

GRS 20/11