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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-65-10-40</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>9/16/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER <i>Tammy J Strickler, CRM</i> | 5 TELEPHONE NUMBER 540-868-4363 | DATE <i>10/1/10</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>8/17/2010</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Automated Case Support (ACS) System Electronic Case File Investigative Case Management Universal Indices The Federal Bureau of Investigation's (FBI) Automated Case Support (ACS) system maintains records related to the FBI's investigative, intelligence, and administrative activities. ACS consists of three applications: Electronic Case File (ECF), Investigative Case Management (ICM), and Universal Indices (UNI). Upon approval, an electronic copy of a paper document is uploaded to the ECF. Metadata about the document is maintained in ECF, metadata about the case is maintained in ICM, and index records are entered into the UNI application. Subjects and references related to the case are entered into the UNI application. | | |

1 Inputs

a Documents created or received by the FBI in electronic format and serialized/uploaded into ACS after the approval process

DISPOSITION Delete after verification of successful upload into ACS *GRS 20, item 2*

b Documents created or received by the FBI in hardcopy form and serialized/uploaded into ACS after the approval process

DISPOSITION Convert to electronic format whenever possible and upload into ACS File original in the related hardcopy case file and follow disposition for hardcopy case file

2 Electronic documents and attributes uploaded and maintained in ECF and indexes created in UNI

a For records scheduled as permanent in accordance with a NARA approved schedule

DISPOSITION PERMANENT Transfer to NARA when 25 years old

b For records scheduled as temporary in accordance with a NARA approved schedule

DISPOSITION TEMPORARY Destroy in accordance with a NARA approved disposition schedule

3 Investigative Case Management (ICM) records created in ACS Consists of workflow information used to pursue leads and manage actions

a For records scheduled as permanent in accordance with a NARA approved schedule

DISPOSITION PERMANENT Transfer to NARA when 25 years old

b For records scheduled as temporary in accordance with a NARA approved schedule

DISPOSITION TEMPORARY Destroy in accordance with a NARA approved disposition schedule

NOTE To implement the ECF/UNI/ICM dispositions, users must first review the disposition of the FBI file classification to determine if it is temporary or permanent

4 Outputs (GRS 20, items 5, 12, and 16)

5 System documentation (GRS, item 11)