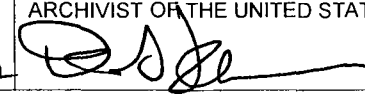
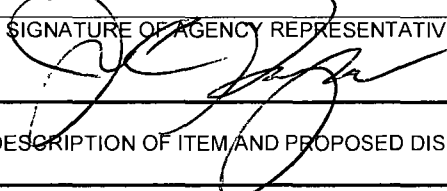


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-11- 1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/12/10	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Justice Information Services Division			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 10/12/10	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 1 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 10/5/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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">Investigative and Operational Assistance Unit (IOAU) Database</p> <p>The IOAU database is used to track requests for federal, state, and local law enforcement partners for detailed searches of data housed in the National Crime Information Center (NCIC) system. Searches at this detailed level are not available to external agencies, but are executable within the FBI.</p>		

The records described herein relate to IOAU Database which is a tracking system for detailed searches performed of NCIC at the request of participating law enforcement agencies

1. Inputs:

Details of requested searches, to include requester, Originating Agency Identification (ORI), date of request, and IOAU staff member to whom the request was assigned

Disposition

Delete/destroy source data once input has been verified as accurate and complete

GRS 20, item 2

2. Outputs:

Results of searches are provided to the requester upon completion. The search results are not retained, but the database records the date the search results were returned to the requester. Search results do not need to be retained since any search can be recreated by repeat of the query to NCIC. However, the requester may incorporate the search results into their investigative case files.

Disposition

Provide to the requester upon completion

- not a disposition -

3. Master File Master database of all requests to include tracking of CJIS personnel assigned to process those requests

Disposition

PERMANENT Transfer a copy of all completed actions annually 110 years after completion of action

* See note below

4. System Documentation: Records relating to the design, implementation, testing, and use of the IOAU Database to include codebooks, record layouts, user guides, output specifications, and final reports. Also included are records created or used to perform configuration/change management processes, including performance, capacity, and system management

Disposition

Transfer a copy of the system documentation with each transfer of data to the National Archives, and with the final copy of the database that is sent to the National Archives one year after termination of the database

GRS 20, item 11a(2)

5. Backups: Backups are maintained for potential system restoration in the event of a system failure or other unintentional loss of data

Disposition

DELETE/DESTROY backups when a more current full backup has been successfully captured or when 90 days old, whichever is sooner

GRS 20, item 8

* NOTE: To ensure the integrity of the records over the extensive retention period, every 5 years NARA may request certification in writing or by on-site verification that a review has been conducted of the accessibility and appropriate maintenance of the records

4/21/88 per agency agreement