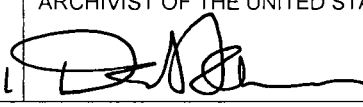


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-65-11-8</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/20/10</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  In 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>OFFICE OF CONGRESSIONAL AFFAIRS</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Marie Cromwell</b>	5 TELEPHONE NUMBER <b>202-220-9142</b>	DATE <i>1 Aug 11</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>12/16/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alba Anne O'Flair</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Congressional Affairs Records</b>  The attached pages provide disposition instructions for the FBI's Congressional Affairs 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 style="text-align: center;"><b>Congressional Affairs Records</b></p> <p>This schedule appends the FBI's existing retention schedules for Congressional Affairs records. For clarity and reference, the applicable series of those retention schedules follow:</p> <p>N1-065-07-7, Item 319X20, <b>Congressional Matters</b>, records related to liaison with members of Congress, coordination of and response to oversight activities, and testimony in response to Congressional inquiries. DISPOSITION: Permanent. Transfer to NARA when 25 years old.</p> <p>N1-065-04-4 and NC1-65-82-04, Items 62, <b>Classification 62, (18) Liaison with Congressional Committees and Special Congressional Studies</b> (a) All Case Files. DISPOSITION: Permanent. Offer to NARA in 10 year blocks when 25 years old.</p> <p>This schedule is media neutral.</p> <p><b>1 Congressional Round-Up</b> Produced daily, weekly, or monthly, the Congressional Round-Up is published on the FBI's Intranet for informational purposes. The Congressional Round-Up consists of brief summaries of congressional-related current events.  Disposition: TEMPORARY. File cut-off upon the end of the calendar year. Delete/Destroy two years after file cut-off.</p> <p><b>2 Congressional Affairs Calendars</b> These records, typically in the form of a weekly <i>Microsoft (MS) Word</i> table, list the date, time, event, topic, names of FBI participants, names of other participants, and contacts. The calendars are used for internal office purposes, such as statistics and briefings.  Disposition: TEMPORARY. File cut-off upon the end of the calendar year. Delete/Destroy two years after file cut-off.</p> <p><b>3 Congressional Affairs Member and Session Information</b> These records include general information related to committees, members, sessions, etc, which is compiled for informational purposes. For example, an <i>MS PowerPoint</i> slide that contains photographs of committee members belonging to a particular committee.  Disposition: TEMPORARY. Delete/Destroy when superseded or when no longer needed for business purposes, whichever is sooner.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p><b>4 Congressional Affairs Members Folders</b></p> <p>These files are organized by congressional session and contain congressional correspondence, including but not limited to, copies of letters to and from members of Congress and the Department of Justice (DOJ) The files also include briefing information compiled as preparation/background material on Congressional matters</p> <p>Note Congressional Correspondence retained in the "Executive Correspondence and Electronic Request Management (CERM) System" are permanent records [N1-65-10-33, Item 3]</p> <p>Disposition TEMPORARY File cut-off upon completion of a two-year session Delete/Destroy 2 years after the file cut-off</p> <p><b>5 Congressional Affairs Correspondence Tracking Records Database</b></p> <p>For reference and statistical information, correspondence is numbered and tracked in an <i>MS Access</i> database</p> <p>Disposition TEMPORARY Data cut-off upon completion of a two-year session Delete/Destroy 2 years after the data cut-off</p>			