
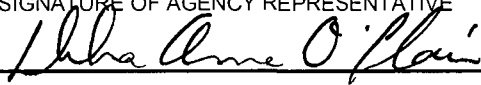


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>11-65-11-9</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>1/12/11</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>		
2 MAJOR SUBDIVISION <b>FEDERAL BUREAU OF INVESTIGATION</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
3 MINOR SUBDIVISION <b>OFFICE OF GENERAL COUNSEL</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>1</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>12/28/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p style="text-align: center;"><b>Institutional Review Board (IRB) Records</b></p> <p>The Federal Bureau of Investigation (FBI) IRB is a review committee established to protect the rights and welfare of human research subjects associated with research activities sponsored by the FBI. The IRB meets the FBI's obligations under Public Law No 93-348, the National Research Act.</p> <p>As implemented by the FBI, the IRB is composed of a minimum of five members including at least one from the different divisions that perform research, including the Training Division, the Laboratory, and the Critical Incident Response Group, with additional members as required to provide diversity of background and expertise. The role of IRB Chair rotates to a different division every two years.</p> <p>Records related to the IRB's charter, policies, and procedures are filed in the appropriate 319W case file, such as Administrative Policy (319W2) and Standard Operating Procedures (319W4).</p> <p>This schedule is media neutral.</p>			

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 2	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>1. <u>IRB Research Project Records</u></b></p> <p>IRB Research Project Records relate to the review and disposition by the IRB of each proposed research project, including documentation that IRB recommendations or conditions have been met. These records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a research proposals submitted by project investigators, which include study objectives, subject selection criteria, and a project risk-benefit analysis,</li> <li>b informed consent records for each research subject,</li> <li>c IRB formal meeting minutes or correspondence documenting IRB actions, recommendations, and requirements (see note),</li> <li>d annual research project updates,</li> <li>e final research project closure records, including, occasionally, the resulting published findings, and</li> <li>f records related to IRB actions taken to restrict, suspend or terminate research</li> </ul> <p>NOTE: Project investigators maintain project files that may contain copies of IRB Research Project Records. These project files are retained/destroyed commensurate with the retention period approved for the related file classification in which the project file is opened.</p> <p>DISPOSITION: TEMPORARY. Cutoff at the end of the calendar year in which the project has been completed or was not approved. Delete/Destroy 5 years after cutoff.</p> <p><b>2. <u>IRB Administrative and Management Records</u></b></p> <p>IRB records unrelated to individual decisions on research projects, including those reporting statistical accomplishments, IRB membership appointments and qualifications, correspondence and similar administrative documents.</p> <p>DISPOSITION: TEMPORARY. Cutoff at the end of the calendar year or when superseded or cancelled, whichever is later. Delete/Destroy 5 years after cutoff.</p>		