

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NI-65-11-11</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>2/9/11</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disposition request including amendments is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	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>FINANCE DIVISION</b>				
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Marie Cromwell</b>		5 TELEPHONE NUMBER <b>202-220-9142</b>	DATE <i>19 Dec 11</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>1/31/11</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<b>Accounts Receivable Records</b>  The attached pages provide disposition instructions for the FBI's Accounts Receivable Records			

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	<p style="text-align: center;"><b>Accounts Receivable Records</b></p> <p>These records relate to the recording, monitoring and collecting of interagency debts owed to the FBI, including but not limited to, name check services, fingerprint processing services, speaking event activities, and training provided to other agencies. In addition, Accounts Receivable Records include debt collection matters related to employees or employees that have been separated from employment.</p> <p>There are two different categories of reimbursables: single and multi-year reimbursements that are for a defined period and "no-year reimbursables" that have undefined periods and/or are amended.</p> <p>This schedule is media neutral.</p> <p><b>1 Reimbursable Files</b></p> <p>Separate files are maintained for each reimbursement. File contents include, but are not limited to, a non-record copy of an agreement, bills, collection information, copies of financial reports, and correspondence.</p> <p><b>A Single and Multi-Year Reimbursements</b></p> <p>Reimbursable files that relate to single or multi-year agreements that are clearly defined.</p> <p>DISPOSITION TEMPORARY File cut-off: end of the Fiscal Year in which the related agreement is cancelled, expires, or all collections have been completed. Delete/Destroy 2 years after file cut-off.</p> <p><b>B No-Year Reimbursables</b></p> <p>Reimbursable files that relate to agreements with undefined periods of time, which are often amended.</p> <p>DISPOSITION TEMPORARY File cut-off: end of the Fiscal Year in which the related agreement is cancelled, expires, or all collections have been completed. Delete/Destroy 7 years after file cut-off.</p>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 3 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><b>2 Reimbursable Agreement Management System (RAMS)</b></p> <p>The Reimbursable Agreement Management System (RAMS) is currently an MS Access database but is expected to migrate into a database that has an Oracle back-end in the future. Data includes, but is not limited to, a unique number called an "RA" for each reimbursement, the type of reimbursement (travel, training, awards, name check, etc ), and the end or expiration date.</p> <p>Note: Financial data in RAMS is exported in batches to the FBI's Financial Management System (FMS).</p> <p><b>A Data Related to Single and Multi-Year Reimbursements</b></p> <p>DISPOSITION TEMPORARY Data cut-off end of the Fiscal Year in which the related agreement is cancelled, expires, or all collections have been completed Delete/Destroy 2 years after file cut-off</p> <p><b>B Data Related to No-Year Reimbursables</b></p> <p>DISPOSITION TEMPORARY Data cut-off end of the Fiscal Year in which the related agreement is cancelled, expires, or all collections have been completed Delete/Destroy 7 years after file cut-off</p> <p><b>3 Debt Collection Records</b></p> <p>These files relate to debt collections for programs such as the University Education Program (UEP) and the Student Loan Repayment Program (SLRP). In addition, debts related to employee separation are covered under this series. Some collections take many years to resolve.</p> <p>DISPOSITION TEMPORARY File cut-off end of the Fiscal Year in which the debt has been resolved, including resolution to any appeals. Delete/Destroy 7 years after file cut-off</p>			