

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>11-65-11-14</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>3/14/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 DIRECTORATE OF INTELLIGENCE				
4 NAME OF PERSON WITH WHOM TO CONFER Shannon E Broadus	5 TELEPHONE NUMBER 202-220-9133	DATE <i>3/14/11</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>3/10/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lila Anne O'Plair</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Language Quality Records The attached pages provide disposition instructions for the FBI's Language Quality records			

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	<p style="text-align: center;">Language Quality (LQ) Records</p> <p>Note Occasionally, records included in this schedule will be filed in the Foreign Language Program (Classification 321E), when that is the case, the records will not follow this schedule but will be retained commensurate with the retention period of Classification 321E</p> <p>This schedule is media neutral</p> <p>1. LQ Reviewers Program Records</p> <p>The FBI has more than 400 FBI-certified LQ Reviewers from the various language groups, which review the work of thousands of linguists. The LQ Reviewers are linguists who, on the recommendation of their supervisors, attended and successfully completed an FBI Language Quality Reviewers' Certification Workshop and have had their work satisfactorily LQ reviewed once every four quarters</p> <p>These records include, but are not limited to, tracking spreadsheets, emails with Supervisors and LQ Reviewers, records related to the planning and logistics of the workshops, workshop content, assessments completed at the end of the workshops, records relating to the taking and completion of Training Modules, and Field Office Reviewers' Files that contain information related to Reviewers, such as Not Satisfactory Review Forms, Language Quality Feedback Forms, and Language Quality Review Forms. Also included in this series are reports, including the quarterly reporting from Supervisors, Master Reports that are generated based on information in the quarterly reporting, and Gap Analysis reports that identify compliance issues</p> <p>Disposition Temporary File cut-off end of the fiscal year Delete/Destroy 3 years after the file cut-off</p>			

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	<p>2 LQ Inspectors Program Records</p> <p>The LQ Inspectors Program is comprised of at least six LQ Reviewers that serve as inspectors. The LQ Inspectors analyze LQ reviews to ensure compliance with the established LQ review processes and procedures. LQ Inspectors communicate findings to the LQ Reviewers telephonically and via email.</p> <p>These records include, but are not limited to, LQ Reviewers applications to be an LQ Inspector, tracking spreadsheets, and email communications.</p> <p>Disposition: Temporary. File cut-off: end of the fiscal year. Delete/Destroy: 3 years after the file cut-off.</p> <p>3 Training & Standards</p> <p>Generally, the information in the following series is supported by FBI policies, which are Permanent records ultimately transferred to NARA.</p> <p>A. Training Modules</p> <p>These records include Training Modules, which are typically mandatory training for linguists. Currently, the modules are taken via an <i>MS PowerPoint</i> presentation that when viewed, presents an educational curriculum that concludes with a practice. Titles of modules include, but are not limited to, "The Intelligence Community Standard for Transliteration Module" and "Formatting Audio Verbatim Translations Module."</p> <p>Disposition: Temporary. Delete/Destroy: 5 years after superseded or obsolete, whichever is sooner.</p> <p>B. Instructions, Tools & Standards</p> <p>These records include instructional information presented in various forms, such as newsletters, sets of instructions, cheat sheets, frequently asked questions, standards, and guides.</p> <p>Disposition: Temporary. Delete/Destroy: when superseded or obsolete, whichever is sooner.</p>			