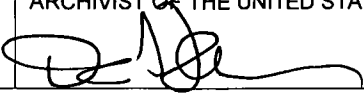
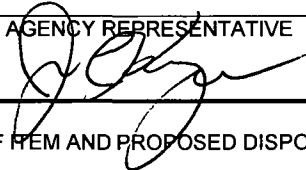


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-65-11-15</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/14/11</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  In 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 GENERAL COUNSEL</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Tammy J. Strickler</b>	5 TELEPHONE NUMBER <b>540-868-4363</b>	DATE <i>29 Nov 2011</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>3/9/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE John C Krysa 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Project Tracking Databases for the FBI Office of General Counsel (OGC)  Microsoft Access databases with features to track all incoming work to ensure OGC provides prompt, quality legal services in support of the FBI programs and missions. The databases track cases or projects, indicating who it is assigned to and the progress of the project or case through its closure. Projects can originate from field offices or HQ requesting legal advice or assistance or be self-initiated. The databases are also used by FBI management for administrative management of OGC personnel.		

## Project Tracking Databases

The FBI Office of General Counsel (OGC) provides critical, time-sensitive legal advice supporting all of the FBI missions and programs. The project tracking databases are Microsoft Access databases with features used for tracking all incoming work, including projects or cases. The databases indicate who is assigned the work and track the progress of the project or case through its closure. Projects can originate from field offices or HQ requesting legal advice or assistance or may be self-initiated. The databases are also used by FBI management for administrative management of OGC personnel.

**1. Inputs:** Data regarding cases and projects, to include originator, date received, and assignee. Incoming work is submitted in a variety of ways, to include by telephone, electronic mail, and hardcopy requests. Paralegal Specialists may assist the attorney staff and management by entering appropriate data.

Disposition: Delete/destroy received source data once verified as accurate and complete, and fully ingested into the Master File. *GRS 20/2*

**2. Outputs:** There are a number of project reports, such as, but not limited to retrieval of pending or completed projects by individual assigned and type of case, to whom assigned, and date case assigned. There are also administrative reports used by FBI management regarding OGC employee performance, travel, and training.

a. **Queries:** Queries and other reports regarding processing and status of cases and projects, named litigants, or other analyses.

Disposition: Incorporate reports into the related case file.

*File instruction*

b. **Statistical Reports:** Reports prepared to provide management with a means to measure productivity, track trends, make budget recommendations, and document performance.

Disposition: Delete/destroy once the summaries have been issued or when no longer needed for analytical purposes, whichever is longer.

c. **Administrative Management Reports:** Reports prepared regarding OGC employee performance, travel, and training, used solely for administrative management and planning.

Disposition: Delete/destroy when two years old, or when no longer needed for analytical purposes, whichever is longer.

3 **Master File:** The master files of the project tracking databases have a main case file with the database-generated project number, case status, case file number, date opened, date closed, and the date of the incident. A project is tracked using the project number, the Bureau classification for a project (when appropriate), the case file number (when appropriate), the employee assigned, the unit, and the case title.

Disposition: Cutoff 90 days after case/project is closed. Delete 10 years after cutoff.

4 **System Documentation:** Includes system specifications, file specifications, codebooks, user guides, and output specifications.

Disposition: Destroy/delete when superseded. The final set of system documentation can be destroyed one year after a database is discontinued (as per 319U5).

GRS 20/11