REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
DEPARTMENT OF JUSTICE

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

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 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, is not required

DATE 3/23/11
SIGNATURE OF AGENCY REPRESENTATIVE Lula A. O'Flann

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Foreign Language Program (321E)

Other Foreign Language Program Records Not Covered Under Another FBI Retention Schedule

This schedule covers records in the Foreign Language Program (321E), which usually contains information in the form of electronic communications, but reports, emails, and other records may also be included. This schedule also provides disposition instructions for any records related to the Foreign Language Program, which are not filed in 321E and are not explicitly covered under another FBI retention schedule.

The Foreign Language Program's records include both Headquarters and Field Office files. Typically, the contents of the files cover a variety of administrative subject matters, including, but not limited to, distance learning, financial management, recruitment, quality control, workforce planning and hiring, automation support, workload measurement, incentive pay, temporary duty assignments, and the translation program.

This schedule is media neutral.

DISPOSITION Delete/Destroy when 15 years old