

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-65-11-25</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/13/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 CRITICAL INCIDENT RESPONSE GROUP (CIRG)			
4 NAME OF PERSON WITH WHOM TO CONFER Shannon E. Broadus	5 TELEPHONE NUMBER 202-220-9133	DATE <i>20 July 12</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>6/8/11</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Special Operations Group (321C and 66I) AND Bureau Aircraft Operations Program (321D and 66H) The attached pages provide disposition instructions for the Special Operations Group (321C and 66I) and the Bureau Aircraft Operations Program (321D and 66H)		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">SPECIAL OPERATIONS GROUP (321C and 66I) AND BUREAU AIRCRAFT OPERATIONS PROGRAM (321D and 66H)</p> <p>The Special Operations Group (321C) classification, which is managed by the Critical Incident Response Group (CIRG), was established in January 2005. In addition to the use of 321C, program records prior to 2005 and since 2005 are also being filed in the 66I classification. This schedule covers records in 321C, 66I, and records that might not be filed in these classifications, or any other classification, but relate to the Special Operations Group.</p> <p>The Bureau Aircraft Operations (BAO) Program is managed by CIRG, which provides oversight for programs that include aviation and ground surveillance support to FBI investigative activities, maintains an aviation safety program, maintains a training program that provides aviation training and annual check rides for pilots, and ensures proper maintenance of all aircraft.</p> <p>The Bureau Aircraft Operations Program (321D) classification was established in 2005. In addition to the use of 321D, program records prior to 2005 and since 2005 are also being filed in the 66H classification. This schedule covers records in 321D, 66H, and records that might not be filed in these classifications, or any other classification, but relate to the Bureau Aircraft Operations Program.</p> <p>1. "00" Policy Files</p> <p>Records of FBI policy and procedural documentation of the administration of activities under the subject programs. Records include internal memoranda, correspondence with other Federal agencies and with the Department of Justice, and directives providing guidance on these specific FBI programs.</p> <p>Disposition PERMANENT Transfer to NARA when 25 years old</p> <p>2. '0' Administrative Files</p> <p>Administrative records are a blend of routine correspondence and documents, including e-mails, related to the programs in this classification and non-case file specific matters.</p> <p>Disposition TEMPORARY Destroy/delete when 10 years old</p>		

Withdrawn

Withdrawn

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>3. Special Operations Group (321C and 66I)</p> <p>Records related to the day-to-day operation, logistical support, and general and administrative operational requirements of the Special Operations Group, formerly known as the Mobile Surveillance Group. Records relate to or include, but are not limited to, financial records, including budget, resources, equipment evaluation, acquisition, and requests, training, Special Operations Module (SOM) requests and justifications, reports, such as statistical accomplishments for six-month periods and post deployment reports, operational coordination and other program management, awards, property transfer, auto accidents, and lease and construction project information, including communication security (COMSEC) matters</p> <p>Disposition TEMPORARY Delete/Destroy when 10 years old</p>		
	<p>4. Recordkeeping Copies of Maintenance Manual for Unique or Customized Aircraft</p> <p>Disposition PERMANENT Transfer to NARA in 5 year blocks after they become superseded or obsolete <u>[GRS 10, Item 11a]</u></p>		
	<p>5. Bureau Aircraft Operations Program Files (321D and 66H)</p> <p>Records related to the day-to-day operation, logistical support, and general and specific aircraft maintenance or modifications of the FBI-owned or leased aircraft. Records relate to or include, but are not limited to, financial records, US and overseas operational records, safety records, requests/approval of aircraft use, executive transportation, training, program reviews, equipment purchase, and cannibalization of equipment</p> <p>Disposition TEMPORARY Delete/Destroy when 15 years old</p>	<p>This series supersedes some items in GRS 10, "Motor Vehicle and Aircraft Maintenance & Operations," that have a shorter retention</p>	