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
   HUMAN RESOURCES DIVISION

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  [ ] is attached, or  [ ] has been requested

7  ITEM NO

8  DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   New Agent Development Logbooks
   and
   Intelligence Analyst (IA) Logbooks

9  GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
    [ ] (NARA USE ONLY)

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

PREVIOUS EDITION NOT USABLE

115-109
**New Agent Development Logbooks**

**and**

**Intelligence Analyst (IA) Logbooks**

1. **New Agent Development Logbooks**

   The New Agent Development Logbooks contain a checklist of required core skill experiences and training topics. These logbooks are maintained throughout the agent’s development program to document the completion of experiences, curriculum, and appraisal.

   Typically, these records are retained by field offices and are managed in hard copy and/or through Info Path, in which case the records are retained electronically.

   Disposition: TEMPORARY Cut off at the end of the calendar year in which the program was completed. Delete/Destroy one year after cutoff.

2. **Intelligence Analyst (IA) Logbooks**

   Currently, use of the Intelligence Analyst (IA) Logbooks is mandatory for new hires but optional for the FBI's existing IAs. The purpose of the IA Logbook is to record the types of training and experiences of the IAs as a basis of development. These logbooks contain a checklist of required core skill experiences and training topics. Entries are initialed by a trainer or supervisor, but no qualitative remarks or notations are made in the IA Logbook.

   Currently, these records are managed in hard copy, but it is planned for the records to be maintained through Info Path, in which case the records will be retained electronically.

   Disposition: TEMPORARY Cut off at the end of the calendar year in which the program was completed or when a logbook has been inactive for at least one year, whichever is sooner. Delete/Destroy one year after cutoff.