

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-11-26</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 HUMAN RESOURCES DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Shannon E. Broadus	5 TELEPHONE NUMBER 202-220-9133	DATE <i>6/13/11</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>1</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 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	New Agent Development Logbooks and Intelligence Analyst (IA) Logbooks The attached page provides disposition instructions for the New Agent Development Logbooks and the Intelligence Analyst Logbooks		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">New Agent Development Logbooks and Intelligence Analyst (IA) Logbooks</p> <p>1. New Agent Development Logbooks</p> <p>The New Agent Development Logbooks contain a checklist of required core skill experiences and training topics. The New Agent Development Logbooks are maintained throughout the agent's development program to document the completion of experiences, curriculum, and appraisal.</p> <p>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.</p> <p>Disposition: TEMPORARY. Cut off at the end of the calendar year in which the program was completed. Delete/Destroy one year after cutoff.</p> <p>2. Intelligence Analyst (IA) Logbooks</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>N1-065-07-4, Item (2)d</p>	