

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-65-11-29</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/15/11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>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>6/13/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nila Anne O'Plain</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Testing Records for Leadership Skills Assessment (LSA); Special Agent Selection System (SASS); Police Officer Selection System (POSS) AND the POSS Database The attached pages provide disposition instructions for the above titled records and information		

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	<p>Testing Records for Leadership Skills Assessment (LSA); Special Agent Selection System (SASS); Police Officer Selection System (POSS) AND the POSS Database</p> <p>This schedule is media neutral</p> <p>1. Testing Records for the Leadership Skills Assessment (LSA) and the Special Agent Selection System (SASS)</p> <p>This series includes testing records for the Leadership Skills Assessment (LSA), which is an assessment for FBI employees seeking a mid-level management Special Agent position. The Leadership Skills Assessment (LSA) is a validated assessment designed to assess eight core managerial competencies. Testing records for the LSA include test taker's notes and test materials.</p> <p>Also included in this series are the records for the Special Agent Selection System (SASS) Phase I and Phase II tests. Testing records for the SASS include bubble sheets, interview books with the Assessor's notes, applicant's checklist for the written exercise, written exercises with applicant's notes, written exercise (actual test), cassette tapes, and answer/bubble sheets. These records are all being maintained in hard copy, with the exception of the cassette tapes.</p> <p>DISPOSITION TEMPORARY Cut off at the end of the calendar year in which the test was taken. Delete/Destroy 2 years after cutoff.</p> <p>2. Testing Records for the Police Officer Selection System (POSS)</p> <p>Testing records for the Police Officer Selection System (POSS) include training and experience questionnaires, test answer sheets, interview booklets with interviewer's notes, and cassette tapes.</p> <p>DISPOSITION</p> <p>Note: Prior to the implementation of the POSS in 2001, the FBI's Office of General Counsel gave its preliminary approval for use of the POSS, contingent on the FBI updating and confirming the validation of the POSS once a sufficient number of applicants had gone through the POSS to allow analysis of the system, as used. Although sufficient data is now available, the additional analysis required by OGC for final approval has not been accomplished, so OGC has not yet confirmed its approval of the validation of the POSS.</p> <p>a. If the FBI's Office of General Counsel issues its final approval of the validation of the POSS: TEMPORARY Cut off records and information upon the end of each calendar year and delete/destroy three years after cutoff.</p> <p>b. If the POSS validation is not finalized (including final approval of the FBI's Office of the General Counsel): TEMPORARY Cut off records and information at the end of the calendar year in which use of the POSS terminates, and delete/destroy three years after cutoff.</p>		

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	<p>3. Police Officer Selection System (POSS) Database</p> <p>The POSS is an Access database that includes test results from the POSS It includes data on the A4 Police Officer Examination (POE), Training & Experience Questionnaire (T&E), and the structured interview The information for each test contains the applicant's name, SSN, test location, pass/fail results, and test date The database also includes the answers the applicant bubbled for the A4 POE (90 questions) For the T&E, the results are entered into the database, which includes three dimension ratings (two individual and consensus) and it also captures the SSN for the two raters For the structured interview, results which include nine dimension ratings (two individual and consensus) are entered into the database, and it also captures the SSN for the two interviewers All of this information is obtained from the answer sheets (see item 2) that have been completed by both the applicant and the raters</p> <p>DISPOSITION TEMPORARY used Delete/Destroy 5 years after cutoff or after all litigation is resolved, whichever is later</p>		<p><i>Cut off when the current Police Officer Selection System is no longer used.</i></p> <p><i>changes per email of Disposition Unit chief 5/15/12 rjm</i></p>	