

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1 56 78 3	
DATE RECEIVED	
17 APR 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-19-78	<i>James B. Rhoads</i>
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Assistant Secretary (Enforcement and Operations)

3. MINOR SUBDIVISION

Federal Law Enforcement Training Center, Glynco, GA

4. NAME OF PERSON WITH WHOM TO CONFER

H. E. Strange, Jr.

5. TEL. EXT. 31520

FTS 286-9420

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
<u>April 11, 1978</u>	<i>[Signature]</i>	Management Analysis Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Federal Law Enforcement Training Center (FLETC) conducts basic law enforcement training for investigative and police officers and agents of 30 participating Federal law enforcement organizations. The Center provides the necessary facilities, equipment and support for the accomplishment of Advanced, In-Service, Refresher and Specialized (AIRS) training. The FLETC also provides training on a space-available basis to law enforcement personnel of 15 other Federal organizations and to personnel of various state and local law enforcement agencies. The FLETC currently trains approximately 6,000 students annually. This number is expected to increase over the next several years.</p> <p>The basic courses for the various organizations are conducted by the FLETC's Criminal Investigator Training Division and the Police Training Division. The Advanced, In-Service, Refresher and Specialized courses for personnel of an individual organization are conducted at the FLETC facility by instruction from the agency involved. The Special Training Division conducts firearms, driver and physical training for both the basic and AIRS programs.</p>		

Sent to agency 4 NC & NMF & NAB 4/19/78

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	<p>The FLETC develops the curriculum content and training techniques for use in basic training. The FLETC advises and assists the participating organizations in the production and formulation of their Advanced, In-Service, Refresher and Specialized training requirements.</p> <p>The FLETC was established in 1970 and was originally located in Washington, D.C. The FLETC now conducts operations at their Glynco facility located near Brunswick, Georgia where they moved in 1975. The FLETC maintains a liaison office in Washington, D.C. The FLETC is a bureau of the Treasury Department reporting directly to the Assistant Secretary (Enforcement and Operations).</p> <p>The Department of the Treasury is the lead organization for operating the Center, and as such, controls the Center's day to day activities. A Board of Directors, comprised of representatives at the Assistant Secretary level from the major departments which have organizations participating in the Center, and on which there are non-voting members from the Office of Management and Budget, the U.S. Civil Service Commission and the U.S. Capitol Police Board, determines FLETC training policy, programs, criteria and standards and resolves conflicting training requirements.</p> <p>The Center Interagency Working Group (CIWG) serves as a liaison and coordination line between the FLETC, the participating organizations we serve and the Board of Directors. Current composition of the CIWG includes at least one member from each organization which conducts training at the FLETC. CIWG members insure the best interests of this organization are considered and evaluated prior to submission of formal proposals to the Board of Directors for consideration and approval as FLETC policies or directives. The CIWG is actively involved in the Center's training programs involving length of courses and curriculum content as it pertains to the training needs of their law enforcement officers.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>General Correspondence/Subject Files</u> -- This includes the record copies of all correspondence files maintained by the Director, Associate Directors, and other administrative offices. These should include all subject files not specifically covered in the General Records Schedules and must exclude all non-record copies of correspondence, reports, publications, and miscellaneous data.</p> <p>a. Office of the Director -- Break file at the end of each calendar year. Retain at the FLETC. Destroy when 10 years old.</p> <p>b. Offices of Associate and Assistant Directors -- Break file at the end of each fiscal year. Retain at the FLETC. Destroy when 10 years old.</p> <p>c. All Others -- Break file at the end of each fiscal year. Retain at the FLETC. Destroy when 3 years old.</p>		
2.	<p><u>Meetings Files</u> -- Files created in recording the events and occurrences of FLETC meetings are the Board of Directors, the Center Interagency Work Group (CIWG), and the Center Interagency Advisory Council (CIAC) meetings. The files of these meetings document input for program planning, direction, and administration at various levels. Typical file include correspondence, agendas, copies of agency agreements, and minutes of the meeting.</p> <p>a. Record Copy -- Board of Directors Meetings Files. PERMANENT. Retain at the FLETC. Offer to NARS when 25 years old.</p> <p>b. Record Copy -- Center Interagency Work Group (CIWG) Meetings Files. PERMANENT. Retain at the FLETC. Offer to NARS when 25 years old.</p> <p>c. Record Copy -- Center Interagency Advisory Council (CIAC) -- Break file at the end of each fiscal year. Retain at the FLETC. Destroy when 3 years old.</p> <p>d. All Others -- Destroy when superseded, obsolete or no longer needed.</p>		

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3.	<p><u>Training Course Materials</u> -- These files include material for individual courses which document the development, evolution, content, and scope of the courses of instruction as well as student and instructor guide materials. These records are maintained throughout the Criminal Investigator Training Division, Police Training Division, and Special Training Division. These records document the type and extent of training received by FLETC students and include materials such as student guides, instructor guides, syllabi, manuals, workbooks, textbooks, course examinations, practical field exercises, and related material concerning curriculum development and content.</p> <p>Retain at the FLETC. Destroy 30 years after the course of instruction is completed, cancelled or revised.</p>		
4.	<p><u>Individual Student/Class Files</u> -- These files document each class conducted by the Training Division. They consist of student/class action files which deal with absences, tardiness, conduct, discipline, participation, illness, injury, incidents, disturbances and related topics. Also part of this file series are class notebooks and class folders which contain training records such as student personal history statement, student rosters, class profiles, statistical profiles, class photographs, class schedules, scholastic leaders, grade sheets, student examination records, student evaluation sheets, student absence sheets, examination papers, text scores, and similar training papers related to specific individual students or classes. These records document the training activities and accomplishments of individual students and classes.</p> <p>Retain at the FLETC. Destroy when 40 years old.</p>		
5.	<p><u>Student Card Files</u> -- These card files document the history of individual students who participate in Criminal Investigator Training Division and Police Training Division courses. Card information includes the name of student, residence, courses taken, grades received or scores attained and the dates of attendance. This file includes the Marksmanship and Firearms card files.</p> <p>Retain at the FLETC. Destroy when 40 years old.</p>		
6.	<p><u>Internal Directives Files</u> -- These are administrative circulars, Center orders and directives containing policy</p>		

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	<p>and administrative procedures for the day to day operation of the FLETC, together with supporting case files.</p> <p>Retain at the FLETC. Destroy 10 years after rescision or supersession.</p>		
7.	<p><u>Budget Estimates and Justification Files</u> -- These files are copies of budget estimates and justifications, such as appropriation language sheets, narrative statements and related schedules and data.</p> <p>Retain at the FLETC. Destroy when 10 years old.</p>		
8.	<p><u>Plant Accounting Files</u> -- Plant account cards and ledgers pertaining to structures.</p> <p>Destroy one year after structure has been sold, traded, donated or demolished.</p>		
9.	<p><u>Informational Services Records</u> -- Complete set of information releases and publications, such as press releases, press conference transcripts and official speeches.</p> <p>Retain at the FLETC. Destroy when 5 years old.</p>		