

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	Active (T)	
2/a	Active (T)	
2/b	N/A	lined off prior to approval
3	N/A	lined off prior to approval
4	Inactive (T)	superseded by GRS 3.1 / 051 (DAA-GRS-2013-0005-0003)
5/a	N/A	lined off prior to approval
5/b	N/A	lined off prior to approval

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-06-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/23/06</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 LABORATORY DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>8/23/06</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> 3 </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>8/21/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</i>		TITLE ASSISTANT DIRECTOR
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 GRS OR SUPERSEDED JOB CITATION	10.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">Evidence Reference and Standards Systems</p> <p>Systems maintained by the FBI Laboratory containing data on many types of evidence. The systems are used to analyze evidence submitted by local, state, and Federal law enforcement agencies. The results of the analysis are returned to the law enforcement agency for inclusion in the investigative file. The FBI Laboratory conducts more than 1 million examinations a year for Federal, state, and local law enforcement agencies.</p> <p>This schedule is media neutral. This schedule covers current reference and standards systems and any future reference and standards systems used by the FBI labs.</p> <p align="center"><i>Agency only</i></p>		

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	<p>To aid in physical and comparison examinations, the FBI Laboratory maintains two types of files:</p> <ol style="list-style-type: none"> 1. Reference Files: Repositories for information drawn from casework, which is used to relate incoming data to previously examined material, for example, to make an association between two threatening notes. 2. Standards Files: Repositories for manufacturers and similar primary-source data, which are used to determine the source of an item of evidence, for example, the maker of a style of typeface. <p>The below current systems are included in this item:</p> <ul style="list-style-type: none"> Anonymous Letter File Automated Counterfeit Identification Database Automotive Carpet Fiber Database Bank Robbery Note File Check Writer File DRUGFIRE Explosive Reference Tool (EXPeRT) Forensic Database for Skeletal Remains Forensic Identification System for Handwriting General Rifling Characteristics File Glass Compositional Glass Refractive Index Application Global Metals Database National Automotive Paint File National Fraudulent Check File National Integrated Ballistics Information Network National Motor Vehicle Certificate of Title File Office Equipment File Plaintext Access Testing Laboratory Reference Firearms Collections Reference Fired Specimen File Shoeprint Database Shredded Paper Reconstruction System Standard Ammunition File Tire Tread Database Typewriter Standards File Watermark File 		

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	<p>1. Reference and standards information system master files.</p> <p>DISPOSITION: Delete when no longer needed for law enforcement purposes.</p> <p>2. Inputs</p> <p>Information entered manually or electronically into standard and reference files.</p> <p>a. Inputs from outside sources such as manufacturers standards.</p> <p>DISPOSITION: Delete after verification of transmission to the master file.</p> <p>b. Inputs from investigative case files.</p> <p>DISPOSITION: Maintain in an investigative case file and apply the disposition authority approved for the file classification in which the case file was opened.</p> <p>3. Outputs</p> <p>The FBI Laboratory sends its results to Federal, state, and local law enforcement agencies for inclusion in their investigative case file. These agencies follow their own disposition authorities for investigative case files.</p> <p>4. System Documentation</p> <p>DISPOSITION: Destroy when superseded or obsolete.</p>	NC1-65-82-04, Items 1, 2 a-z	

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5.	<p>Electronic Mail and Word Processing System Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.</p>		