

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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 They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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	N/A	lined off prior to approval
2/a	N/A	lined off prior to approval; see Classification 1 disposition authorities
2/b	Active (T)	
2/c	Active (T)	
2/d	Inactive (T)	Superseded by N1-065-11-026 / 1
3	Active (T)	
4/a	N/A	lined off prior to approval; see Classification 1 disposition authorities
4/b	Active (T)	
5	Active (T)	note: FBI follows GRS for ethics training records
6	N/A	lined off prior to approval
7	Active (T)	
8/a	N/A	lined off prior to approval
8/b	N/A	lined off prior to approval

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-07-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-1-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TRAINING AND DEVELOPMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>3/13/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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> 4 </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>10/30/06</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)
	TRAINING RECORDS The attached request for disposition authority provides for the disposition of training records created and maintained by the FBI's Training and Development Division as well as other training records created and maintained by individual offices/units/squads throughout the Bureau.	NC1-65-82-04, Parts B and D, Items 1 and 230-240 N1-65-04-4, Items 1 and 230-240	

TRAINING RECORDS

Background

The FBI's Training and Development Division (TDD) holds primary responsibility for providing training to the FBI workforce and its external criminal justice partners. Many law enforcement and intelligence training activities are conducted at the FBI Academy in Quantico, VA. Other FBI divisions and offices conduct training activities ("in-services") at Quantico and at other locations.

The New Agents' Training course provides instruction to new FBI recruits on a variety of investigative/tactical, non-investigative, and administrative topics. The FBI National Academy Program provides an opportunity for experienced law enforcement officers to share ideas, techniques, and experiences. Instruction is also provided to international law enforcement entities through a variety of initiatives including International Law Enforcement Academies, Mexican/American Law Enforcement Training, and the Pacific Rim Training initiatives. The Center for Intelligence Training provides training to members of the FBI's Intelligence Career Service on a variety of basic and advanced intelligence topics.

The FBI also provides training on a variety of general administrative and non-mission related topics. Courses are routinely conducted on security, legal, information technology, ethics, and other non-criminal justice matters. For example, the Records Management Division (RMD) provides records management instruction to Bureau employees, and the Office of General Counsel (OGC) provides training on ethics matters.

File Classifications

The FBI has traditionally provided law enforcement training to new agents and external criminal justice partners. Classification 1 was opened in 1935 to establish administrative control over investigative and tactical training conducted at the FBI Academy at Quantico, Virginia. Over the ensuing years, additional file classifications were established to manage training on a variety of mission related topics. In 1982, classifications 230 through 240 were opened to control training on specific investigative matters such as white collar crime, civil rights, organized crime and drug matters, etc. In 2001, classifications 230 through 240 were closed, and Classification 1 was subdivided into alphas with each alpha corresponding to a specific training topic. For example, Classification 232 was reclassified as 1W (White Collar Crime – Training Received) and 1X (White Collar Crime – Training Provided). Subsequent additions to the FBI's file classifications have included alphas for training within those investigative/intelligence/administrative areas. Both Classifications 312 (Cyber Crime) and 800 (Intelligence Matters) include alphas for training provided and received.

Training on non-investigative matters has been documented in Classification 66F. However, some offices do not place training materials in an official file. Rather, training materials are maintained in notebooks, binders, and folders within individual units' filing cabinets and/or shared drives.

Disposition Instructions

This schedule is media neutral. The disposition instructions apply to training records, regardless of file classification or physical location, unless otherwise noted in the disposition instructions for a specific file classification.

WITHDRAWN

(1) "00" Policy File: ~~Disposition:~~ PERMANENT. Transfer to NARA when 25 years old.

(2) New Agents Training (NAT) Records:

WITHDRAWN

- a. Case files documenting individual NAT classes: Courses typically consist of investigative, legal, firearms, physical fitness, law enforcement communication, and ethical leadership training. Included in the files are records related to individual student's performance including suitability notation forms, firearms scores, fitness test results, academic test results, mid-

course reviews with comments, as well as routine administrative records including class photographs, final class rosters, and credential badge numbers, etc.

The NAT case files contain the record copy of instructional materials, including course manuals, syllabi, agenda, training aids, PowerPoint presentations and related documentation. Also included are other administrative records related to the initiation, conduct, and completion of the training course.

WITHDRAWN

Disposition: Temporary. Cut off at the end of each calendar year. DELETE/DESTROY when 5 years old.

- b. Recorded exercises: Training exercises which are recorded in order to critique a student's performance. These exercises include interviewing suspects, interrogation techniques, etc.

Disposition: Temporary. Cut off at the end of each training class. ERASE/RECYCLE following conclusion of the class.

NOTE: Significant performances may be retained for viewing by future classes.

- c. Homework: Exercises completed by students, graded by instructors, and returned to students for use in preparing for the final examination. Exercises include the completion of FBI forms, etc.

Disposition: Return to the student following scoring. NOTE: The student can destroy the records when no longer needed for reference purposes.

- d. Probationary Agent Logbooks: These logs contain a checklist of required core skill experiences and training topics. The logs are maintained throughout the agent's probationary period to document the completion of experiences, curriculum, and appraisal.

Disposition: Temporary. Cut off at the end of the probationary period. DELETE/DESTROY when 2 years old.

Superseded by:

N1-065-11-026 item 1

DATE (MM/DD/YYYY):

03/01/2012

- (3) Advanced Law Enforcement Training for the Domestic and International Criminal Justice Community: Records pertaining to training of domestic and international criminal justice partners on law enforcement matters. Training courses typically cater to varying levels of expertise. Basic law enforcement training classes are supplemented by more in-depth offerings on specific investigative topics including civil rights, undercover operations, domestic and international terrorism, computer intrusions, violent and white collar crimes, civil aviation security, weaponry, undercover and surveillance techniques, and related topics.

The records include course announcements, lists of nominees/attendees, course evaluations, and other administrative records related to the initiation, conduct, and completion of a training course. Included is the record copy of instructional materials, including course manuals, syllabi, agenda, training aids, PowerPoint presentations, and related documentation. Also included are audiovisual, web-based, and other electronic versions of training materials developed for instructional purposes. Courses conducted for the international community include security background check results on each proposed attendee, travel vouchers, and other records related to administration of the class.

Disposition: Temporary. Cut off at the end of each calendar year. DELETE/DESTROY when 25 years old or 25 years after completion of a specific training program, whichever is later.

- (4) Intelligence Training Records: Records pertaining to training provided to the FBI community on matters pertinent to the development of the Intelligence Career Service.

WITHDRAWN

- a. Case files documenting individual classes: The records include course announcements, lists of nominees/attendees, course evaluations, and other administrative records related to the initiation, conduct, and completion of a training course, including suitability and academic test results, class photographs, etc. Included is the record copy of instructional materials, including course manuals, syllabi, agenda, training aids, PowerPoint presentations, and related documentation. Also included are audiovisual, web-based, and other electronic versions of training materials developed for instructional purposes.

Disposition: Temporary. Cut off at the end of each calendar year. DELETE/DESTROY when 5 years old or 5 years after completion of a specific training program, whichever is later.

- b. Registration rosters: These records document attendance at each intelligence training class.

Disposition: Temporary. Cut off at the end of each calendar year. DELETE/DESTROY when 10 years old.

- (5) General Training Records: Records pertaining to all other non-investigative/non-intelligence training. These courses are typically conducted by support components of the Bureau and address non-mission related topics such as ~~ethics~~, cultural diversity, information security, records management, financial and business management, information technology, etc. External trainers are also occasionally hired to train employees on specific topics such as Bureau vehicle maintenance. Also included are correspondence, reports, requests/approvals and other documentation related to employee attendance at training courses sponsored by other government and non-government institutions.

FBI follows GRS for ethics training records. Rachel Kan Taden 9/26/14

The records include course announcements, lists of nominees/attendees, course evaluations, manuals, agenda, syllabi, training aids, PowerPoint presentations, and related documentation. Also included are audiovisual, web-based, and other electronic versions of training materials developed for instructional purposes.

Disposition: Temporary. Cut off at the end of each calendar year. DELETE/DESTROY when 5 years old or 5 years after completion of a specific training program, whichever is later.

- (6) Transcripts: Records documenting the instruction provided to FBI personnel during their employment.

WITHDRAWN

Disposition: Temporary. Cut off upon separation of employee. DELETE/DESTROY 5 years after separation of employee.

- (7) Accreditations, licenses, and other professional credentials: Records certifying an employee's qualifications to practice or undertake certain activities (i.e. attorney, public accounting, and pilot, etc.).

Disposition: Temporary. Cut off upon separation of employee. DELETE/DESTROY 5 years after separation of employee.

- (8) Electronic Mail and Word Processing System Copies: 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.

WITHDRAWN

WITHDRAWN

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.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.