



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-08-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/10/08</i>	
1. FROM (Agency or establishment)  <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3. MINOR SUBDIVISION  <b>NATIONAL SECURITY BRANCH</b>			
4. NAME OF PERSON WITH WHOM TO CONFER  <b>Teresa C. Sharkey, CRM</b>	5. TELEPHONE NUMBER  <b>202-324-1613</b>	DATE  <i>8-28-08</i>	ARCHIVIST OF THE UNITED STATES  <i>Adrienne C. 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>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>3/4/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Y. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached pages provide disposition instructions for records relating to the <b>Foreign Disclosure Data Capture System (FDDCS)</b> , which tracks the FBI's dissemination of information to foreign governments.		

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	<p style="text-align: center;"><b>Foreign Disclosure Data Capture System (FDDCS)</b></p> <p>The Federal Bureau of Investigation's (FBI's) National Security Branch (NSB) is responsible for the Foreign Disclosure Data Capture System (FDDCS). Implemented in 2007, the FDDCS is a system that tracks the FBI's dissemination of information to foreign governments and provides information on the status of disclosures. The system does not contain the record or information disclosed, but FDDCS does contain information about the disclosure.</p> <p><b>A. INPUTS</b></p> <p><b>Data Keyed into FDDCS</b></p> <p>The keyed in data includes, but is not limited to, the name of the country the information is disseminated to, the form of the information provided (e.g. a photograph, a briefing), the date the information was requested, and the date the information was approved for dissemination.</p> <p>DISPOSITION: See "Data Files" (section B.)</p> <p><b>B. DATA FILES</b></p> <p>Data files include information input into the system, as described in "Inputs" (section A.) and any related metadata.</p> <p>DISPOSITION: Data File Cut-off: at the end of the calendar year.</p> <p style="padding-left: 40px;">Temporary. Delete/Destroy 5 years after Data File Cut-off.</p> <p><b>C. OUTPUTS</b></p> <p><b>1. Dissemination of Information to Foreign Governments Form</b></p> <p>These forms contain the data as described in Inputs (section A.)</p> <p>DISPOSITION: See Related Records (section E item 1.)</p> <p><b>2. Statistical Reports</b></p> <p>Information output from the system includes statistical reports, such as information on location, number of days to respond, etc.</p> <p>DISPOSITION: File Cut-off: at the end of the calendar year.</p> <p style="padding-left: 40px;">Temporary. Delete/Destroy 5 years after File Cut-off or when no longer of administrative value, whichever is longer.</p>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 3 of 3	
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	<p><b>D. DOCUMENTATION</b></p> <p>These records include, but are not limited to, system specifications, file specifications, codebooks, user guides, and output specifications.</p> <p>DISPOSITION: Temporary. Delete/Destroy when superseded or upon authorized deletion of the related master file or database, whichever is sooner.</p> <p><b>E. RELATED RECORDS</b></p> <p><b>1. Dissemination of Information to Foreign Governments Form and Related Documents</b></p> <p><i>Note: Since the implementation of FDDCS in 2007, the form is produced as an output of the system (section C item 1.) Prior to 2007, the form was a hard copy form.</i></p> <p>These records include the signed form along with copies of any related information, including but not limited to, electronic communications (ECs) and copies of information disseminated.</p> <p>DISPOSITION: Pending NARA approval of disposition authority for file classification 800.</p> <p><b>2. Management Reporting</b></p> <p>These records include management and statistical reports for internal use or to provide information to other agencies, such as the Department of Justice (DOJ). Reports include the status of disclosures and statistical information, such as tracking the timeliness of disclosures from the time requested to complete.</p> <p>DISPOSITION: File Cut-off: at the end of the calendar year.</p> <p>Temporary. Delete/Destroy 5 years after file cut-off.</p> <p><b>3. Organization's Collection of Dissemination of Information to Foreign Governments Forms</b></p> <p>These records include copies of the Dissemination of Information to Foreign Governments Forms that are maintained as a collection that is used for reporting purposes, e.g., Counterintelligence Division (CD) staff provide a copy of each form to CD's Security Office who is responsible for CD's foreign disclosure reporting.</p> <p>DISPOSITION: File Cut-Off: at the end of the calendar year.</p> <p>Temporary. Delete/Destroy when no longer of value for reporting purposes.</p>		