

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-72-04-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8.30.2004</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Naval Criminal Investigative Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Human Resources Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER  Henry W Persons, Jr	4 TELEPHONE NUMBER  (202) 433-9505	DATE  <i>5/18/05</i>	ARCHIVIST OF THE UNITED STATES  <i>Allen W. ...</i>
5 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  27 AUG 2004	SIGNATURE OF AGENCY REPRESENTATIVE  <i>J. M. KING</i>		TITLE  CW02, USN, NAVY RECORDS
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND The Naval Criminal Investigative Service (NCIS) Training Academy is a part of the NCIS Human Resources Directorate and is located in Glynco, GA, as part of the Federal Law Enforcement Training Center (FLETC) In a January 2000 report to the Congress, the Commission on the Advancement of Federal Law Enforcement reiterated and reinforced the need to develop an implement training standards As a result of the report an independent accreditation process was developed and is entitled the Federal Law Enforcement Training Accreditation (FLETA) FLETA has established a set of standards related to Federal law enforcement training that must be satisfactorily met in order for agency academies to be accredited. Among these standards is one dealing with records management that requires a records schedule approved by the National Archives and Records Administration for program, individual training and staff training records This schedule documents these as records series and establishes their disposition.</p> <p><i>Jeffrey Sieber</i> Jeffrey Sieber Deputy Assistant Director Training</p> <p><i>Norman F. Kiger</i> Norman Kiger Counsel</p>		<i>cc Agency DR NW/MW</i>

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by this records schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.</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>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>		
2	<p>Destroy/delete when dissemination, revision, or updating is complete.</p> <p><u>SSIC 12410</u></p> <p><u>TRAINING RECORDS</u></p> <p>1 through 15 No change</p> <p>16 NCIS TRAINING ACADEMY RECORDS Consists of the minimum documentation required to be retained by the NCIS Training Academy to meet the accreditation standards established by the Federal Law Enforcement Training Accreditation (FLETA) and its successor activities.</p> <p>a. <u>Program Records</u> Includes for each course/class of instruction a complete set of the following items: curriculum content (e.g., syllabus, lesson plans and other training material used), listing of all FLETA certified instructors and other instructional personnel indicating the actual class in which each presented or participated, inclusive dates of the course/class and the actual dates and times when each segment occurred, rosters of participants in each iteration, performance measurement instruments (practical exercises and or written tests and keys); and objective to test matrix and results of student evaluations. Records may be in either machine-readable or hardcopy form.</p> <p>Privacy Act Not applicable</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p><u>DISPOSITION.</u></p> <p>Retire hardcopy records to FRC when 4 years old Destroy/delete 40 years after the end of the training year</p> <p>b <u>Individual Training Records</u> Includes for each course/class of instruction roster documenting enrollment and attendance of participants, complete record of all training evaluations (grades/scores) and indicating whether program was completed (either satisfactory or unsatisfactory), are documented, documentation of course completion and/or qualification for each student successfully completing the training program/course, waivers or exemptions requested or granted and verification of physical abilities (as required) either as a prerequisite or as a final qualification Records may be in either machine-readable or hardcopy form.</p> <p>Privacy Act N012410-1</p>	New	
4	<p><u>DISPOSITION</u></p> <p>Retire hardcopy records to FRC when 4 years old. Destroy/delete 40 years after the end of the training year</p> <p>c <u>Instructor (Staff) Training Records</u> Includes for each staff member copies of instructor's personal training history, attendance records, exemptions or waivers requested/granted, evaluations, qualification notifications, certifications, recertifications, and verifications of ability Records may be in either machine-readable or hardcopy form.</p> <p>Privacy Act. N012410-1</p>	New	
5.	<p><u>DISPOSITION.</u></p> <p>Destroy/delete records 4 years after departure from Academy.</p>	New	