

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-22</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/14/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CRIMINAL JUSTICE INFORMATION SERVICES DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	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>5</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>9/12/07</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached pages provide disposition instructions for records created and maintained by the Uniform Crime Reporting (UCR) Program. This schedule is media neutral.	NC1-65-82-04, Part E, Item 9 Item 10 Item 13 (k) (4)	

Uniform Crime Reporting (UCR) Program Records

The national UCR Program is a nationwide cooperative statistical effort of city, university/college, county, state, tribal, and federal law enforcement agencies voluntarily reporting data on crimes brought to their attention. In 1930, Congress enacted Title 28, United States Code, Section 534, authorizing the Attorney General to gather crime statistics and other information. The Attorney General designated the FBI to serve as the national clearinghouse for collected data. Since that time, the Nation's law enforcement agencies have reported data based on uniform classifications and procedures to the FBI.

The UCR Program's primary objective is to generate reliable information for use in law enforcement administration, operation, and management. Within the national UCR Program there are four subsystems: Summary reporting system, National Incident-Based Reporting System (NIBRS), Hate Crime Statistics system, and Law Enforcement Officers Killed and Assaulted (LEOKA) system. From the data collected, the FBI compiles and publishes three separate on-line publications: *Crime in the United States*, *Hate Crime Statistics*, and *Law Enforcement Officers Killed and Assaulted*.

1. Summary and NIBRS Databases: The Summary database is comprised of reported crime information about eight offenses. The NIBRS database includes reported crime information about 46 offenses. Together, both databases become the basis for Uniform Crime Reporting (UCR). {Previously scheduled as NARA Job No. NC1-65-82-04, Part E, Item 13 (K) (4)}

- a. ~~Inputs: Crime data submissions are received in several different formats including hard copy, Internet file transfers, or on magnetic/digital media. These data are then integrated into the UCR database.~~

~~Disposition: TEMPORARY. DELETE/DESTROY electronic and hard copy submissions after uploading into the master files and when no longer needed for reference.~~

- b. Master Files: The Summary and NIBRS master files contain the data that have been entered into the national UCR database for each reporting year.

Disposition: PERMANENT. Annually, transfer a copy of the master files in an acceptable format to the National Archives and Records Administration (NARA) after the data has been finalized.

- c. Outputs: The UCR Program generates crime statistics that are published annually.

- i. *Preliminary UCR Program Reports:* Reports are issued annually and semiannually in advance of the final report. These reports provide crime trends in the United States, regions, counties, and cities, as well as crime counts for cities with 100,000 or more inhabitants.

Disposition: TEMPORARY. DELETE/DESTROY two years after publication.

- ii. *Crime in the United States*: An annual compendium of offense, arrest, and clearance data from participating law enforcement agencies meeting publication criteria, *Crime in the United States* also includes law enforcement employee data. (Covered by NARA Job No. NC1-65-82-04, Part E, Item 10).

Disposition: PERMANENT. Transfer annually to NARA.

- ~~iii. Ad-hoc and other reports: Routine and specialized reports that are generated in response to requests from internal FBI and/or external entities.~~

~~Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference purposes.~~

- d. System Documentation: System and file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).

Disposition: PERMANENT. Transfer to NARA with related data files.

2. Reference files: Records documenting interactions between the UCR Program office and contributing agencies. This series includes letters, electronic mail messages, faxes, charts, phone logs, etc., as well as tracking and control registers that are created to manage the status of correspondence, reports, etc. Other records provide references to data submission standards, identification of incorrect information, editorial checks and data verifications, etc.

Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference.

Hate Crime Records

In response to the Hate Crime Statistics Act of 1990 and its subsequent amendments, the UCR Program developed the hate crime data collection program. The object of this collection effort is to capture data regarding criminal offenses that are motivated, in whole or in part, by the offender's bias against a race, religion, sexual orientation, ethnicity or national origin, or disability. In addition to collecting the types of bias that motivate crimes, the program seeks to gather information about the nature of the offenses, the number and type of victims, and the number and race of offenders. This data is published annually.

3. Hate Crime Database: The Hate Crime data are stored in an on-line subsystem separate from the Summary and NIBRS databases.

- a. ~~Inputs: Data submissions are received electronically or in hard copy format on Hate Crime Incident Report forms (1-699) or Quarterly Hate Crime Report forms (1-700). Some data are received electronically as part of a NIBRS submission. When NIBRS submissions are uploaded into the NIBRS database, the bias-motivated portion of the submissions are also copied into the Hate Crime database.~~

~~Disposition: TEMPORARY. DELETE/DESTROY electronic and hard copy submissions after uploading into the master file and when no longer needed for reference.~~

- b. Hate Crime Master File: The Hate Crime Master File is a snapshot of the on-line Hate Crime Database at the time the file is created.

Disposition: PERMANENT. Annually, transfer a copy of the master file in an acceptable format to NARA after the data has been finalized.

- c. Outputs: The Hate Crime database generates statistics that are published annually.

i. *Hate Crime Statistics*: An annual accounting of crimes that were motivated by a bias against a particular race, religion, ethnicity/national origin, sexual orientation, or disability.

Disposition: PERMANENT. Transfer annually to NARA.

ii. ~~Ad-hoc and other reports: Routine and specialized reports that are generated in response to requests from internal FBI and/or external entities.~~

~~Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference purposes.~~

- d. System Documentation: System and file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).

Disposition: PERMANENT. Transfer to NARA with related data files.

4. Reference files: This series includes letters, electronic mail messages, faxes, charts, phone logs, etc. Other records provide references to data submission standards, identification of incorrect information, editorial checks, and data verifications, etc.

Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference.

Law Enforcement Officers Killed and Assaulted Records

The UCR Program collects data from all contributing agencies through a subprogram called Law Enforcement Officers Killed and Assaulted (LEOKA) on officer line-of-duty deaths and assaults. The purpose of this data collection is to identify situations in which officers are killed or assaulted, to describe the incidents statistically, and publish the data to aid agencies in developing policies and training initiatives that improve officer safety.

5. LEOKA Database: The LEOKA database serves as a national repository for information about law enforcement officers killed or receiving personal injury with a firearm or a knife/other cutting instrument while in the line of duty.

- a. **Inputs:** Data submissions are received in hard copy format on Analysis of Law Enforcement Officers Killed and Assaulted forms (1-701).

~~Disposition: TEMPORARY. DESTROY submissions after uploading into the database and when no longer needed for reference.~~

- b. **LEOKA Access Database:** The LEOKA Access database contains detailed information about law enforcement officers killed or receiving personal injury with a firearm or a knife/other cutting instrument while in the line of duty.

Disposition: PERMANENT. Annually, transfer a copy of the database in an acceptable format to NARA after the data has been finalized.

- c. **Outputs:** The LEOKA database generates statistics that are published annually.

- i. *Law Enforcement Officers Killed and Assaulted:* This annual report includes single and multiple-year tables that provide detailed information about local, state, tribal, and federal law enforcement officers killed and assaulted in the line of duty, circumstances surrounding the incidents, types of assignment, weapons used, etc.

Disposition: PERMANENT. Transfer annually to NARA.

- ii. *Ad-hoc and other reports:* Routine and specialized reports that are generated in response to requests from internal FBI and/or external entities.

~~Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference purposes.~~

- d. **System Documentation:** System and file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).

Disposition: PERMANENT. Transfer to NARA with related data files.

6. Reference files: Records are maintained documenting the reporting and follow-up information received about law enforcement officers killed or receiving personal injury with a firearm or a knife/other cutting instrument while in the line of duty. This series includes letters, electronic mail messages, faxes, charts, phone logs, etc.

Disposition: TEMPORARY. DELETE/DESTROY when no longer needed for reference.

Related Records

7. Handbooks and manuals: Published or available on the Internet to aid contributors in preparing their submissions. The publications are revised and reposted whenever significant changes in definitions or submission procedures become effective. (Covered by NARA Job No. NC1-65-82-04, Part E, Item 9)

Disposition: PERMANENT. Transfer to NARA upon update or revision.

8. Manuscripts and related workpapers: The manuscripts are used to compile the annual publications. (Covered by NARA Job No. NC1-65-82-04, Part E, Item 9).

Disposition: TEMPORARY. DELETE/DESTROY 5 years after publication of the annual report.

9. Other publications: In addition to the annual publications cited above, the Uniform Crime Reporting Program has also issued additional publications such as *Killed in the Line of Duty* and *In the Line of Fire*.

Disposition: PERMANENT. Transfer annually to NARA.

10. Backups: Backups are maintained for potential system/server restoration in the event of a system/server failure or other unintentional loss of data.

a. Incremental backups: Disposition: TEMPORARY. DELETE/DESTROY incremental backups when superseded by a full backup or when 90 days old.

b. Full backups: Disposition: TEMPORARY. DELETE/DESTROY full backups when a more current full backup has been successfully captured or when 90 days old.

11. Audit Logs: The audit logs contain data on each transaction conducted in the UCR systems, including date and time of record updates, purges, system inquiries, file exports, etc.

Disposition: TEMPORARY. DELETE/DESTROY when 25 years old.