

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-065-10-21	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/28/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>OFFICE OF THE OMBUDSMAN</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5 TELEPHONE NUMBER <b>703-504-0328</b>	DATE 1/20/10	ARCHIVIST OF THE UNITED STATES 
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 1/20/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE SECTION CHIEF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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"><b>Ombudsman And Director's Advisory Committee Records</b></p> <p>The attached pages provide disposition authority for the Federal Bureau of Investigation (FBI) Ombudsman and Director's Advisory Committee (DAC) records</p> <p>This schedule is media neutral</p>		

REQUEST FOR RECORDS DISPOSITION- CONTINUATION		Job Number	Page 2 of 4	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p><b>1. Ombudsman's Records</b></p> <p>The Office of the Ombudsman is an independent entity operating outside of the normal chain of command, and whose staff observes the Standards of Conduct and Code of Ethics of The Ombudsman Association. The Office of the Ombudsman supports the mission of the FBI by seeking resolution of work-related questions and concerns. The Ombudsman's Office offers informal and confidential assistance geared toward empowering employees to constructively resolve work related issues. These issues relate to policy concerns, interpersonal problems, leadership issues, career development issues, human resources issues, organizational change issues, efficiencies of operation concerns, or any other area that has a correlation to the mission of the office or the FBI as a whole.</p> <p><b>a. Issue Files</b></p> <p>During the course of addressing an issue, the Office of the Ombudsman may maintain emails, handwritten notes, and supporting documentation related to the issue or concern. In accordance with the Ombudsman Association Code of Ethics, these issues relate to confidential discussions and are protected from inspection by all other persons, including management.</p> <p>Disposition <b>TEMPORARY</b> File Cut-off upon resolution of the matter. Delete/Destroy upon file cut-off.</p>			

REQUEST FOR RECORDS DISPOSITION- CONTINUATION		Job Number	Page 3 of 4	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<p><b>b. Informal Communications</b></p> <p>Feedback regarding issues brought to the Office of the Ombudsman is provided to the FBI Director orally or through informal communications. These informal forms of communication can relate to a single item, but more commonly relate to broad, high-level trends that may involve a large group or a number of individuals.</p> <p>In addition, the Office of the Ombudsman corresponds informally with division officials, managers, supervisors, and other affected parties. These communications may be maintained by both the Ombudsman and other individuals.</p> <p>These records include, but are not limited to, notes, memos and emails.</p> <p>Note: This series does not cover substantive Director briefings, which are permanent records [N1-065-07-14, Item 1].</p> <p>Disposition: <b>TEMPORARY</b> File Cut-off upon resolution of the matter. Delete/Destroy upon file cut-off.</p> <p><b>2. Director's Advisory Committee (DAC) Records</b></p> <p>The Office of the Ombudsman is responsible for the Director's Advisory Committees (DAC). The DACs are established by FBI authority (not by Public Law or Executive Order) for facilitative or operational purposes, related to the Agency's mission, composed wholly of officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act. The DACs typically review administrative policies, operations, and business processes.</p> <p>The following retentions apply to DAC records filed in Classification 319Y2 (Executive Committees) as well as any DAC records maintained in other file classifications or repositories, such as shared drives, etc.</p> <p><b>a. Charters and Protocols</b></p> <p>Records include, but are not limited to, original, renewed, and amended charters, and administrative and procedural records that include organizational charts, directories, calendars, photos, pamphlets, handbooks, guidelines and protocol.</p> <p>Disposition: <b>TEMPORARY</b> File Cut-off when superseded, obsolete or when no longer required for business purposes, whichever is sooner. Delete/Destroy upon file cut-off.</p>			

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	<p><b>b. Issue Analysis and Reports</b></p> <p>Information in these records may relate to a single DAC or multiple DACs. Records include, but are not limited to, functional statements, white papers, position papers, and reports.</p> <p>Disposition <b>TEMPORARY</b> File Cut-off when the issue is resolved or when no longer required for business purposes, whichever is later. Delete/Destroy 5 years after file cut-off.</p> <p><b>c. Administrative Records</b></p> <p>These records include, but are not limited to, records documenting accomplishments of official boards and committees, calendars, bulletins, emails and announcements of an administrative nature, meeting minutes and agendas, DAC election related records, planning records, and travel and conference related records.</p> <p>Disposition <b>TEMPORARY</b> File Cut-off end of the calendar year or when no longer needed for business purposes, whichever is later. Delete/Destroy 3 years after file cut-off.</p> <p><b>d. Supporting Documentation</b></p> <p>These records relate to issue identification and research used for brainstorming solutions and/or resolutions and information gathering that ultimately concludes the issue. Records include, but are not limited to, emails, drafts, meeting notes and any other supporting documentation.</p> <p>Disposition <b>TEMPORARY</b> File Cut-off upon completion of the related final product. Delete/Destroy upon file cut-off.</p>			