

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse) | | | | LEAVE BLANK (NARA use only) | |
|---|---|---|--|--|--|
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | | | JOB NUMBER NI-056-02-2 | |
| 1 FROM (Agency or establishment) Department of the Treasury | | | | DATE RECEIVED 3/21/02 | |
| 2 MAJOR SUBDIVISION Office of Enforcement | | | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Federal Law Enforcement Training Center (FLETC) | | | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER William H. Dooley | | 5 TELEPHONE (912) 261-4524 | | DATE 6-25-02 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ page(s) are not now needed for the business of 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 03/12/2002 | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i> Veronica Marco | | TITLE Records Officer | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | | | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | <p>The Federal Law Enforcement Training Center (FLETC) conducts basic law enforcement training for investigative and police officers and agents of over 70 partner Federal law enforcement organizations. In addition, the Center provides the necessary facilities, equipment, and support for the accomplishment of Advanced, In-Service, Refresher and Specialized (AIRS) training. The FLETC also provides training on a space-available basis to various state, local, and international law enforcement agencies. The FLETC currently trains approximately 25,000 students annually.</p> <p>The FLETC is a bureau of the Department of the Treasury reporting directly to the Under Secretary (Enforcement). The Department of the Treasury is the lead organization for operating the Center, and as such, controls the Center's day-to-day activities.</p> <p>1. Individual Student Files - These files document the training of each student conducted by the FLETC. These files consist of the official transcript, registration/demographic information, award letters, correspondence about incidents, exam answer sheets, evaluation sheets, score sheets, absence forms, and similar files related to specific individual students. These records document the training activities and accomplishments of individual students.</p> <p style="margin-left: 40px;">a. Official Transcript - Retain at the FLETC. Destroy when 40 years old.</p> <p style="margin-left: 40px;">1) Original/Paper Copy - Destroy after transcript has been converted to electronic form and is no longer needed to assure the quality of the electronic version.</p> | | | NC1 56 78 3 -- Item 4 | |

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 STANDARD FORM 115 (REV. 3-91)
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cc Agency, NR, NWME, NWMWA

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| | <p>2) Electronic - Retain at the FLETC. Destroy after 40 years</p> <p>b. All Others - Destroy when no longer needed for completion of Official Transcript.</p> | | |
| | <p>2. Class Files - These files document each class conducted by the FLETC. These files comprise the class notebook, which consists of the End of Class Report, master grade sheet, class schedule (with any changes), class profile, class photograph, final class roster, pre-registration class roster, attendance rosters, student feedback forms, and similar files related to specific classes.</p> <p>a. Class Notebook (End of Class Report, master grade sheet, class schedule, class profile, class photograph, and final class roster)</p> <p>1) Original/Paper Copy - Destroy after the class notebook has been converted to electronic form and is no longer needed to assure the quality of the electronic version.</p> <p>2) Electronic - Retain at the FLETC. Destroy after 40 years</p> <p>b. All Others - Destroy when no longer needed for completion of Class Notebook.</p> | NC1 56 78 3 -- Item 4 | |
| | <p>3. Student Medical/Health Files - These files document the medical attention provided to students at the FLETC. These files include observation and treatment records.</p> <p>Retain at the FLETC. Destroy when 40 years old.</p> | NC1 56 78 3 -- Item 4 | |

4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic 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.

- 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 that are used only to produce the recordkeeping copy.

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

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

Destroy/delete when dissemination, revision or updating is complete.