

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	LEAVE BLANK (NARA use only)
	JOB NUMBER <div style="text-align: right; font-size: 1.2em;">N1-058-07-14</div>

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED <div style="text-align: right; font-size: 1.2em;">7/18/07</div>
---	--

1. FROM (Agency or establishment) Department of the Treasury	NOTIFICATION TO AGENCY
---	------------------------

2. MAJOR SUBDIVISION Internal Revenue 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.
3. MINOR SUBDIVISION Criminal Investigation Division – National Criminal Investigation Training Academy (NCITA)	

4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett	5. TELEPHONE (202) 283-9359	DATE 7/18/07	ARCHIVIST OF THE UNITED STATES
--	--------------------------------	-----------------	------------------------------------

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 1 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,

is not required; is attached; or has been requested.

DATE July 3, 2007	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett	TITLE IRS Records Officer 2221 South Clark Street, CP-6, 10 th Floor Arlington, VA 22202
----------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RCS 30 for Internal Revenue Service Criminal Investigation Division (formerly Intelligence Division) National Criminal Investigation Training Academy Records - Future IRS Updates to Internal Revenue Manual 1.15.30:</p> <p><i>Reserve Items 28 – 40 in RCS 30</i></p> <p>Add new Section to RCS 30 after Item 27 entitled <i>Records of the National Criminal Investigation Training Academy</i> Items 41 – 55.</p> <p>Add new Item 27 for <i>Training Program Accreditation Records</i></p> <p>Background:</p> <p><i>The National Criminal Investigation Training Academy (NCITA) mission is to foster the highest levels of professionalism and ethical behavior throughout the Criminal Investigation workforce through proper accredited training. The primary focus of the NCITA is in training new special agents in the fundamentals of financial investigations, including elements of tax offenses, methods of proof unique to Federal tax investigations, and all of the requisite knowledge, skills, and abilities to be Federal law enforcement financial investigators.</i></p> <p><i>The NCITA is organizationally a component of the Office of Strategy, Criminal Investigation Division.</i></p> <p><i>The NCITA is located at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA.</i></p>		

re 7/8/08
 Copies sent to NWML, NWCS, NWCT, & agency

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)
JOB NUMBER

N1-058-07-

Although affiliated in location with the FLETC, the NCITA maintains it's own administrative and program records.

The NCITA also maintains it's own training records of IRS Special Agent and Supervisory Special Agent Staff.

The NCITA is responsible for developing and monitoring formalized training programs and on-the-job training, and for scheduling and conducting training.

Instruction and practical exercises are taught by NCITA instructors, field office cadre, and FLETC instructors, depending on the course of instruction.

The Chief, CI is responsible for identifying nationwide needs for entry, mid-level, and top-level training, as well as Continuing Management Education (CME) for CI management personnel.

The NCITA is responsible for coordinating and developing programs to meet management training needs identified by the Chief, CI. These include the following:

- a. Core Entry Level Supervisory Special Agent Training*
- b. Entry-Level Supervisory Special Agent Seminar*
- c. Mid/Top-Level Supervisory Special Agent Seminar*
- d. Senior Supervisory Special Agent Seminar (CME Training)*

Directors, Field Operations are responsible for providing qualified first, mid, and top-level SSAs as facilitators for all phases of CI, Supervisory Special Agent (SSA) training.

The NCITA undergoes an intensive and rigorous accreditation process by the Federal Law Enforcement Training Accreditation Board of Directors.

See attached

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

41

Description:

Special Agent Basic Training (SABT) Student Records

NEW

- a. Method of Proof Practical Exercises to include Net Worth, Bank Deposits, and Specific Item. These records include evaluated and graded exercises, as well as grading sheets and notifications of practical exercise failures.
- b. Interviewing Practical Exercise records to include grading sheets and notifications of practical exercise failures (student interviewing videotapes will be maintained at NCITA).
- c. Testifying Practical Exercise records to include grading sheets and notifications of practical exercise failures (student testifying videotapes will be maintained at NCITA).
- d. Report Writing Practical Exercise (SAR) including practice SAR and appendices, graded SAR and appendices, and grading sheets and notifications of practical exercise failures.
- e. Search Warrant Practical Exercise records to include evaluated practice affidavit and other miscellaneous records and notifications of practical exercise failures (student search warrant practical exercise videotapes will be maintained at NCITA).
- f. Graded examination records to include examination booklets, student answer sheets, class average compilations, individual feedback forms, notification of exam failures, and memoranda of remedial sessions.
- g. Graded quizzes with score.
- h. Firearms Qualifications scores to include Federal Law Enforcement Training Center records.
- i. Defensive Tactics practical exercise grading sheets and written exam booklets with grades.
- j. General Records maintained relative to a student's performance to include records of counseling sessions and counseling memoranda.
- k. Graded Recordation and Analysis Practical Exercises to include memoranda, summons, affidavits, bank deposits and check spreads, etc., and notifications of practical exercise failures.
- l. Supervisory Special Agent (SSA) Master Grading Sheet.
- m. Routine IRS CI official training records created for SABT students to include in the Employee Personnel File (EPF). These records, although EPF records will be treated differently than those under GRS 1 due to the fact that these records are transmitted to the receiving office and at that juncture, will be covered under GRS 1. **Express** mail to student's field office upon graduation.

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)***LEAVE BLANK (NARA use only)**

JOB NUMBER

N1-058-07-

- (1) Administrative Tab (File top to bottom)
 - (a) SABB Student Pertinent Information Sheet
 - (b) Application and college transcript
 - (c) Declaration of Federal Employment
 - (d) Conditions of Employment
 - (e) Background Investigation
 - (f) Travel Vouchers
 - (g) Personal Identification Verification (PIV) Documents (original forms)

- (2) Critical Elements Tab (File top to bottom)
 - (a) Performance Plan Receipt 6774
 - (b) IRS Standard Position Description SPD 92779 series
 - (c) Special Agent Student Evaluation Policy
 - (d) Law Enforcement Availability Pay Annual Certification
 - (e) Requirement to Report Arrests to Management
 - (f) Federal Aviation Administration (FAA) Regulations: Law Enforcement office Flying Armed Certification
 - (g) Student Honor Pledge
 - (h) Certification of Receipt of Information (medical)
 - (i) Acknowledge of receipt (Office of Government Ethics)
 - (j) Acknowledge of Receipt Form 12449-Handbook of Employee Conduct and Ethical Behavior
 - (k) Certification of Annual Unauthorized Access (UNAX) Awareness Briefing
 - (l) New Employee Checklist Part 1 Agency Wide Shared Services (AWSS)
 - (m) CI Mandatory Briefings Certification

- (3) Evaluations Tab
Non-Bargaining Unit Performance Appraisal (Form 6850 NBU)

- (4) Training Tab

Physical Efficiency Battery/Physical Fitness Program (PEB/PFP) clearance for the student. Put the copy from personnel in a confidential envelope with a "Hip Coordinator" label and file it under this tab in the EPF.

- (5) Awards Tab

President's Memo, PEB, and Firearms award

- (6) Performance Tab
 - (a) Student's academic grading sheet
 - (b) Exam topic list
 - (c) Student's non-academic grading sheet
 - (d) Criminal Investigator Training Program (CITP) Scores
 - (e) Testifying/Interviewing grading sheets (copies of first page only)

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

42

Disposition:

Cut off at end of fiscal year in which class was held.
Retain at NCITA for 4 years or until no longer needed.
File student records alphabetically by class number, keeping the class intact per accession number. The Form 135 should reflect each box's alphabetical contents for retrieval from NARA.
Retire to Records Center. **Destroy** when 40 years old.

Special Agent Basic Training (SABT) Records, including Pre-Basic Training Records

Series includes, but is not limited to:

- a. Individual Study Modules
- b. Master Copy of Student Texts
- c. Facilitator Guides/Lesson Plans
- d. Student Handouts
- e. Instructor Presentation Materials
- f. Case Studies
- g. Training games for reviews
- h. Practical Exercises
- i. Test Bank Questions
- j. Quizzes
- k. Model Schedules
- l. Course Syllabi
- m. Course Development Unit (CDU) Approval Sheets

Disposition

Retain at NCITA in electronic format.
Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.
Destroy 40 years after cutoff.

NEW

43

Special Agent Basic Training (SABT) Test Bank

- a. CDU Approval Sheets

Disposition

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.
Destroy 40 years after cutoff.

NEW

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LINE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

44

Master Collection of Special Agent Basic Training Handbooks and Standard Operating Procedures (SOPs)

NEW

Records include handbooks and procedures for the following:

- a. Assistant Director, Basic Training
- b. Supervisory Academy Instructor
- c. Supervisory Special Agent
- d. Resident Course Developer/Instructor
- e. Human Resources Development Specialist
- f. Human Resources Development Assistant

Disposition

Retain at NCITA in electronic format.

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.

Destroy 40 years after cutoff.

45

Records of other Basic Training Programs (e.g. On-The-Job Instructor Training, Recruiter Training and Mentor Training)

NEW

Records include, but are not limited to:

- a. Facilitator Guides/Lesson Plans
- b. Student Handouts
- c. Instructor Presentation Materials
- d. Practical Exercises
- e. Model Schedules
- f. Course Syllabi
- g. Counseling Scenarios

Disposition

Retain at NCITA in electronic format.

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.

Destroy 40 years after cutoff.

46

Advanced Training Program Course Records

NEW

Includes records of all courses taught under this section, if applicable (e.g. Advanced Special Agent Training (ASAT), Basic Instructor Facilitator Training (BIFT), Basic Investigative Analyst Training, Tax Fraud Investigative Assistance (TFIA), Court Witness Training):

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

Records include, but are not limited to:

- a. Student texts
- b. Facilitator Guides/Lesson Plans
- c. Student Handouts
- d. Instructor Presentation Materials
- e. Case Studies
- f. Training games for reviews
- g. Practical Exercises
- h. Model Schedules
- i. Course Syllabi

Disposition

Retain at NCITA in electronic format.

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.

Destroy 10 years after cutoff.

47

International Training Programs Records

NEW

Records include, but are not limited to:

- a. Student texts
- b. Facilitator Guides/Lesson Plans
- c. Student Handouts
- d. Instructor Presentation Materials
- e. Case Studies
- f. Training games for reviews
- g. Practical Exercises
- h. Model Schedules
- i. Course Syllabi
- j. After Action Reports
- k. International Narcotics Strategy Control Reports
- l. International Training Class Summary Reports
- m. Foreign Travel Requests (FTR)
- n. Course Feedback Forms

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)
JOB NUMBER

N1-058-07-

Disposition

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.

Destroy 3 years after the cutoff.

48

Use of Force Training Program Files

NEW

Records include, but are not limited, to:

- a. Course of Fire Records
- b. Building Entry/Room Clearing Manual
- c. Defensive Tactics Manual
- d. Physical Fitness Program Manual
- e. Shotgun Manual
- f. Ground Defense Manual
- g. Use of Force Model
- h. Use of Force Memorandums – Policy and Guidance
- i. Use of Force Incident Reports
- j. Field Office Use of Force Coordinator Reports

Disposition

Retain at NCITA in electronic format.

Cut off at end of fiscal year in which course of instruction is completed, cancelled or revised.

Destroy 5 years after cutoff.

49

Use of Force Training Student Files

NEW

Files include general records relating to employee participation:

- 1) Defensive Tactics Instructor Training
- 2) Defensive Tactics Instructor Refresher Training
- 3) Building Entry/Room Clearing Training

Disposition

Cut off at end of fiscal year in which class was held.

Retain at NCITA for 4 years after class fiscal year end. **Retire** to Records Center.

Destroy when 40 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

50

Records of National Criminal Investigation Training Academy related Task Forces

NEW

- a. Job Task Analysis
- b. Course Objectives
- c. Any materials created during the course of task force meetings or redesign of NCITA programs

Disposition

Retain at NCITA for 6 years after class fiscal year end.
Destroy when superseded or no longer needed.

51

Leadership Development Programs (LDP) Records

NEW

Records include, but are not limited to: Frontline Leadership Readiness Program (FLRP), Frontline Leadership Readiness Program for Investigative Support (FLRP-IS), Supervisory Special Agent Training (SSA), Senior Analyst (SA) Training, Special Agent in Charge (SAC)/Assistant Special Agent in Charge (ASAC) Training

- a. LDP Preferred Progression Charts
- b. Any materials created during the course of revisions to CI's Leadership Development Program
- c. Any materials created for courses of instruction for any leadership training program to include
 - 1) Student texts
 - 2) Facilitator Guides/Lesson Plans
 - 3) Student Handouts
 - 4) Instructor Presentation Materials
 - 5) Case Studies
 - 6) Training games for reviews
 - 7) Practical Exercises
 - 8) Model Schedules
 - 9) Course Syllabi

Disposition

Retain at NCITA in electronic format.
Delete when course is revised.

52

General Training Records of the National Criminal Investigation Training Academy (NCITA)

NEW

Records include, but are not limited to:

- a. Class Rosters
- b. Class Schedules
- c. Level I, II and III Feedback forms
- d. Surveys

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

- e. Reporting Instructions
- f. Class Photographs
- g. Basic Instructor/Facilitator Training Forms IR Form 12088 or equivalent
- h. Special Agent Basic Training (SABT) Student files maintained by the Training Scheduling Office

Disposition

Cut off at end of fiscal year in which class was held.
Retain at NCITA for 4 years or until no longer needed. **Retire** to Records Center.
Destroy 40 years after cutoff.

53

Training Photographs Collection

NEW

- a. Original or master photographic prints, negatives, and slides
- b. All other copies

Disposition

PERMANENT

Cut off at end of fiscal year in which class was held.
Transfer to the National Archives and Records Administration 5 years after cutoff.
Cut off at end of fiscal year in which class was held.
Destroy at NCITA when no longer needed.

54

Special Agent Basic Training (SABT) Student Resignations File

NEW

Records include, but are not limited to:

- a. Memorandums
- b. Correspondence
- d. Training
- e. Academic Records

Disposition

Cut off at end of fiscal year in which class was held.
Retain at NCITA for 4 years or until no longer needed.
Retire to Records Center.
Destroy 40 years after cutoff.

55

Minutes of National Criminal Investigation Training Academy (NCITA) Training Council Meetings

NEW

Disposition

Retain at NCITA in electronic format.
Cut off at end of fiscal year.
Destroy 3 years after cutoff.
Upload minutes to CI-Library.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LINE BLANK (NARA use only)

JOB NUMBER

N1-058-07-

RCS 30

Item 27

*National Criminal Investigation Training Academy (NCITA)
Federal Law Enforcement Council Accreditation File*

Disposition

Cut off when next accreditation process is complete.

Destroy 4 years after next accreditation process is complete.

NEW