

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-065-05-8</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-5-2005</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>RECORDS MANAGEMENT DIVISION</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey</b>	5 TELEPHONE NUMBER <b>202-324-1613</b>	DATE <i>11/28/05</i>	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 ___1___ 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>7/29/05</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Inspected Office's Inspection Workpapers [Amendment to NARA Job No N1-065-03-4]</p> <p>The Office of Inspections is responsible for auditing FBI investigative, financial, and administrative programs to ensure their economic value and compliance with objectives, governing laws, rules, regulations, and policies. The disposition authority approved for the Office of Inspections' Inspection Workpapers/Final Reports authorizes the disposal of those records compiled by the Office of Inspections. However, no current disposition authority covers those records created by the offices under inspection, which may or may not duplicate the records maintained in the Office of Inspections' Inspection Workpapers.</p> <p><i>cc Agency NR NAWMD</i></p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Prior to the inspectors' arrival, the Office of Inspections requires each division/office/section/unit to compile data, which will provide the basis for onsite reviews. Inspected entities document the status of current activities, compile statistical accomplishments, complete self-evaluation checklists, and respond to interrogatories. These records are forwarded to the Office of Inspections for review prior to the actual inspection. The inspected office also maintains copies of these records in their files along with other correspondence and documentation related to the inspection.</p> <p>Following the inspection, offices complete action items and respond to other findings issued by the Office of Inspections. These records are also maintained by the inspected office.</p> <p>Disposition</p> <p>D Inspected Office's Inspection Workpapers</p> <p>TEMPORARY DELETE/DESTROY after completion of the next inspection</p>		

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-065-03-4</i>	DATE RECEIVED <i>7-31-2003</i>
1 FROM (Agency or establishment) <b>Department of Justice</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Federal Bureau of Investigation</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	
3 MINOR SUBDIVISION <b>Records Management Division (RMD)</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>William Shackelford</b>	5 TELEPHONE <b>202-324-6903</b>	DATE <i>12-22-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 2 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 <b>03/04/2003</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary B. Allen</i>	TITLE <b>Supervisory Archivist / Section Chief Records Policy and Administration Section / RMD</b>
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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)
	<p align="center"><b>Inspection Division Office of Inspections Inspection Workpapers/Final Reports</b></p> <p>The Office of Inspections, led by a Chief Inspector and staffed by Inspectors and Assistant Inspectors, is responsible for auditing FBI investigative, financial, and administrative programs to ensure their economic value and effective compliance with objectives, governing laws, rules, regulations, and policies to improve agency management. These inspections also help ensure that FBI personnel conduct Bureau activities in an authorized and professional manner.</p> <p>The inspection process is a continual one, with the goal of inspecting every FBI entity, field office, Headquarters Division, and Legal Attache Office at least every three years.</p> <p>Each inspection consists of:</p> <p>(1) A preinspection analysis including the collection and review of data to serve as a basis for on-site reviews</p> <p>(2) An on-site review including investigative and administrative file reviews and interviews of appropriate personnel, both within and outside the FBI. Workpapers developed during the on-site review include hand-written notes, interrogatories with answers, inspectors' interview notes and checklists of the items associated with the various programs in each entity, specifically examined during the inspection process.</p> <p><i>cc Agency MR NAWM</i></p>		

*66F-HQ-C1186292-1675*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>(3) A written report developed at the conclusion of each inspection. This report notes the findings of the inspection and may include instructions to correct deficiencies and recommendations to enhance operations.</p> <p>(4) A follow-up review report ensuring that the inspected entity adequately responds to all instructions and recommendations. Reports contain information concerning investigative programs, support services operations, financial management matters, and other areas relevant to each inspection. Inspection results may also include management profiles on executive managers.</p> <p>Every person who participates in the inspection is required to surrender all of their workpapers at the end of the inspection. These workpapers are currently stored at the South Pickett Street Records Management Center.</p> <p><b>DISPOSITION</b></p> <p><b>A Inspection Workpapers</b></p> <p>TEMPORARY. DESTROY after completion of the next inspection of the relevant Field Office, Headquarters Division, or Legal Attache Office</p> <p><b>B Office of Inspection Final Reports</b></p> <p>TEMPORARY. File in Classification 297. Cut off files when inspection report is completed and approved. Destroy after 7 years.</p> <p><b>C Electronic Records</b></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by this schedule.</p> <p>DESTROY within 60 days after the record-keeping copy has been produced.</p>		