

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-065-09-14</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>5/1/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 HUMAN RESOURCES DIVISION				
4 NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>9-18-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne 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>4</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>4/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William A. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	HUMAN RESOURCES RECORDS (67Q Classifications, Part Two) The attached pages include records in Classification 67Q that are not covered by the General Records Schedule (GRS) Additional unscheduled 67Q Classifications will be submitted at a future date Policy records are not included in any of the series			

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page 2 of 5
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>(67Q 24) Employee Assistance Program (EAP) Records include, but are not limited to planning, coordinating, directing counseling programs, statistical reporting, counseling interviews, training, and other related records This series does not include policy related documentation</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>	<p>[NC1-65-82-04 Part B, Item 67 10b]</p> <p>[N1-065-04-4 Part B, Item 67 10b]</p>	<p>NCI-65-82-04 Item 67 11b</p> <p>NCI-65-82-04 Item 67 11b</p>
2.	<p>(67Q 25) EAP Counseling Reports on counseling interviews, analyses, and related records</p> <p>Disposition Temporary Delete/Destroy 7 years after termination of counseling</p> <p>Note Disposition conforms to the American Psychological Association's "Record Keeping Guidelines" published in the American Psychologist in 12/2007</p>	<p>[NC1-65-82-04 Part B, Item 67 10a]</p> <p>[N1-065-04-4 Part B, Item 67 10a]</p>	<p>NCI-65-82-04 Item 67.11a</p> <p>NCI-65-82-04 Item 67.11a</p>
3.	<p>(67Q 29) Support Selection Grievances Communications relating to grievances raised by FBI employees and applicants relating to selection/non-selection decisions regarding FBI Support positions Records include all correspondence regarding the filing and resolution of such matters, including any personnel actions generated as a result of a resolution</p> <p>Disposition Temporary Delete/Destroy 4 years after final determination of the grievance or after final adjudication of litigation, whichever is later</p>	<p>[NC1-65-82-04 Part B, Item 67 10a]</p> <p>[N1-065-04-4 Part B, Item 67 10a]</p>	<p>NCI-65-82-04 Item 67.11a</p> <p>NCI-65-82-04 Item 67.11a</p>
4.	<p>(67Q 39) Hiring Matters Communications pertaining to Bureau applicant processing program and general hiring matters</p> <p>Disposition Temporary File Cut-off end of fiscal year Delete/Destroy 3 years after file cut-off</p>		
5.	<p>(67Q 41) Leave Matters Records related to forfeited and restored leave, administrative leave, home leave, voluntary leave program, leave without pay, and all related issues</p> <p>Note This series does not cover individual employee leave records</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 3 years after file cut off</p>		

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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)	
6.	<p>(67Q 45) Internship Program Information concerning FBI internship programs including non-paying, paying, and co-op internships Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>			
7.	<p>(67Q 46) Presidential Management Fellows Program Communications addressing the Presidential Management Fellows Program requirements, including individual development plans, rotation assignments, and related documents Disposition Temporary File Cut-off end of calendar year Delete/Destroy 4 years after file cut-off</p>			
8.	<p>(67Q 51) Recruitment, Relocation, and Retention Incentives Communications relating to the disposition of requests for the use of legislatively–authorized incentives Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>			
9.	<p>(67Q 52) Military Reserve Matters Records related to the Military Reserve and National Guard members and the Uniform Services Employment and Reemployment Rights Act (USERRA) Records include correspondence and administrative records related to the employee's leave of absence and reinstatement of employment after an extended deployment of over 30 days Additionally, records documenting Exemptions from Military Reserve Deployments are contained in this classification Disposition Temporary File Cut-off end of calendar year in which the employee separates or retires from the FBI Delete/Destroy 1 year after file cut-off</p>			
10.	<p>(67Q 61) Senior Executive Service (SES)/Senior Level (SL) Matters Records related to SES and SL performance management, recognition, rank awards, career development, selection and associated issues Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>			

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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)	
11.	<p>(67Q 68) Recruitment Matters - Special Agents</p> <p>Communications, other than vacancy notices, relevant to general recruitment activities, including, but not limited to job fairs Recruitment products such as posters and brochures are not covered under this item</p> <p>Disposition Temporary File Cut-off end of fiscal year Delete/Destroy 1 year after file cut-off</p>			
12.	<p>(67Q 69) Recruitment Matters - Support</p> <p>Communications, other than vacancy notices, relevant to general recruitment activities, including, but not limited to job fairs Recruitment products, such as posters and brochures, are not covered under this item</p> <p>Disposition Temporary File Cut-off end of fiscal year Delete/Destroy 1 year after file cut-off</p>			
13.	<p>(67Q 70) Retirement Matters</p> <p>Communications relating to retirement matters, including military deposits, mandatory exemption issues, and other related records</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>			
14.	<p>(67Q 79) Special Agent Selection Grievances</p> <p>Communications relating to grievances raised by FBI employees and applicants relating to selection/non-selection decisions regarding FBI Special Agent positions Records include all correspondence regarding the filing and resolution of such matters, including any personnel actions generated as a result of a resolution</p> <p>Disposition Temporary Delete/Destroy 4 years after final determination of the grievance or after final adjudication of litigation, whichever is later</p>			
15.	<p>(67Q 86) Availability Pay Program</p> <p>These records include, but are not limited to the Availability Pay Certification Statement form, emails, ECs, as well as other program related information</p> <p>Disposition Temporary File Cut-off end of calendar year Delete/Destroy 7 years after file cut-off</p>			

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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)	
16.	<p>(67Q 88) Organization Review Program Records include agendas, Individual Profile Sheets (IPS), and other supporting documentation Disposition Temporary File Cut-off end of calendar year Delete/Destroy 5 years after file cut-off</p>			