

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-65-09-34</i>	
To National Archives & Records Administration 8601 Adelphi Road College Park, MD 20740-6001		Date received <i>9/17/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>INFORMATION TECHNOLOGY POLICY AND PLANNING</b>			
4 . NAME OF PERSON WITH WHOM TO CONFER <b>Tammy J. Strickler, CRM</b>	5 TELEPHONE NUMBER <b>540-868-4363</b>	DATE <i>9/17/09</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 <u>  2  </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>9/17/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE John Charles Krysa, Chief Records Automation Section
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Sunguard STROHL System</b>  The mission of the STROHL Systems tools (STROHL) is to support FBI Continuity of Operations (COOP) planning STROHL is used to facilitate COOP data gathering, analysis, reporting, and COOP plan development The scope of use includes representatives from all FBI divisions		

## STROHL Systems

The mission of the STROHL Systems tools (STROHL) is to support FBI Continuity of Operations (COOP) planning. STROHL is used to facilitate COOP data gathering, analysis, reporting, and COOP plan development. The scope of use includes representatives from all FBI divisions.

1. **A. Inputs:** Division/Office COOP Plans submitted electronically by offices responsible for the preparation and issues of these plans for their divisions and office  
DISPOSITION Delete once input into the master database has been verified as complete and accurate  
*GRS 20/2*
2. **B. Outputs:** Periodic reports to FBI management on the status of COOP plans for all divisions and offices, detailing any problems/issues that should be resolved, or plans that do not currently reflect operational structures  
DISPOSITION Destroy 3 years after issues/problems have been resolved, or 3 years after a new plan has been received for incorporation into the STROHL system
3. **C. Master File:** Master set of all COOP plans for all FBI Divisions/Offices  
DISPOSITION PERMANENT Cutoff when new plan has been issued ~~to~~ <sup>Transfer</sup> to the National Archives in an agreed format 20 years after cutoff
4. **D. Documentation:** Includes system specifications, file specifications, codebooks, user guides, and output specifications  
DISPOSITION ~~DELETE/DESTROY~~ <sup>Permanent</sup> when superseded Final set to transfer to NARA with the related master file after the database or its successor system is discontinued  
*GRS 20/11*
5. **E. System Backup Files**  
Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data  
DISPOSITION Delete/Destroy incremental backups when superseded by a full backup or when 90 days old  
DISPOSITION Delete/Destroy full backups when a more current full backup has been successfully captured or when 90 days old  
*GRS 24/4*
6. **F. Security Audit Logs**  
Audits related to database-specific events, including logins, accesses, and administrative activities  
DISPOSITION Delete/Destroy when 25 years old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later  
*N1-65-10-39*

**7. Related Records**

~~a~~ Files accumulated from tests conducted under Bureau COOP plans, such as instructions to members participating in the test, staffing assignments, messages, tests of communications and facilities

DISPOSITION Destroy when 3 years old *GRS 18/28*

~~b~~ COOP Testing Reports

(\*) Final reports and files documenting FBI divisional or regional tests of COOP plans

DISPOSITION Cutoff after issuance of final report Delete 20 years after cutoff

~~a~~ Final reports and files documenting Bureau-wide tests of Continuity of Operations plans

DISPOSITION PERMANENT Cutoff after issuance of final report ~~after~~ *after* final report and any records of tests conducted under the Bureau emergency plans 20 years after cutoff