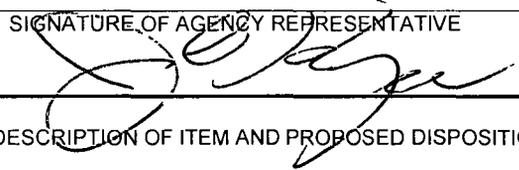


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-10- 17	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/17/10	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Information Technology Division			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 8 Jun 2011	ARCHIVIST OF THE UNITED STATES 
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>1</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 2/4/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Databases used for Analysis of Evidence Analytical Databases used for tracking and analysis of large volumes of evidence to facilitate case processing		

Databases Used for Analysis of Evidence

The Federal Bureau of Investigation uses many tools to analyze great volumes of evidence for specific cases, to include databases that are loaded with the raw evidence from which analytical reports are produced stating the significance of that evidence. This records schedule applies to but is not limited to databases such as Major Case Databases and IntelPlus. These databases essentially use a copy of the evidence from which to perform analyses, or to find the significant pieces of the evidence that are then used in processing the case, and are used to produce reports about that evidence that is later captured in the case file.

1 Inputs Copies of evidence that are entered into these databases as received from federal, state, local, and international criminal justice and regulatory agencies

Disposition Return source data to the originating agency once a copy has been fully ingested and verified into the analytical database, for incorporation back into the case file, to be managed within the case file. Evidence that is FBI-generated, such as chain of custody forms, agent's notes, crime scene photographs, and laboratory analysis, (regardless of whether it is filed in a 1A, 1B, 1C or 1D) should be filed in the related investigative case file and will assume the retention period established for that case.

Filing Instruction

2 Outputs Reports indicating the analysis performed on the evidence, and significant findings discovered as a result of or during the analysis

Disposition Incorporate reports into the related case file and maintain commensurate with the retention period for the case.

Filing Instruction

3 Master File Segregated by case

Disposition Delete the master file related to a case two years after the expiration of the applicable statute of limitations for appeals or, in the case of litigation, two years after the final action in the case. If no statute of limitations is specified, the master file related to a case can be destroyed 7 years after the case closes.

4 System Documentation Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information

Disposition DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related data set.

GRS 20, item 11