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FEDERAL BUREAU OF INVESTIGATION

POLICY DIRECTIVE

0949D

1. Policy Directive Title.	Preservation of Federal Bureau of Investigation (FBI) Executive Records (Executive Assistant Director [EAD] and Above)
2. Publication Date.	2017-02-22
3. Effective Date.	2017-02-22
4. Review Date.	2020-02-22

5. Date of Last Renewal.
N/A

6. Authorities:

6.1. Title 44 United States Code (U.S.C.) Chapters 29, 31, and 33 (Records Management)

6.2. 5 U.S.C. Section (§) 552(a) (Privacy Act of 1974)

6.3. Title 36 Code of Federal Regulations (CFR) Chapter 12, Subchapter B (Records Management)

6.4. Department of Justice (DOJ) Records Management Order 0801, March 12, 2014 (Records and Information Management)

6.5. DOJ Policy Statement 0801.02, December 18, 2014 (Removal of and Access to DOJ Information)

7. Purpose:

The purpose of this policy is to ensure that records created by Federal Bureau of Investigation (FBI) executives are managed in accordance with federal recordkeeping laws and regulations.

8. Policy Statement:

Within 180 days of vacating the position, an FBI executive's records must be transferred to the Records Management Division (RMD) for maintenance and disposition.

9. Scope:

This policy applies to all FBI executive records, regardless of format, across all enclaves.

10. Proponent:

Records Management Division

11. Roles and Responsibilities:

11.1. All FBI executives (EADs and above) or their designees must:

11.1.1. Identify and compile all paper records for transfer and advise RMD's Records Storage and Maintenance Unit (RSMU) at least ten days prior to departure through the following e-mail address: [redacted] b7E

11.1.2. Identify all electronic information systems in which records have been created and stored and

advise RMD's Records Management Application Unit (RMAU) at least ten days prior to departure through the following e-mail address: [redacted] b7E

11.1.3. Adhere to the policy set forth in DOJ Policy Statement 0801.02 Section I, concerning the removal of DOJ information.

11.2. The Information Technology Infrastructure Division (ITID) must:

11.2.1. Collect FBI executive records from electronic repositories across all enclaves. (e.g., FBI's Sensitive Compartmented Information Network [SCINet], Secret [Enclave] Network (FBINet), and the Unclassified [Enclave] Network (UNet), as well as any successor repositories).

11.2.2. Transfer or maintain the collected records in an agreed-upon format, as directed by RMD.

11.3. The Criminal Justice Information Services (CJIS) Division, Information Services Branch (ISB), Information Technology Management Section (ITMS), Technology Integration and Support Unit (TISU) must:

11.3.1. Collect FBI executive records from the UNet's 324Mail, as well as any successor repository.

11.3.2. Transfer or maintain the collected records in an agreed-upon format, as directed by RMD.

11.4. Records Management Division

11.4.1. The Records Policy and Administration Section (RPAS), RSMU must store and maintain collected hard copy records and electronic media, if appropriate, until disposition.

11.4.2. The Records Automation Section (RAS), RMAU must work with ITID, CJIS, and RSMU to ensure that electronic records are collected and preserved in an acceptable format.

12. Exemptions:

12.1. This policy excludes all records managed in the Executive Correspondence and Electronic Request Management (CERM) System. The disposition schedule citation for this system is N1-065-10-033.

12.2. This policy excludes the Director's Briefing Books. The disposition schedule citation for these records is N1-065-05-4.

13. Supersession:

None

14. References, Links, and Forms:

14.1. *RMD Statement of Authorities and Responsibilities, 0457D*

14.2. *Records Management Policy Guide, 0769PG*

14.3. "Managing Your Federal Records: A Guide for FBI Executives"

14.4. Records Disposition Authority for Director's Office Records (Job Number: N1-065-07-1)

15. Key Words, Definitions, and Acronyms:

15.1. Definitions

15.1.1. Disposition: the action taken after a record is no longer needed by an agency for normal business purposes. This includes the destruction or transfer of permanent records to the National Archives and Records Administration (NARA).

15.1.2. Electronic information system: a system that contains and provides access to computerized records and other information.

15.1.3. Electronic records: any information recorded in a form only a computer can process and that satisfies the definition of a federal record under the Federal Records Act. The term includes both record content and associated metadata that an agency determines is required to meet agency business needs (36 CFR § 1220.18).

15.1.4. Executive Correspondence and Electronic Request Management System: the recordkeeping system used to control and manage all FBI congressional mail and executive-level mail (DOJ Executive Secretariat assigned and Director's Office mail), including mail from United States (U.S.) citizens. The Director's Office mail has been controlled using this system since October 1, 2002, and the FBI's congressional mail and Executive Secretariat mail has been controlled using this system since March 18, 2003.

15.1.5. FBI executives: those serving in the position of EAD or above.

15.1.6. Recorded information: This term, as used in the records definition below, includes all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form (44 U.S.C. § 3301).

15.1.7. Records: all recorded information, regardless of form or characteristics, made or received by a federal agency under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States government (USG) or because of the informational value of data in them. Records do not include library or museum materials made or acquired and preserved solely for reference or exhibition purposes or duplicate copies of records preserved for convenience. Recorded information includes all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form (44 U.S.C. § 3301).

15.2. Acronyms

15.2.1. CERM: Executive Correspondence and Electronic Request Management System

15.2.2. CFR: Code of Federal Regulations

15.2.3. CJIS: Criminal Justice Information Services Division

15.2.4. DOJ: Department of Justice

15.2.5. FBI: Federal Bureau of Investigation

15.2.6. FBINet: FBI's Secret [Enclave] Network

15.2.7. ISB: Information Services Branch

15.2.8. ITID: Information Technology Infrastructure Division

15.2.9. ITMS: Information Technology Management Section

15.2.10. NARA: National Archives and Records Administration

15.2.11. PD: policy directive

15.2.12. RAS: Records Automation Section

15.2.13. RMAU: Records Management Application Unit

15.2.14. RMD: Records Management Division

15.2.15. RPAS: Records Policy and Administration Section

15.2.16. RSMU: Records Storage and Maintenance Unit

15.2.17. SCINet: Sensitive Compartmented Information Network

15.2.18. TISU: Technology Integration and Support Unit

15.2.19. UNet: Unclassified [Enclave] Network

15.2.20. USC: United States Code

15.2.21. USG: United States government

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16. Appendices and Attachments:

None

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