

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-04-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-26-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 RECORDS MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey	5. TELEPHONE NUMBER 202-324-1613	DATE <i>1-19-04</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 <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>1/13/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Smith</i>		TITLE Assistant Director (Acting)
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 GRS OR SUPERSEDED JOB CITATION	10.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">SECURITY RISK ASSESSMENTS</p> <p>The Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act), Public Law 107-188, was enacted on June 13, 2002. Under this Act, the U.S. Department of Agriculture (USDA) and the U.S. Department of Health and Human Services (HHS), in consultation with the Attorney General (AG), established safeguards and security requirements for possessing, using, or transferring select biological toxins and/or agents. In April 2003, the AG tasked the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Division with conducting security risk assessments on candidates who have contact with select biological agents and/or toxins. Candidate scientists who work at public and private entities under the control of the USDA and the HHS are the primary subjects of the security risk assessments; however, assessments are also conducted on those individuals working at Department of Energy (DOE) laboratories, Department of Defense (DOD) installations, and university research facilities.</p> <p><i>cc Agency NR NWMW</i></p>		

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	<p>Individuals that possess, use, or transfer select biological agents and toxins are required to submit a Bioterrorism Preparedness and Response Act FBI Information Form (FD-961) and a set of fingerprints to the CJIS Division. CJIS then searches several internal databases, including the Integrated Automated Fingerprint Identification System (IAFIS) and the National Crime Information Center (NCIC) System, as well as external databases such as the DOD's dishonorable discharge records and the Bureau of Immigrations and Customs Enforcement's (ICE) registry of illegal/unlawful aliens. These searches assist in determining if the applicant is restricted from working with biohazardous material. The restrictions that prevent an applicant from obtaining access to certain biological agents and toxins are defined in Title 18, United States Code (U.S.C.), Section 175b. Assessment results are forwarded to the employing department or agency indicating whether or not the applicant is restricted from working with biological agents and/or toxins.</p> <p>Security risk assessments are tracked through a Microsoft Access database. Individual case files are also created for each applicant.</p> <p>A. SECURITY RISK ASSESSMENT CASE FILES</p> <p>Records related to the processing of individual applications for access to select biological agents and toxins. Included in the files are completed FBI Information Forms (FD-961), fingerprint cards, and correspondence or other documentation regarding the applicant's status.</p> <p>DESTROY when 7 years old.</p>		

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	<p>B. SECURITY RISK ASSESSMENTS DATABASE</p> <p>1. Input: Paper source records including FD-961 forms, as well as printouts from NCIC, ICE, and ACS database searches.</p> <p>See disposition instructions in Item A above.</p> <p>2. Output: Reports and statistics: Cut off when superseded by next report or statistical update.</p> <p>DELETE/DESTROY 1 year after cutoff.</p> <p>3. Master data file: DELETE/DESTROY individual entries when 7 years old.</p> <p>4. System Documentation: DELETE/DESTROY when updated or no longer needed, whichever is sooner.</p> <p>C. ELECTRONIC RECORDS</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 Item A of this schedule.</p> <p>DELETE/DESTROY within 60 days after the record keeping copy has been produced.</p>		