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REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Critical Incidence Response Group			
4. NAME OF PERSON WITH WHOM TO CONFER <div></div>	5. TELEPHONE NUMBER <div></div>	DATE	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>3</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"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE John C. Krysa	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Surveillance Program Integrated Reporting & Intelligence Tool (SPIRIT) The SPIRIT system will serve as the primary repository for raw investigative and intelligence data collected through surveillance methods across all operational programs, as well as provide for workflow automation relating to FBI surveillance information. This includes standardization of the various forms now used to request, document, and report surveillance operations to include request processing, surveillance scheduling, metric development, milestone tracking, and final log generation.		
FBI-1594-ALPRS			

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Surveillance Program Integrated Reporting & Intelligence Tool (SPIRIT)

PURPOSE

SPIRIT is designed to be a user friendly system that allows users to request surveillance, create surveillance logs, and document administrative matters on standardized FBI forms for ingest to the case file. The standardized forms collect data that facilitates report generation, since all surveillance data will now be stored in the centralized database. A built-in photo library provides the capacity to upload photos online.

The SPIRIT application presently resides on the Enterprise Server Farm (ESF) that is a managed service which provides hosting for web-based solutions.

A. INPUTS

1. Keyed Data.

Data is keyed in by the Mobile Surveillance Team(s) (MSTs):

- The FD-1054 request for surveillance is completed using data from case files of predicated FBI investigations, and coordinated for approval.
- The FD-1055 surveillance logs will include raw investigative or intelligence data collected during the performance of physical surveillance operations conducted by the Mobile Surveillance Team(s) (MST) throughout the FBI.

DISPOSITION: Delete/destroy after data has been successfully uploaded to the Automated Case Support System, provided for inclusion in the FBI case file, and when no longer needed for analytical purposes, whichever is longer.

2. Photographic Images and Metadata

These records include relevant camera and video surveillance still image photographs that are uploaded into SPIRIT along with any related metadata about the photos, such as type (photo), source, and caption. (Note: the system is capable of supporting the attachment of multimedia files.) The images are created from both cameras and video surveillance tapes, which are recorded on various formats/media (e.g. 6mm, 8mm, VHS, etc).

a. Footage, Photographs, Media Deemed Relevant

DISPOSITION: Retain/destroy as part of the case file.

b. Footage, Photographs, Media Deemed Not Relevant

DISPOSITION: Delete/destroy after successful import/upload of relevant footage and photos to the Master File.

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B. OUTPUTS

a. Reports/Information Related to an FBI Investigation

These records include information in the form of reports and graphs that relate to activities by person, activities by vehicle, daily activity reports and daily logs that show who came and went, etc.

DISPOSITION: Retain/destroy as part of the case file.

b. Statistical Reports

These records include standard and ad hoc reports used for administrative, inspection, or management purposes, to include any ad hoc reports produced by SPIRIT.

DISPOSITION: File Cut-off: end of each calendar year. Delete/destroy 30 years after file cut-off, or whenever no longer needed for business management purposes, whichever is sooner.

c. Administrative Management Reports

These records include, but are not limited to: workload tracking, roles, temporary duty assignments, and personnel assignments.

DISPOSITION: Delete/Destroy 30 years after file cut-off, or whenever no longer needed for administrative management purposes, whichever is sooner.

C. MASTER FILE

Surveillance Data Files

These files are comprised of the information and records uploaded into the system, as described in inputs, and all related images and metadata.

DISPOSITION: Data file cut-off: end of calendar year the data was entered into the system. Delete/destroy 30 years after the data file cut-off.

D. SYSTEM DOCUMENTATION

Records include system specifications, file specifications, codebooks, user guides, and output specifications.

DISPOSITION: Destroy/Delete 1 year after termination of the system. (Changed to reflect standardized disposition as reflected in 319U5)

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E. SYSTEM BACKUP FILES

These files include backup tapes that are 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.

Delete/Destroy full backups when a more current full backup has been successfully captured.

F. AUDIT LOGS

These records include audit logs relating to application events (errors, warning or information that programs generate), security events (something that affects the security of the entire system), and system events (errors, warning and information that is generated by the Windows workstation components).

Disposition: Cut-Off: upon system termination or upon migration of system data, including audit logs to another system, whichever is sooner.

Delete/destroy 25 years after cut-off, in accordance with N1-065-10-39.

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