

1. (U) Scope and Purpose

(U) These Policy Implementation Guidelines applies to Business Record information (or other “tangible things” acquired by the FBI pursuant to the Foreign Intelligence Surveillance Act (hereafter referred as “FISA BRs”).

(U) These Policy Implementation Guidelines establish policies and procedures regarding proper control, minimization, dissemination, and retention of FISA BRs and FISA BR-related information acquired by the FBI to ensure compliance with the *FBI Standard Minimization Procedures for Tangible Things Obtained Pursuant to Title V of the Foreign Intelligence Surveillance Act (FISA)*, signed XXXXXXX, 2012, and effective as of XXXXXXX, XX 2010, (SMP). Many of the requirements within these Policy Implementation Guidelines are mandated by the BR SMP, and thus cannot be changed without a revision to the SMP by the Attorney General and approval of the Foreign Intelligence Surveillance Court (FISC).

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

2. (U) Roles and functional Responsibilities

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2.1. (U) Authorized User

A. (U) Role

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B. (U) Responsibilities

1. (U) Receive legal training on the BR SMP.

2. (U) Abide by the BR SMP with respect to FISA-acquired information.

3. (U) Abide by all policies and procedures within these Policy Implementation Guidelines.

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2.2. (U) Case Coordinator

A. (U) Role

B. (U) Responsibilities

1. (U) Receive legal training on the BR SMP and

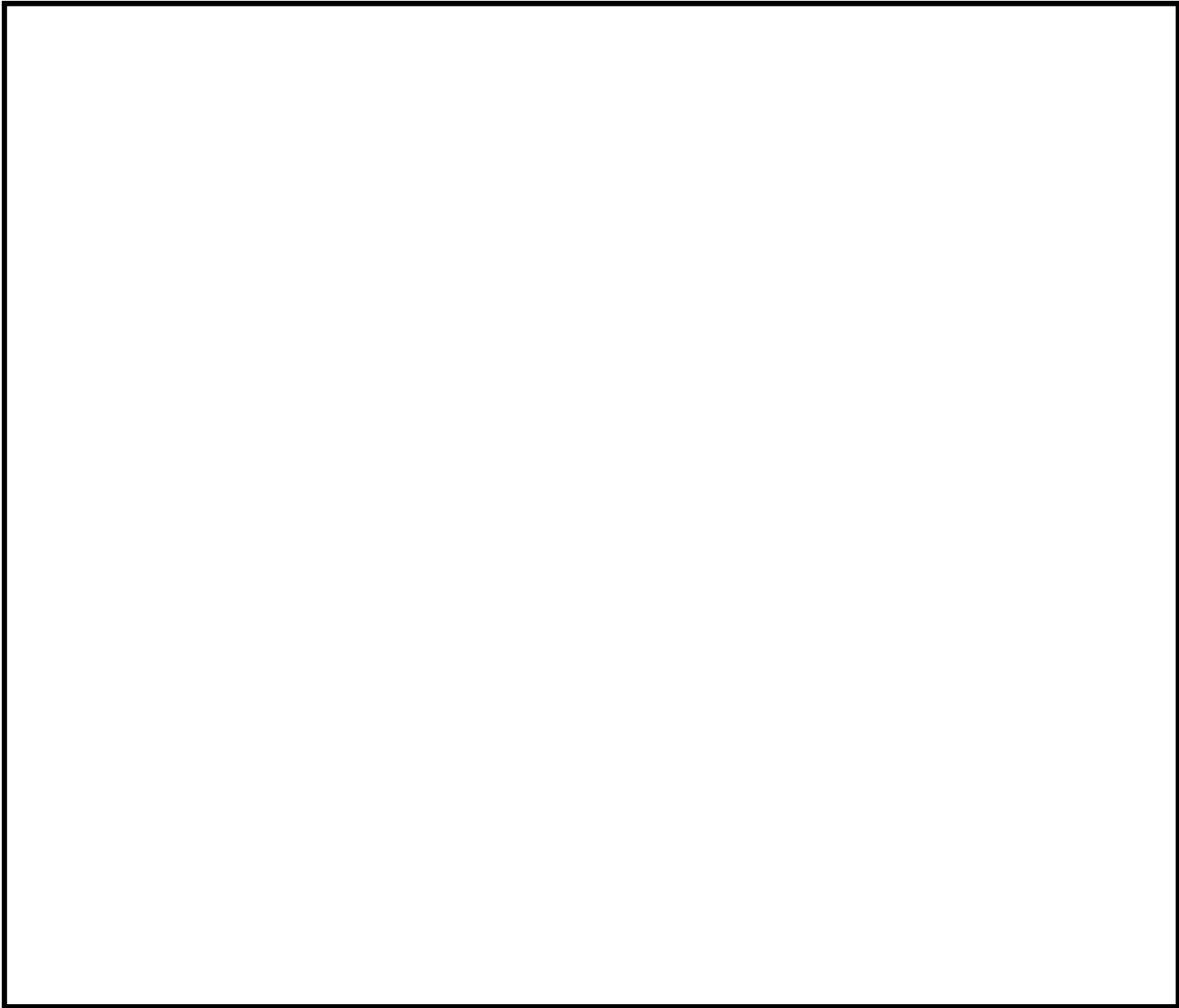


3. (U) Require that all designees get legal training on the BR SMP [redacted]

[redacted]

Enlist the assistance of Chief Division
Counsel (CDC) or NSLB to obtain legal training for the designees on the BR SMP

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2.3. (U) Office of General Counsel (OGC), National Security Law Branch (NSLB)

A. (U) Role

(U) Provide legal support and training regarding the handling of FISA-acquired BR information pursuant to these Policy Implementation Guidelines and the SMP.

B. (U) Responsibilities

1. (U) Make available for all authorized users required legal training on the BR SMP, and review and update such training as necessary.

2. (U) Ensure that accurate records are maintained of individuals who have received legal training

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7. (U) In consultation with NSB, maintain these Policy Implementation Guidelines to ensure that they are consistent with the BR SMP as well as FBI operational needs. Make needed changes and updates as necessary to comply with changes in the law and the BR SMP.

2.4. (U) Chief Division Counsel (CDC)

A. (U) Role

(U) Assist NSLB in providing legal support and training to personnel in the field office regarding the handling of FISA-acquired BR information pursuant to these Policy Implementation Guidelines and the BR SMP.

B. (U) Responsibilities

1. (U) Make available legal training on the BR SMP [redacted] [redacted] to authorized users within the field office, as necessary.

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2. (U) Ensure that the field office maintains accurate records of individuals who have received legal training on the BR SMP [redacted]

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3. Policies

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3.1 (U) Marking FISA BR results

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