

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-24</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>7/3/08</i>	
2 MAJOR SUB DIVISION Office of Intelligence and Analysis		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Information Sharing and Knowledge Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>8/23/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Shoman</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 of 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 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 6/30/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: System schedule for Domestic Terrorism/Ideologically Based Violence (DTI) Incident Database Tracking Records Inputs and Outputs covered by GRS 20		

U.S. Department of Homeland Security
Headquarters Schedule
Office of Intelligence and Analysis
Domestic Terrorism/Ideologically Based Violence Tracking Records
NARA # N1-563-08-24

The Office of Intelligence and Analysis (I&A), in the Department of Homeland Security (DHS), has access to information that potentially relates to acts, organizations, or individuals in the United States associated with domestic terrorism and ideologically motivated violence. In order to better segregate and analyze such data, I&A will create the Domestic Terrorism/Ideologically Based Violence (DTx) database. This database will provide I&A with a centralized repository for subject matter experts to gather, manage, and track data related to domestic terrorism and ideologically based violence incidents. In turn, it will serve as a resource for I&A analysts engaged in a strategic analysis and provide real-time responses to homeland security and law enforcement officials' requests for information.

The DTx system is a web-based analytical tool accessing a database of incidents related to terrorism and ideologically inspired criminal activity. Users will be able to examine data as categorized by responsible group, activity, or target, and also perform comprehensive searches based on date, location, ideology, or a variety of other filters. Domestic terrorism analysts within the Homeland Environment Threats Analysis Division (HETA), a division of I&A, will serve as the subject matter experts who will review, add, delete, or modify data within DTx.

Among the legal authorities, arrangements and agreements that define the information collection are

- The Homeland Security Act of 2002 (6 U.S.C. 112(a) Homeland Security Information Sharing, July 29, 2003)
- National Security Act of 1947
- United States Intelligence Activities (Executive Order 12333)

1. Domestic Terrorism/Ideologically Based Violence Tracking Records This item covers records within the Domestic Terrorism/Ideologically Based Violence (DTx) database (or its equivalent) and all related source documents and photographs. These records provide a centralized repository for information related to domestic terrorism and extremist-related criminal incidents. They include information about incident date, type, location, target, damage, and responsible group. The records support analysts in gathering, managing, and tracking data related to domestic terrorism and extremist-related criminal incidents.

Disposition: PERMANENT. If record is based on information from law enforcement sources, cut off at end of calendar year in which case closed. If record is based on information from open sources, cut off at end of calendar year in which record is created. Transfer to the National Archives within three months after cutoff.

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Transfer first set of records to the National Archives in January 2014 and thereafter according to instructions above.

Additional Information

Date span: 1980 - present

Estimated volume of hardcopy source documents ½ cubic foot

Estimated volume of electronic source documents 13 MB

Estimated volume of DTx data 7 MB

Estimated annual accumulation: Unknown

Estimated year of first transfer to the National Archives. 2014