

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>01-65-10-31</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/1/10</i>	
1 FROM (Agency or establishment)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DEPARTMENT OF JUSTICE			
2 MAJOR SUBDIVISION			
FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION			
COUNTERTERRORISM DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE <i>14 Dec 10</i>	ARCHIVIST OF THE UNITED STATES <i>TS A</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 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>6/25/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Investigative Data Warehouse (IDW) The Investigative Data Warehouse (IDW) is a centralized repository for copies of intelligence and investigative data with advanced search capabilities. IDW provides users with information needed to successfully accomplish the FBI's counterterrorism, counterintelligence, and law enforcement missions. IDW enables users to access multiple databases in a single query thereby enabling the aggregation of existing FBI data, including new data as it comes into FBI files, with information obtained from other government and non-government sources	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Investigative Data Warehouse (IDW) System

Background:

The Investigative Data Warehouse (IDW) system is a centralized repository for copies of intelligence and investigative data with advanced search capabilities. IDW provides users with information needed to successfully accomplish the FBI's counterterrorism, counterintelligence, and law enforcement missions. IDW enables users to access multiple databases in a single query thereby enabling the aggregation of existing FBI data, including new data as it comes into FBI files, with information obtained from other government and non-government sources. Currently, IDW contains copies of approximately 1.2 billion records, including terrorist watch lists, intelligence cables, and lost and stolen passports.

The IDW serves the same role as a reference library, providing ready access to information from a variety of sources. Many of the data sets contained within IDW are dynamic and are updated frequently, therefore, the composition of the system is constantly evolving. Record ownership resides with the contributing entity.

Disposition:

1. Inputs: The IDW system is populated with data sets containing copies of records from FBI files, from other government agencies, and from non-government sources. The official record is maintained within the contributing entities' systems, and copies are uploaded into IDW to facilitate analysis.

Disposition: DELETE/DESTROY inputs 180 days after verification of successful entry into IDW or when superseded by more current data, whichever is sooner *CNS 20/2*

2. Master Data Files: The IDW contains copies of records from other FBI systems as well as copies of records from other governmental and non-governmental systems. The record copy is managed in the system of origin for legal, fiscal, administrative, and accountability purposes.

Disposition: DELETE/DESTROY when superseded by updated information or when no longer needed for analytical purposes, not to exceed the life of the system.

3. Outputs: IDW users may obtain responses to a query that provides information useful to a current investigation or intelligence gathering activity

a. Queries: Users can search for subjects in a variety of datasets or take an existing dataset and batch match it against other datasets. The search results are recorded within IDW and are used to trace back and determine what information was known at a given point in time.

Disposition: DELETE/DESTROY three (3) years after the date of the query.

b. Investigative Leads: Analysts, using IDW queries, write leads based upon their analysis. The leads are stored in ACS and the case file. Leads and other information that are used for investigative or intelligence purposes are incorporated into the related FBI investigative or intelligence case file.

Disposition: RETAIN/DESTROY within the related case file and managed under the records disposition for that classification. *Filing-instruction*

4. System Documentation: Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, and related information.

Disposition: DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related master file. *QRS 20/11*

5. Audit Records: The audit log contains information such as the date and time that records were imported into the system, when any updates occurred, any changes that were made to the data, who accessed the data, etc.

Disposition: DELETE/DESTROY when 25 years old.

6. Policy, Usage Agreements, and Memoranda of Understanding:

Disposition: DELETE/DESTROY when superseded or obsolete, or upon termination of IDW, whichever is sooner.

7. Backups: Backups are maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

a. Incremental backups: DELETE/DESTROY incremental backups when superseded by a full backup, or when no longer needed for system restoration, whichever is later.

b. Full backups: DELETE/DESTROY full backups when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. *QRS 24*