REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001

FROM (Agency or establishment)
Department of Homeland Security

MAJOR SUB DIVISION
Office of Intelligence and Analysis

MINOR SUBDIVISION
Information Sharing and Knowledge Management Division

NAME OF PERSON WITH WHOM TO CONFER
Kathy Schultz

TELEPHONE
202-447-5075

DATE
6/30/08

SIGNATURE OF AGENCY REPRESENTATIVE
Kathleen A. Schultz

TITLE
Senior Records Officer

ITEM NO
1

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
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
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 (HET), 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:

- 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.
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