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(See Instructions on reverse) NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1 FROM Agery or establishment) WASHINGTON, DC 20408 1 FROM Agery or establishment) Criminal Division 3 MINOR SUBDIVISION Coffice of Administration 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE Florita Washington, Chief Records Lint 6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the aftached page(s) are not now needed for the busine 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 Feder Agencies, is not required; is attached; or has been requested. DATE SIGNATUBEOF AGENCY REPRESENTATIVE TITLE Bernard W. Berglind Class 214 - Counterterrorism. Class 214 - Counterterrorism, is an umbrella classification established to handle criminal matters and cases relative to counterterrorism. Subclasses have been established to deal with the many diverse matters touched upon, 1 e homicides, assaults and mayhem, kidnaping, threats/extortion/blackmail, weapons of mass destruction, malicious destruction of property, sea piracy, etc. In all subclasses these cases are to be distinguished from prior cases classified under NARA Job No. NI-60-88-10, frem 95 - Miscellaneous Criminal Cases. 1. Class 214 - Counterterrorism. The files contain all matter and/or case related material including, but not limited to, correspondence, grand jury and trial subpoenas, pleadings, press releases, exhibits, court orders, appeal documents, investigative	[· · · · · · · · · · · · · · · · · · ·				JOB NUMBER 711-060-06-3			
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<u>Disposition PERMANENT</u> Transfer to the Washington National Records Center (WNRC) one year after close of case Accession to the National Archives in five-year blocks 30 years after close of case

- 2 <u>General files for Class 214 Counterterrorism</u> General files are identified by standard subnumbers (identifiable as "0" subs), each of which represents a definite category applicable to all classes. These sub numbers may be used immediately after the standard primary class number, after the standard secondary district number, or in other combinations according to the rules of the particular classification. The files themselves are arranged chronologically
 - A 04 Executive orders and presidential proclamations
 - 012 Policies and procedures

11.

016 Definitions and interpretations

<u>Disposition</u> <u>PERMANENT</u> Transfer to the WNRC as space requirements and frequency of use dictate Accession to the National Archives in five-year blocks when 30 years old

- B All other general files (exclusive of 04, 012 and 016) covered by this schedule

 Disposition TEMPORARY Transfer to the WNRC as space requirements and frequency of use dictate Destroy when 10 years old
- 3 <u>Electronic version of email messages and Word processing documents</u> Records created and received via electronic systems that support case matters will be copied to paper Email messages include message text, attachments, drafts, and transmission and receipt data The process described in Items 1 and 2 above is the record keeping system

<u>Disposition</u> Delete after copying to paper and placement in the record keeping system