

### Request for Records Disposition Authority

Records Schedule Number           DAA-0065-2016-0002  
Schedule Status                    Approved  
  
Agency or Establishment           Federal Bureau of Investigation  
Record Group / Scheduling Group   Records of the Federal Bureau of Investigation  
Records Schedule applies to       Agency-wide  
Schedule Subject                   Terrorist Encounter Reporting Application (TERA)  
Internal agency concurrences will be provided   No

Background Information            Terrorist encounters derived from the Encounter Management Application (see N1-065-06-2, item 3) and other Requests for Assistance.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0065-2016-0002

Sequence Number	
1	TERA Master File Disposition Authority Number: DAA-0065-2016-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>TERA Master File</b></p> <p>Disposition Authority Number      <b>DAA-0065-2016-0002-0001</b></p> <p>The master file includes, but is not limited to, the name and point of contact for the encountering/requesting agency, subject's name and known identifiers, the type of encounter, location of the encounter, notifications and actions taken as a result of the encounter, and the disposition of each encounter.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-065-08-009 / B</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Delete/destroy records 99 years after date of entry in TERA.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
04/04/2016	Return to Submitter	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
06/10/2016	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
03/21/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist