

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-20</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/14/07</i>	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION COUNTERTERRORISM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>12/18/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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>3</u> page(s) are not needed now for the business for 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>9/12/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</i>		TITLE ASSISTANT DIRECTOR
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Counterterrorism Division (CTD) Analytical Database Background: Pursuant to the Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection, issued under the authority of 28 U.S.C. 533 and 534, the FBI is authorized to collect information for broad analytic and intelligence purposes in order to protect the national security. Similarly, the FBI has extensive authority pursuant to the Attorney General's Guidelines on General Crimes, Racketeering Enterprise and Terrorism Enterprise investigations to use all lawful techniques to investigate crimes and gather criminal intelligence. One technique that is used for both national security and criminal investigations is the acquisition of data in accordance with constitutional and statutory safeguards.		
<i>9/19/08 copy sent to agency</i>			

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	<p>The exploitation of data for analyzing intelligence and detecting threats is an important tool in the fight against terrorism. The FBI's Counterterrorism Division leads law enforcement and intelligence efforts in the United States through the identification and analysis of terrorist-related communication patterns, trends, and activities to prevent acts of terrorism.</p> <p>The below disposition instructions apply to all implementations of the CTD database.</p> <p>1. Inputs: The CTD database is populated with data from a variety of sources.</p> <p>Disposition: Temporary. DELETE/DESTROY 5 years after successfully uploading into the database, when superseded by more current data, or when no longer needed for verification purposes, whichever is sooner.</p> <p>2. Data Files: The database contains a variety of data sets and related metadata, including copies of FBI records, as well as data from other sources. Users of the system can insert annotations to assist fellow users of the system.</p> <p>Disposition: Temporary. At the end of each calendar year, DELETE/DESTROY data that was input 20 years earlier. Prior to deletion, any data that is still being used for ongoing analysis will be identified and retained until no longer needed.</p>		

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	<p>3. Outputs:</p> <p>a). Leads: Leads and other information that are used for investigative or intelligence purposes are incorporated into the related FBI investigative or intelligence case file.</p> <p>Disposition: RETAIN/DESTROY commensurate with the retention period approved for the related file classification.</p> <p>b). Data exports: CTD provides copies of data that is appropriate for sharing to participating agencies.</p> <p>Disposition: Temporary. RETAIN a copy of the exported data for 5 years or the life of the record, whichever is shorter. Receiving agencies are to destroy their copies of the data in accordance with established agreements between the FBI and the participating agency. In most cases, receiving agencies will be required to delete/destroy copies as they become obsolete.</p> <p>4. System Documentation: Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information.</p> <p>Disposition: Temporary. DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related data set.</p>		

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	<p>5. Audit Records: The audit log contains information such as the date and time of record entries and updates, system queries, etc.</p> <p>Disposition: Temporary. DELETE/DESTROY when 20 years old.</p> <p>6. Backups: Backups are maintained for potential system/server restoration in the event of a system/server failure or other unintentional loss of data.</p> <p>Disposition: Temporary. DELETE/DESTROY/OVERWRITE incremental backup media when superseded by a full backup or when 90 days old.</p> <p>Disposition: Temporary. DELETE/DESTROY/OVERWRITE full backup media when one year old.</p>		