REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER: N1-65-10-36

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

Date received: 9/9/10

1 FROM (Agency or establishment)

DEPARTMENT OF JUSTICE

2 MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3 MINOR SUBDIVISION

COUNTERTERRORISM DIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Tammy J. Strickler	**540-868-4363**	15 FEB 11	

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 2 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,

☒ is not required ☐ is attached; or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/9/2010		Chief, Records Automation Section (for) Agency Records Officer

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Special Project Computers (SPC) System The Special Project Computers (SPC) system is a centralized repository for copies of classified intelligence and investigative data with advanced search capabilities. SPC provides users with information needed to successfully accomplish the FBI's counterterrorism, counterintelligence, and law enforcement missions. SPC enables users to access multiple databases using 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		

Special Project Computers (SPC) System

Background:
The Special Project Computers (SPC) system is a centralized repository for copies of classified intelligence and investigative data with advanced search capabilities SPC provides users with information needed to successfully accomplish the FBI's counterterrorism, counterintelligence, and law enforcement missions. SPC 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, SPC contains copies of approximately 1.2 billion records, including terrorist watch lists, intelligence cables, and lost and stolen passports.

The SPC 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 SPC are dynamic and are updated frequently, therefore, the composition of the systems are constantly evolving. Record ownership resides with the contributing entity.

Disposition:

1. Inputs: The SPC 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 SPC to facilitate analysis.

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

2. Master Data Files: The SPC 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: SPC 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 SPC 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 SPC 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 manage under the records disposition for that classification. filing instructions

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. GRS 20 item 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 SPC, 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

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