

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of State

2. MAJOR SUBDIVISION  
Coordinator for Counterterrorism

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Marria Braden

5. TELEPHONE  
(202) 647-6762

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-59-96-11

DATE RECEIVED  
3/1/99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
4-23-99

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 3 page(s) are not now needed for the business 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 Federal Agencies,  
 is not required;  is attached; or  has been requested.

DATE  
2/24/99

SIGNATURE OF AGENCY REPRESENTATIVE  
*Margaret G. Peppe*

TITLE  
Department of State  
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

APR 29 1999  
*MHR*

*Copy to: Agency, NWMW, NWMD*

## **Coordinator for Counterterrorism - S/CT**

### **1. Coordinator for Counterterrorism — Chronological Files**

Copies of all outgoing correspondence for the counter terrorism program.

#### a. Official Files.

Disposition: Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

#### b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

### **2. Program Files**

Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- ◆ Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- ◆ Incident Files: Records relating to specific terrorist attacks and incidents;
- ◆ Group Files: Records about specific terrorist groups or individuals;
- ◆ Country Files: Records relating to terrorism and counterterrorism in various countries
- ◆ Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, “official-informal” correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

#### a. Official Files

Disposition: Permanent. Retire to RSC as space requires and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 25 years old.

#### b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

### **3. Research and Development Files**

Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

#### **a. Official Files.**

Disposition: Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

#### **b. Electronic version of records created by electronic mail and word processing applications.**

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

### **4. Legislation on Terrorism related Issues**

Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.

#### **a. Official Files.**

Disposition: Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

#### **b. Electronic version of records created by electronic mail and word processing applications.**

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

### **5. Foreign Terrorist Organization (FTO) Designation Files**

Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.

#### **a. Official Files.**

Disposition: Permanent. Retire when 5 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

## **6. Publications**

Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.

- a. Master set.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old

- b. All other copies, electronic or paper, used for dissemination, revision, or updating.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.