To: National Archives and Records Administration (NARA)  
Washington, DC 20408  

1. From: Office of the Director of National Intelligence  
Office of the Director of National Intelligence  

2. Major Subdivision  
National Counterterrorism Center  

3. Minor Subdivision  

4. Name of Person with whom to confer  
John F. Hackett  

5. Telephone (include area code)  
703-275-2215  

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 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:  

- X - is not required  
- is attached  
- has been requested  

Signature of Agency Representative  
John F. Hackett  

Title  
Director, Information Management  

Date (mm/dd/yyyy)  
11/25/2008  

8. Description of Item and Proposed Disposition  
See attachment describing CT-6: Terrorist Identity Records.
Office of the Director of National Intelligence
National Counterterrorism Center

Records Control Schedule
CT-6: Terrorist Identity Records

The National Counterterrorism Center (NCTC) serves as the primary organization in the U.S. Government for analyzing and integrating all intelligence pertaining to terrorism and counterterrorism (CT) (except for intelligence pertaining exclusively to domestic terrorists and domestic counterterrorism) and has the primary responsibility within the government for conducting assessments of terrorist threats.

The NCTC was established by Executive Order 13354 of August 27, 2004 and was made a part of the Office of the Director of National Intelligence (ODNI) in the Intelligence Reform and Terrorism Prevention Act of 2004 (PL 108-458). NCTC was formally launched on December 6, 2004, at which time all functions, personnel, responsibilities, and authorities of the Terrorist Threat Integration Center (TTIC) were transferred to the NCTC.

NCTC leads the government in Strategic Operational Planning and Counterterrorism Intelligence in order to combat terrorist threats to the U.S. and its interests. NCTC is the nation’s center of excellence for counterterrorism eliminating the terrorist threat through integrated Strategic Operational Planning and Counterterrorism Intelligence.

NCTC engages and coordinates with many government entities that have CT responsibilities. Combining these diverse requirements means that each of NCTC’s administrative directorates includes staff from State, Defense, Homeland Security, the Federal Bureau of Investigation, the Central Intelligence Agency, Energy, Health and Human Services, Agriculture, Treasury and the Nuclear Regulatory Commission. As a result, NCTC is a model of interagency collaboration and truly “United to Protect.”

APPLICATION OF THE RECORDS CONTROL SCHEDULE DISPOSITION INSTRUCTIONS

The disposition instructions herein are mandatory. Any NCTC produced Federal records or records produced by NCTC contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained.

NCTC’s Information Management Officer will support effective implementation of the disposition requirements through the development and issuance of appropriate operational guidance and instructions suitable to the NCTC environment.

The majority of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Records series that are unclassified are so designated.

Note on Vital Records
Although no vital records are currently identified in this schedule, records management personnel should be alert to the need to identify such records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI’s continued mission critical operations during and after an emergency, and (3) those that must be preserved to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.
Note on Terminology
The term "production records" as used in this schedule is employed as an Intelligence Community term of art referring to material collected and assembled to forward the intelligence process. The records may consist of the products of all of the elements of that process that combine to become "finished intelligence", including acquisition, collection, analysis, and assessment, among other substantive activities that lead to historically valuable records, usually centered on a certain subject, area, or issue. The term does not refer to the facilitative records occasioned by the process of funding, designing, and physically publishing finished intelligence products which are covered by GRS 13.

Records Descriptions and Disposition Instructions

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<tr>
<th>Item</th>
<th>Title and Description</th>
<th>Disposition</th>
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<tr>
<td>CT-6</td>
<td><strong>Terrorist Identity Records.</strong> Records on individuals known or reasonably suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism, with the exception of purely domestic terrorism information. Source records include identity and personal records and records that link to other entities (persons/organizations) to develop identity profiles that may include: biographic data, biometrics, relationships, organizations, data on movements and modes of transportation, and last known location data. Master File: Identity profiles. Primary data elements include: biographical data, biometrics, relationships, organizations, movement and means of transport data, and location in formation including last known location.</td>
<td><strong>TEMPORARY.</strong> Maintain records as long as there is a nexus to terrorism or until the most recent source record is 40 years old whichever is the longer; then delete.</td>
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