Request for Records Disposition Authority

(See Instructions on reverse)

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

1. From: Office of the Director of National Intelligence

2. Major Subdivision:
National Counterterrorism Center

3. Minor Subdivision:

4. Name & Person with whom to confer:
Johnackett

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

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 of the GAO Manual for Guidance of Federal Agencies:

X is not required

is attached

has been requested

Signature of Agency Representative:

Title:
Director, Information Management

Date (mm/dd/yyyy): 3/3/2004

See attachment describing CT=7: Worldwide Terrorist Incidents records.
### Records Control Schedule
CT-7: Worldwide Terrorist Incidents

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Title and Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-7 d</td>
<td><strong>Worldwide Terrorist Incidents.</strong> Data and information maintained in an NCTC database system and posted quarterly to a public internet site (Unclassified) which identifies and describes terrorist incidents that have occurred throughout the world. (The system content date span: 2004 to present.)</td>
<td>PERMANENT. At the end of the first quarter of 2010, cutoff data for calendar year 2009 and transfer a snapshot of the database to NARA. Thereafter, cutoff and transfer a snapshot of the database to NARA every five years.</td>
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</tbody>
</table>

   a. Master File (Public Use Version): Data posted in the Worldwide Terrorist Incidents system is collected from open sources. The Master File primary data elements include incident identification data and information describing the incident. The database is output to a file quarterly that is loaded on the NCTC public web server. The quarterly posting file is captured as the recordkeeping copy.

   b. Master File (Production/Non-Public Use Version): Includes all data posted in the public use version, as well as any additional fields for official use, such as analysts' comments, not captured in the public use version.

   c. Report on Terrorism: Includes statistical and contextual information for understanding worldwide terrorist incidents data. Produced annually.

| PERMANENT. Transfer year-end data to NARA when it is 30 years old. |
| PERMANENT. Transfer with Master File (Public Use Version). |