

# Request for Records Disposition Authority

(See Instructions on reverse)

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

1. From: (Agency or establishment)

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 A. Sackett

5. Telephone (include area code)

703-275-2215

Leave Blank (NARA Use only)

Job Number

NI-57600-6

Date Received

8/24/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

18 Sept 2010

Archivist of the United States

### 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 1 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:

is not required  is attached  has been requested

Signature of Agency Representative

Title

Director, Information Management

Date (mm/dd/yyyy)

3/3/2009

7. Item or Number

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

See attachment describing CT-7: Worldwide Terrorist Incidents records.

**Office of the Director of National Intelligence  
National Counterterrorism Center**

**Records Control Schedule  
CT-7: Worldwide Terrorist Incidents**

Item d	Title and Description	Disposition
CT-7 d	<p><b>Worldwide Terrorist Incidents.</b> 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.)</p> <p>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.</p> <p>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.</p> <p>c. Report on Terrorism: Includes statistical and contextual information for understanding worldwide terrorist incidents data. Produced annually.</p>	<p><b>PERMANENT.</b> 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.</p> <p><b>PERMANENT.</b> Transfer year-end data to NARA when it is 30 years old.</p> <p><b>PERMANENT.</b> Transfer with Master File (Public Use Version).</p>