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Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number N1-576-13-01	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
1. From: (Agency or establishment) Office of the Director of National Intelligence		Date Received 5/30/13	
2. Major Subdivision National Counterintelligence Executive		Date WITHDRAWN United States	
3. Minor Subdivision National Insider Threat Task Force			
4. Name of Person with whom to confer Jennifer L. Hudson	5. Telephone (include area code) 703-874-8085		

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 8 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 has been requested

Signature of Agency Representative <i>[Signature]</i>	Title Director of Information Management	Date (mm/dd/yyyy) 05/13/2013
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	Records of the National Insider Threat Task Force See attached 8 pages		

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**Office of the Director of National Intelligence
OFFICE OF THE
NATIONAL COUNTERINTELLIGENCE EXECUTIVE
RECORDS OF THE NATIONAL INSIDER THREAT TASK FORCE**

Records Control Schedule

Executive Order (EO) 13587, Structural Reforms to Improve the Security of Classified Networks and the Responsible Sharing and Safeguarding of Classified Information, requires U.S. Government Executive Branch departments and agencies to establish, implement, monitor, and report on the effectiveness of insider threat programs to protect classified national security information.

The EO also directed the establishment of an Insider Threat Task Force, currently named the National Insider Threat Task Force (NITTF) to be co-chaired by the Attorney General and the Director of National Intelligence, or their designees. The Director of the Federal Bureau of Investigation (FBI) and the Director of the National Counterintelligence Executive (ONCIX) are the co-chair designees. The FBI and ONCIX named Co-Directors to oversee the day-to-day mission and operation of the task force. ONCIX is also responsible for providing an appropriate worksite and administrative support to the Task Force.

NITTF is responsible for developing a Government-wide insider threat detection and prevention program to be implemented by all U.S. Government Executive Branch departments and agencies. This program includes development of policies, objectives, and priorities for establishing and integrating security, counterintelligence, user audits and monitoring, and other safeguarding capabilities and practices within departments and agencies.

The records described in this schedule relate to the administrative and program responsibilities of NITTF. The Office of the Director of National Intelligence (ODNI) is responsible for the management of these records and the implementation of this schedule.

Records Descriptions and Disposition Instructions

Item	Description	Disposition
NITTF 1	National Insider Threat Task Force (NITTF) Program Records	
NITTF 1a	NITTF Establishment Records. Records documenting the establishment of the NITTF and its mission responsibilities, goals, and objectives;; implementation plan; and functional statements.	Permanent. Paper Records – Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old. Electronic Records – Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium

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		and format acceptable to NARA in accordance with standards set forth in Federal regulations. <i>[NOTE: All disposition statements for permanent records in this schedule are identical to that above. They are not repeated for each item.]</i>
NITTF 1b	NITTF Program Reports. Finalized program reports documenting accomplishments, challenges, and progress by NITTF and the Insider Threat Program. These reports will include input into the annual report to the President.	Permanent.
NITTF 1c	Strategic Analysis / Future Challenges Records documenting the process in which NITTF identifies, records, and reports new and continuing insider threat challenges to ensure program effectiveness as technology advances and threats change.	Temporary. Delete/destroy five years after the conclusion of the task force.
NITTF 1d	Work Plans. Records documenting the planning, implementation, and completion of specific actions relating to NITTF's mission responsibilities.	Temporary. Delete/destroy five years after the conclusion of the task force.
NITTF 1e	Roadmaps. Records that provide a snapshot of the work plan progress on matters handled by NITTF.	Temporary. Delete/destroy when no longer needed for business purposes.
NITTF 1f	NITTF Management Summary Reports. Weekly summary reports that track taskings and functions being handled by the task force.	Temporary. Delete/destroy when three years old or when no longer needed for business purposes, whichever is later.
NITTF 1g	Weekly Activity Reports (WAR). Weekly reports that provide FBI/ONCIX management with an overview of NITTF's activities and accomplishments.	Temporary. Delete/destroy when three years old or when no longer needed for business purposes, whichever is later.
NITTF 2	Policies. Finalized policies that document and define mission requirements, objectives, authorities and instructional guidance to implement laws and/or processes within NITTF or throughout all U.S. Government Executive Branch departments and agencies based on Executive Order 13587.	Permanent.
NITTF 3	Minimum Standards and Guidance. These records do not establish policy, but provide departments and agencies with standards and guidance to follow when establishing and implementing the components that constitute an Insider Threat Program. Such components	Permanent.

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	include: monitoring of user activity on classified networks, personnel security reporting, analyzing and reporting potential threats, employee awareness training, and best practices.	
NITTF 4	Standard Operating Procedures (SOP). Instructions for implementing policy and procedures within NITTF. These records do not establish policy.	Temporary. Delete/destroy when superseded or obsolete.
NITTF 5	Working Papers. Drafts and other work papers that were coordinated and/or disseminated within and/or outside the NITTF. These drafts and working papers may/may not result in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proofreading, comment, reference or consultation, and associated transmittals, notes, and reference/ background materials.	Temporary. Screen 180 days old and maintain current files until no longer needed for business purposes, then delete/destroy.
NITTF 6	Background and Reference Materials. Non-record copies used for reference, research, or background information, including e-mails, reports, books/catalogs, publications, hand-outs, brochures, newspaper articles, policies. Includes copies of informational materials from other agencies kept for convenience of reference.	Temporary. Delete/destroy when no longer needed for reference purposes.
NITTF 7	NITTF Assistance Records. In accordance with Executive Order 13587, NITTF provides assistance to departments and agencies in the development, enhancement, implementation, and management of their respective Insider Threat Programs, including the dissemination of best practices.	
NITTF 7a	Assistance Program Records. Records documenting the overall methodology and framework of the Assistance Program.	Permanent.
NITTF 7b	Cultural Evaluation Analysis. Background material compiled and used to familiarize NITTF with the organizational structure and mission of the different departments and agencies, including any information on their existing Insider Threat Program.	Temporary. Delete/destroy when no longer needed for business purposes.
NITTF 7c	Executive Introduction / Briefings. Records documenting senior level briefings between the NITTF Co-Directors and the Senior Level Executives from the various departments and agencies. These briefings provide an overview of the insider threat environment, Executive Order 13587, and NITTF's mission	Permanent.

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<p>NITTF 7d</p> <p>NITTF 7e</p> <p>NITTF 7f</p> <p>NITTF 7g</p>	<p>responsibilities with an emphasis on the Assistance Program. Records include background information, attendee lists, minutes/notes and other information documenting these senior level briefings.</p> <p>Assistance Process. Records documenting the assistance process used by the NITTF Assistance Team; working with and providing assistance on the development, enhancement, implementation, and management of Insider Threat Programs. Records include background information, attendee lists, minutes, and notes.</p> <p>Assistance Action Plans. Action plans developed by NITTF based on the Assistance Team's analysis of a department or agency Insider Threat Program. These action plans will be tailored specifically to a department or agency.</p> <p>Assistance Progress Reports. Reports documenting the progress on a department or agency Insider Threat Program based on the goals set out in their respective assistance action plan.</p> <p>Assistance Close-Out Reports. Reports prepared for and provided to the subject department or agency detailing the findings, recommendations, and conclusions made by NITTF during the assistance process.</p>	<p>Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.</p> <p>Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.</p> <p>Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.</p> <p>Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.</p>
<p>NITTF 8</p> <p>NITTF 8a</p> <p>NITTF 8b</p> <p>NITTF 8c</p>	<p>NITTF Assessment Records. Documentation of assessments performed in accordance with Executive Order 13587, independently or in conjunction with the Executive Agent for Safeguarding, to ensure adequacy of implementation of Insider Threat Programs.</p> <p>Assessment Program Records. Records documenting the overall methodology and framework of the Assessment Program.</p> <p>Data Collection Records. Data collected and used to evaluate a department or agency Insider Threat Program.</p> <p>Assessment Process. Records documenting the assessment process used by the NITTF Assessment Team; conducting independent Insider Threat Program assessments to determine if departments and agencies have demonstrated proficiency in the 11 program areas. Records include background information, minutes/notes, and other information compiled during the assessment</p>	<p>Permanent.</p> <p>Temporary. Delete/destroy when no longer needed for business purposes.</p> <p>Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.</p>

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NITTF 8d	process. Tasking/Tracking Database. A database used to capture actions in support of the assessment process. (In development)	Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.
NITTF 8e	Assessment Evaluation Reports. Reports prepared for and provided to the subject department or agency detailing the findings, recommendations, and conclusions made by NITTF during the assessment process.	Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.
NITTF 8f	Assessment Executive Summary Reports. Reports prepared and provided to the Steering Committee detailing the overall findings, recommendations, and conclusions made by NITTF during the assessment process for a department or agency.	Temporary. Delete/destroy 10 years after the conclusion of the task force or when no longer needed for business purposes, whichever is later.
NITTF 9	Calendars and Daily Schedules Lotus Notes (or successor), databases, other electronic scheduling tools, or hard copy appointment books, wherever kept, containing task force related schedules and activities of the NITTF Co-Directors and Staff.	Permanent.
NITTF 9a	NITTF Co-Director Calendars. Electronic and paper schedules documenting task force related meetings and events attended personally by the Co-Directors or those who act in their absence as authoritative surrogates.	
NITTF 9b	NITTF Staff Calendars. Individual and group calendars for officials below the NITTF Co-Director level which document task force related meetings and events.	
NITTF 10	Records of Meetings, Briefings, Conferences, and Workshops Records documenting Task Force-related meetings, briefings, conferences, and workshops. Records include background information, agendas, attendee lists, minutes/notes, and other pertinent information.	Permanent.
NITTF 10a	NITTF Co-Director Meetings, Briefings, Conferences, and Workshops. Records documenting activities attended personally by the NITTF Co-Directors or those who act in their absence.	
NITTF 10b	NITTF Staff Level Meetings, Briefings, Conferences, and Workshops. Records documenting NITTF Staff participation in such activities.	

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NITTF 10c	NITTF Staff Meetings. Records documenting NITTF internal and expanded meetings for staff-level members from the intelligence community and other agencies.	purposes, whichever is later. Temporary. Delete/destroy five years after the conclusion of the task force.
NITTF 10a	NITTF Hosted Events. Events hosted by NITTF, such as the Senior Leadership Orientation and Workshop, which reach a wide-range of audiences throughout the intelligence community and the U.S. Government.	Permanent.
NITTF 11	Records of Boards, Committees, and Working Groups Records documenting task force related board, committee, and working group activities of the NITTF Co-Directors and Staff. Records include background information, agendas, attendee lists, minutes/notes, and other pertinent information.	
NITTF 11a	NITTF Co-Director Boards, Committees, and Working Groups. Records documenting task force-related board, committee, and working group activities attended personally by the NITTF Co-Directors or those who act in their absence.	Permanent.
NITTF 11b	Staff Level Boards, Committees, and Working Groups. Records documenting the work of NITTF staff-level groups and staff participation in other department and agency committees,	Temporary. Delete/destroy when three years old or when no longer needed for business purposes, whichever is later.
NITTF 11c	NITTF Working Groups. Records documenting internal staff-level working groups in providing recommendations on policies, procedures, and guidance.	Temporary. Delete/destroy five years after the conclusion of the working group or when no longer needed for business purposes, whichever is later.
NITTF 12	Organization Charts	
NITTF 12a	Final Organizational Charts. Finalized graphic illustrations providing a detailed description of the administrative and functional structure of NITTF.	Permanent.
NITTF 12b	Submissions to the Final Organizational Charts. Input and preliminary draft and sub-component submissions to the final organizational charts.	Temporary. Delete/destroy when superseded or obsolete.
NITTF 13	Outreach and Presentation Materials Slide presentations, talking points, training materials, videos, brochures, and posters used to promote the Insider Threat Program.	

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NITTF 13a	Record copy of each presentation.	Permanent.
NITTF 13b	Duplicate copies or copies that contain insignificant changes or variations..	Temporary. Delete/destroy when no longer needed for business purposes.
NITTF 14	Supervisor's Staffing and Recruitment Files and Duplicate OPF Documentation. Records relating to staffing allocations and recruitment for the NITTF. Records include biographies, recruitment letters, job descriptions, memoranda of understanding, and other related materials.	Temporary. Delete/destroy one year after conclusion of employee's assignment, when individual documents are superseded or obsolete. (GRS 1, Item 18)
NITTF 15	Graphics and Logos. Graphics, including approved logos that are created and used for brochures, posters, letterhead, and other communications.	Temporary. Delete/destroy when no longer needed for publication or reprinting. (GRS 21, Item 6)
NITTF 16	Forms and Templates, including letterhead, PowerPoint slide templates, and blank rosters that are created and used for mission activities.	Temporary. Delete/destroy when no longer needed or when superseded by a new version.
NITTF 17	NITTF Newsletter. Record copy of the newsletter published by NITTF which provides insider threat best practices, program innovations, challenges, and other related information. Circulation of the newsletter is through e-mail, as well as, NITTF's websites (classified and unclassified). The newsletter reaches a wide-range of audiences throughout the U.S. Government.	Permanent
NITTF 18	NITTF Websites. Non-record classified and unclassified web pages used to post informational and reference materials related to the Insider Threat Program. The information posted duplicates administrative and program documents that are either covered under the General Records Schedule or by this schedule.	Temporary. Delete/destroy when no longer needed or when superseded.

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NITTF 19	Email Classified and unclassified email and attachments created or received by the NITTF Co-Directors and Staff.	
NITTF 19a	NITTF Co-Director Email. Messages and attachments created or received by the Co-Directors, or those who act in their absence, which have substantive documentary or evidentiary value about the mission responsibilities of the task force.	Permanent WITHDRAWN
NITTF 19b	NITTF Staff Level Email. Messages and attachments created or received by staff- level officials.	Temporary. Deleted 90 days after completion of CDN assignment. WITHDRAWN

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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 3024(m)(1) which "protects, among other things, the names and identifying information of Office of the Director of National Intelligence personnel." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>