### 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:** Jennifer Hudson
   **Telephone (Include area code):** 703-874-8085

5. **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:**

**Title:** Director, Information Management Div

**Date (mm/dd/yyyy):** 11/3/14

### Item Number

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description of Item and Proposed Disposition</th>
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</thead>
</table>
|             | See attachment describing CT-6: Counterterrorism-related Identity Records  
This submission revises the original records series description and adds a new records series. |
UNCLASSIFIED

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.
## Proposed NCTC Records Control Schedule Addition

### Records Descriptions and Disposition Instructions

<table>
<thead>
<tr>
<th>Item</th>
<th>Title and Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-6</td>
<td>Counterterrorism-related Identity Records</td>
<td></td>
</tr>
<tr>
<td>CT-6b</td>
<td>Source Data</td>
<td>TEMPORARY. Retain for use so long as the data may be of intelligence interest or potentially useful in analytic research.</td>
</tr>
<tr>
<td></td>
<td>Source data from NCTC partners utilized for analysis to determine a nexus to terrorism.</td>
<td>EXCEPTION. U.S. person source data retention is governed by memoranda of agreement with respective data providers. Retention under these agreements must be consistent with the retention provisions of NCTC’s Attorney General-approved Guidelines pursuant to Executive Order 12333.</td>
</tr>
</tbody>
</table>
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/