

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-08-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/25/08</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION COUNTERTERRORISM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5 TELEPHONE NUMBER 202-324-1613	DATE <i>8/7/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weir</i>
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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>4/21/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Horton</i>		TITLE ASSISTANT DIRECTOR
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The attached pages provide disposition instructions for records relating to the Terrorist Review and Examination Unit (TREX) Watchlist Nomination Log , which is a system used to facilitate the nomination and inclusion of all known and suspected subjects of FBI international and domestic terrorist investigations onto watchlists		

At 8/14/08 copies sent to Agency, NRMW, NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">TREX Watchlist Nomination Log</p> <p>The Federal Bureau of Investigation, Counterterrorism Division, Terrorist Review and Examination Unit (FBI, CTD, TREX) facilitates the nomination and inclusion of all known and suspected subjects of FBI international and domestic terrorist investigations onto watchlists. TREX also modifies and removes these subjects from watchlists according to prescribed policy and procedures. FBI Field Offices transmit a request to nominate an individual to the watchlist by submitting a completed electronic FD-930 (eFD-930) form, which requests entry of the subject into the National Crime Information Center's Violent Gang and Terrorist Organization File (VGTOF). The Field Office also submits a Notice of Initiation (NOI) and an opening Electronic Communication (EC). The records are also uploaded into the FBI case file.</p> <p>TREX enters the subject into VGTOF and emails the eFD-930 and the NOI to the National Counterterrorism Center (NCTC). NCTC uploads the eFD-930 into the Terrorist Identities Datamart Environment (TIDE) and electronically transmits the data to the Terrorist Screening Center (TSC). The TSC inputs the documents into the Terrorist Screening Center Database (TSDB) and then exports the information to other authorized supported systems. TREX is in the process of transitioning the VGTOF entry to the TSC. Requests to modify or remove records on the watchlist follow the same process.</p> <p>A. INPUTS</p> <p>TREX staff key information into the TREX Log regarding the actions taken to process the nomination and/or modify or delete an existing record.</p> <p>1. Source Records</p> <p>The primary sources are eFD-930 forms, NOIs, and ECs. All records are uploaded and maintained in the related investigative case file, and these records will assume the retention periods approved for the file classification in which they are maintained. TREX also maintains a separate collection of eFD-930s, which are used to respond to queries about entries onto the watchlists.</p> <p>DISPOSITION Cut-off at the end of the calendar year</p> <p>a eFD-930 collection maintained by TREX DELETE/DESTROY when ten years old</p> <p>b All other source records DELETE/DESTROY after verification of successful entry into the TREX log</p>		

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	<p>2. Data Keyed into TREX Log</p> <p>The keyed in data includes, but is not limited to the name and point of contact information for the entry, the FBI case file number, dates that modifications to watchlists were effected, as well as other actions taken in processing the nomination, etc</p> <p>DISPOSITION Cut-off at the end of the calendar year DELETE/DESTROY when twenty years old</p> <p>B. DATA FILES</p> <p>Data files include information input into the system, as described in "Data Keyed into TREX Log" (A item 2)</p> <p>DISPOSITION Data File Cut-off at the end of the calendar year Delete/Destroy when twenty years old</p> <p>C. OUTPUTS</p> <p>TSDB and VGTOF Updates: Information from the eFD-930 is entered into the NCIC's VGTOF file and the TSDB</p> <p>DISPOSITION See NARA Job No. N1-065-06-2, item 1b1&2 for the disposition of TSDB records See NARA Job No. N1-065-05-03, item b for the disposition of VGTOF records</p> <p>D. DOCUMENTATION</p> <p>Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records</p> <p>DISPOSITION Delete/Destroy upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20, item a 1)</p>		