REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-065-07-8

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received *4/12/07*

1 FROM (Agency or establishment) **DEPARTMENT OF JUSTICE**	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION **FEDERAL BUREAU OF INVESTIGATION**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION **COUNTERTERRORISM DIVISION**	

4. NAME OF PERSON WITH WHOM TO CONFER **Teresa C. Sharkey, CRM**	5 TELEPHONE NUMBER **202-324-1613**	DATE *8 l l o 7*	ARCHIVIST OF THE UNITED STATES *Alla Wenk*

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 ___1___ 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,

☒ is not required   ☐ is attached; or   ☐ has been requested.

DATE *4/10/07*	SIGNATURE OF AGENCY REPRESENTATIVE *William L. Hooton*	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Domestic Terrorism Databases The Counterterrorism Division's Domestic Terrorism Analysis Unit (DTAU) is responsible for assessing the activities of domestic terrorist groups. Using Microsoft Access software, the DTAU has developed criminal incident-based databases to manage information on domestic criminal incidents involving animal rights/eco-terrorism, violent anarchists, white supremacy, militia/sovereign citizens, anti-abortion extremism, and the black separatist extremist subprogram. The stand-alone databases are located on the division's shared drive and are used to facilitate the research of DTAU analysts, allowing them to track trends and patterns of activity and to prepare analyses of such incidents. Information in the databases is used for statistical and other purposes, such as preparation for Congressional testimony, response to media requests, and executive and field office taskings.		

8/16/07 Copies Sent to Agy, NWME

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Information in the databases is derived from FBI case files as well as from open sources, such as Internet websites and newspaper reports, and reports from other law enforcement agencies. Entries in the databases are incident-based, and the majority of the information is not personally identifiable. Where the victim or perpetrator of the incident is an individual, however, the databases may contain identifying information, such as name and address for victims and name and conviction information for perpetrators. The databases may contain FBI case numbers, if an FBI investigation has been opened. **(1) Inputs:** News articles, diary of actions, and other information regarding the activities of domestic terrorist groups. DISPOSITION: Temporary. Delete/destroy when no longer needed for reference purposes. **(2) Data Files:** The databases track, among other things, the date and type of criminal incidents, the name and location of the victim (which could be a corporate entity rather than an individual), estimates of damage, group attribution and claims of responsibility, whether an FBI investigation has been opened and if so, the FBI case number, conviction information, if available, source of the information, and pertinent notes. DISPOSITION: Temporary. Destroy/delete twenty years after date of entry, or when no longer needed for analytical purposes, whichever is later. **(3) Outputs:** Ad-hoc and standardized reports. DISPOSITION: Temporary. Delete/destroy when no longer needed for reference. **(4) System Documentation:** System and file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium). DISPOSITION: Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base.		*PERMANENT. Cutoff when no longer needed for analytical purposes. Transfer to NARA 25 years after cutoff. Earlier transfer authorized.* *PERMANENT. Transfer to NARA with related data files*