

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

NI-436-08-5

1 From (Agency or establishment)

Bureau of Alcohol, Tobacco, Firearms, & Explosives

Date Received

3/13/08

2 Major Subdivision

Office of Strategic Intelligence & Information

3 Minor Subdivision

Terrorist Explosives Device Analytical Center (T

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

Michelle Thomas

5 Telephone (include area code)

202-648-7527

Date

WITHDRAWN

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 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

Michelle Thomas

Title

ATF Records Officer

Date (mm/dd/yyyy)

3/10/08

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	International Terrorist Bombing Information System (ITBIS)		

WITHDRAWN

SA 9/17/08 copies sent to Agpt

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Strategic Intelligence & Information
Terrorist Explosives Device Analytical Center (TEDAC)

International Terrorist Bombing Information System (ITBIS)

a. Description of System ITBIS is a data repository and intelligence management system for the storage of information regarding the exploitation of improvised explosive devices, materials of construction, individuals and organizations of interest. The system stores unclassified information such as names, dates of birth, identification numbers, physical descriptions, DNA, and fingerprints. Records are dated 2006 – Present.

DELETE WHEN 50 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER

b. Back-up copies. Backup copies of the master file are created daily on to the Command Center server and used for potential system restoration in the event of a system failure or other unintentional loss of data.

DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICHEVER IS LATER.
(GRS 24, Item 4a (2))

c. Input Records ATF field agents and Intelligence Research Specialists examine explosive devices and input any identifying characteristics pertaining to the explosive.

DELETE WHEN 50 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.

d. Output Records. The system generates adhoc queries and statistical reports as needed.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

e. System Documentation. User and administrative manual are in both paper and electronic format

DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE. (GRS 20, Item 11a)

WITHDRAWN