

# Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)  
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

John F. Hackett

5 Telephone (include area code)

703-225-2215

## Leave Blank (NARA Use Only)

Job Number

N1-576-08-1

Date Received

7/16/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

Archivist of the United States

17 Nov 10

DAE

### 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 10 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

John F. Hackett

Title

Director of Information Management

Date (mm/dd/yyyy)

7/2/2008

Item  
Number

8. Description of Item and Proposed Disposition

9. GRS or  
Superseded  
Job Citation

10. Action  
taken (NARA  
Use Only)

See attached pages

**Office of the Director of National Intelligence  
National Counterterrorism Center**

## **Records Control Schedule**

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.

## Records Descriptions and Disposition Instructions

Item	Title & Description	Disposition
CT-1	<p><b>NCTC Director's Records.</b></p> <p>Records of the Office of the Director, NCTC, and immediate staff offices, including correspondence, taskings, incoming intelligence materials that include a wide range of formats such as messages, reports, studies, and agreements with other departments and agencies that document NCTC missions, policies, or programs. Included are:</p> <p>a. Controlled, registered communications, and other documents that are administered through the Executive Secretariat registry</p> <p>b. Communications and other documents that are not registered and separately maintained</p> <p>Arranged generally by type of record.</p>	<p><b>PERMANENT.</b> Cut off at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA in five year blocks when the most recent is 30 years old.</p>
CT-2	<p><b>NCTC Finished Intelligence Reports.</b></p> <p>Includes a broad range of formats such as: The Threat Matrix, National Terrorism Bulletin, studies, analytical reviews, and other reports. These records are dynamic and updated regularly. Record copies may be either electronic or paper. Most are produced and maintained in a word processing environment with hardcopies generated when needed.</p> <p>Arranged by type of report.</p> <p>a. Hardcopy reports</p>	<p><b>PERMANENT.</b> Cut off at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA in five year blocks when the most recent is 30 years old.</p>

	b. Reports in electronic form	<b>PERMANENT.</b> Maintain electronic reports in active system until no longer needed, copy to verified new media as required for preservation. Transfer to NARA when 30 years old, in a medium and form acceptable to NARA in accordance with standards set forth in Federal regulations.
CT-3	<p><b>NCTC Finished Intelligence Production Records.</b></p> <p>Source and background material, correspondence, distribution lists, taskings, drafts, and preliminary versions for finished intelligence reports that contribute to an understanding of the formulation and development of NCTC policy, analysis, decisions, or actions.</p> <p>These production records are the sources for Finished Intelligence Reports (CT-2) and include production documentation for reports that are coordinated and/or disseminated outside of NCTC as well as reports that are not coordinated and/or disseminated outside of NCTC.</p> <p>Arranged by topic/subject.</p>	<b>PERMANENT.</b> Cut off at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA in five year blocks when the most recent is 30 years old.
CT-4	<p><b>NCTC Online (NOL).</b></p> <p>Records received, created, and maintained at NCTC concerning terrorism in the electronic database NCTC Online or in successor systems. Information is available to IC members and may be available to other U. S. Government officials who have a need to know.</p> <p>Records consist of classified and unclassified disseminated intelligence reporting, including reports from U.S. Intelligence, Law Enforcement and Homeland Security agencies and foreign government information.</p> <p>NCTC Online holds the corpus of the U.S. Government's official documentation on terrorism.</p> <p><del>Inputs:</del></p> <p><del>NCTC data and copies of documents provided to NCTC Online for posting to the system</del></p>	<p><del><b>TEMPORARY.</b> Delete or destroy after posting and verification or when no longer needed to support NCTC Online whichever is sooner.</del></p> <p><del>GRS 20, Item</del></p>

2(a)(4)

	<p><b>Master File:</b></p> <p>All documents and associated metadata posted to NCTC Online. Included in NOL are NCTC products such as Situational Reports (SITREPS), Special Analysis Reports (NSAR), the Threat Matrix, and other data and information collected on terrorist-related subjects as well as daily intelligence reports, briefings, message traffic, and finished intelligence and tear lines from more than 100 different intelligence and law enforcement organizations.</p> <p><b>Outputs:</b></p> <p>While there are no specifically defined system outputs, system data and documents may be searched, displayed, and printed by NCTC Online users as needed.</p> <p>System outputs may be generated by users in either electronic or text formats.</p> <p><del>System Documentation:</del></p> <p><del>a. Essential documentation including data schema, style sheets, data dictionaries, codebooks, record layouts, and other primary system configuration and operations documentation.</del></p> <p><del>b. Non-essential files including routine administrative, service, testing, and support documentation.</del></p>	<p><b>PERMANENT.</b> Retain in operational environment until major system upgrade; at time of upgrade generate a Legacy Data Export of system containing all resident data and associated metadata; at each subsequent upgrade, purge the previous Legacy Data Export and generate a new Legacy Data Export. Following the 3rd major system upgrade or 10 years whichever is longer, generate from the Legacy Data Export a transportable Archival Data Export of all resident data and associated metadata that is more than 30 years old and transfer to NARA.</p> <p>At each subsequent upgrade, generate from the required Legacy Data Export a transportable Archival Data Export of all resident data and associated metadata that is more than 30 years old and transfer to NARA.</p> <p>Transportable Archival Data Export will be configured in accordance with standards set forth in Federal regulations per agreement between ODNI and NARA at time of transfer.</p> <p><b>TEMPORARY.</b> Delete or destroy when no longer needed for operational purposes.</p> <p><del><b>PERMANENT.</b> Cut off at major system upgrade; retire to ODNI records storage facility; transfer to NARA 30 years thereafter.</del> GRS, 20, item 11(a)(2)</p> <p><del><b>TEMPORARY.</b> Destroy when no longer needed per GRS 20, item 1a and item 11b.</del></p>
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CT-5	<p><b>NCTC Round Table Records.</b></p> <p>Records received, created, and maintained at NCTC concerning terrorism in an electronic database and utilized by entities outside the IC.</p> <p>The Round Table system is a subset of NCTC Online that contains some but not all of the data found therein.</p> <p>Inputs:</p> <p>There are no unique data content inputs since this database is a subset of CT-4.</p> <p>Access approval determinations are administrative/control records that identify the entities and the levels of access granted.</p> <p>Master File:</p> <p>All documents and associated metadata posted to Round Table which is a version of NOL that includes terrorist and terrorist threat related intelligence subjects, information, and data which NCTC shares and coordinates with entities outside the IC.</p> <p><del>Outputs:</del></p> <p><del>Not relevant since this is a subset of CT-4 used by entities outside the IC.</del></p>	<p>Disposition of system inputs is covered in CT-4.</p> <p><b>PERMANENT.</b> These determinations are linked to the Master File and subject to disposition instructions for that file.</p> <p><b>PERMANENT.</b> Retain in operational environment until major system upgrade; at time of upgrade generate a Legacy Data Export of system containing all resident data and associated metadata; at each subsequent upgrade, purge the previous Legacy Data Export and generate a new Legacy Data Export. Following the 3rd major system upgrade or 10 years whichever is longer, generate from the Legacy Data Export a transportable Archival Data Export of all resident data and associated metadata that is more than 30 years old and transfer to NARA.</p> <p>At each subsequent upgrade, generate from the required Legacy Data Export a transportable Archival Data Export of all resident data and its associated metadata that is more than 30 years old and transfer to NARA.</p> <p>Transportable Archival Data Export will be configured in accordance with standards set forth in Federal regulations per agreement between ODNI and NARA at time of transfer.</p> <p><del>Disposition of outputs resides with the recipient's organization and not with NCTC.</del></p>
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	<p><b>System Documentation:</b></p> <p>Not relevant since this is a subset of CT-4.</p>	Disposition of the system documentation is covered in CT-4.
CT-6	<p><b>Terrorist Identity Records.</b> Records on individuals known or reasonably suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism, with the exception of purely domestic terrorism information. Source records include identity and personal records and records that link to other entities (persons/organizations) to develop identity profiles that may include: biographic data, biometrics, relationships, organizations, data on movements and modes of transportation, and last known location data.</p> <p><b>Master File:</b> Identity profiles. Primary data elements include: biographical data, biometrics, relationships, organizations, movement and means of transport data, and location information including last known location.</p>	<p><b>TEMPORARY.</b> Maintain records as long as there is a nexus to terrorism or until the most recent source record is 40 years old whichever is the longer; then delete.</p> <p><i>already approved NI-576-09-09</i></p>
CT-7	<p><b>Worldwide Terrorist Incidents.</b> Data and information maintained in an NCTC database system and posted quarterly to a public internet site (Unclassified) which identifies and describes terrorist incidents that have occurred throughout the world. (The system content date span: 2004 to present.)</p> <p>a. <b>Master File (Public Use Version):</b> Data posted in the Worldwide Terrorist Incidents system is collected from open sources. The Master File primary data elements include incident identification data and information describing the incident. The database is output to a file quarterly that is loaded on the NCTC public web server. The quarterly posting file is captured as the recordkeeping copy.</p> <p>b. <b>Master File (Production/Non-Public Use Version):</b> Includes all data posted in the public use version, as well as any additional fields for official use, such as analysts' comments, not captured in the public use version.</p> <p>c. <b>Report on Terrorism:</b> Includes statistical and contextual information for understanding worldwide terrorist incidents data. Produced annually.</p>	<p><b>PERMANENT.</b> At the end of the first quarter of 2010, cutoff data for calendar year 2009 and transfer a snapshot of the database to NARA. Thereafter, cutoff and transfer a snapshot of the database to NARA every five years.</p> <p><b>PERMANENT.</b> Transfer year-end data to NARA when it is 30 years old.</p> <p><b>PERMANENT.</b> Transfer with Master File (Public Use Version).</p> <p><i>already approved NI-576-09-6</i></p>



CT-8	<p><b>NCTC Strategic Operational Planning Records.</b></p> <p>Records related to strategic operational planning at NCTC. Included are composite production elements such as studies, background reports, analyses, projections, and final plans.</p> <p>Arranged by type of report.</p>	<p><b>PERMANENT.</b> Cut off paper files at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA when the most recent record is 30 years old.</p>
CT-9	<p><b>NCTC Directorate of Mission Management Records.</b></p> <p>Records created and received by the Mission Manager for Counterterrorism. Included are a range of record formats such as messages, incident reports, situation reports, and analyses and evaluation studies.</p> <p>Arranged generally by type of record.</p>	<p><b>PERMANENT.</b> Cut off paper files at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA when the most recent record is 30 years old.</p>
CT-10	<p><b>NCTC Briefing, Speeches, and Press Release Records.</b> Records related to external briefings, speeches, meetings, and press upgrades and related materials that are disseminated to individuals and organizations outside of NCTC.</p> <p>Arranged by type of record.</p>	<p><b>PERMANENT.</b> Cut off paper files at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA in five year blocks when the most recent record is 30 years old.</p>
CT-11	<p><b>Records Documenting Access to Classified Information by Members of NCTC.</b></p> <p>Paper and electronic systems recording access granted to classified information by current and former NCTC employees, detailees, assignees, contract employees; and employees of NCTC contractors. Includes biographic data including name, social security number, employer, phone number, position, and point of contact.</p>	<p><b>TEMPORARY.</b> Maintain files and data in current file area for as long as needed for business purposes, then destroy when superseded or obsolete in accordance with GRS 18, Item 23.</p>
CT-12	<p><b>Working Papers.</b></p>	
CT-12a	<p><b>Substantive Working Papers.</b></p>	
CT-12a1	<p>Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.</p>	<p><b>PERMANENT.</b> Paper Records: If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p>

		<p>Electronic records: If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain 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 and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
CT-12a2	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	<b>TEMPORARY.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.
CT-12b	<b>Non-Substantive Working Papers</b> Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, notes, reference and background materials.	<b>TEMPORARY.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.
CT-13	<b>NCTC Electronic Work Process Databases.</b>  Facilitative electronic systems such as "action trackers" used to control and monitor work flow, scheduling, accountability processing, and other routine tracking, monitoring, and process tools, systems, and databases that are used by NCTC staff members to collect, organize, assemble, and produce its products and services.  Substantive products attached to electronic work process databases/action trackers associated with other NCTC records identified in this schedule.	<b>TEMPORARY.</b> Destroy when no longer needed for business purposes.  The disposition of these items is accomplished in accordance with the disposition instructions applicable to the related NCTC records.

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CT-14	<p><b>NCTC Web Classified Page.</b></p> <p>Materials posted on the NCTC internal Web pages. Items posted to these sites are for informational purposes and include internal official administrative and program documents or portions thereof that are covered under other items in this schedule (e.g. issuances, instructions, directives).</p>	<p><b>TEMPORARY.</b> Dispose of when superseded or no longer need for business purposes.</p>
CT-15	<p><b>NCTC Organization and Administrative Management Records.</b> Records including organizational charts and reorganization studies and plans, functional statements, delegations of authority, memoranda of agreements, information sharing agreements, administrative procedural issuances, manuals, and guides, and NCTC histories.</p> <p>Record Set of those having NCTC-wide authority maintained by the Office of Support or other offices designated as the office of record for the records.</p> <p>Records Set of those issued by and applicable to a specific directorate and normally maintained by directorate chief of staff.</p> <p>a. Offices maintaining Record Sets</p> <p>b. All other offices</p>	<p><b>PERMANENT.</b> Cut off at end of calendar year; maintain in current area until no longer needed for business purposes, then transfer to ODNI records storage facility; transfer to NARA in five year blocks when the most recent record is 30 years old.</p> <p><b>TEMPORARY.</b> Dispose of when superseded or when no longer need for business purposes.</p>

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/>