

# 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

**John F. Hackett**

5. Telephone (include area code)

**703-275-2215**

## Leave Blank (NARA Use Only)

Job Number

**NI-576-09-1**

Date Received

**2/6/09**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**8/20/09** *Admin Home*

Archivist of the United States

### 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 2 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, Information Management**

Date (mm/dd/yyyy)

**11/25/2008**

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	See attachment describing CT-6: Terrorist Identity Records.		

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**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.

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**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 and Description	Disposition
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>