

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>101-065-08-9</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/9/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>02-16-07</i>	ARCHIVIST OF THE UNITED STATES <i>Ally W...</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>4/1/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Boston</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Screening and Operations Unit (TSOU) Log System , which is a system used as a repository to document the management and disposition of all terrorist watchlist encounters reported to TSOU by the Terrorist Screening Center (TSC)		

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	<p style="text-align: center;">Terrorist Screening and Operations Unit (TSOU) Log System</p> <p>The Federal Bureau of Investigation, Counterterrorism Division, Terrorist Screening and Operations Unit (FBI, CTD, TSOU) is responsible for the TSOU Log system. Implemented in 2003, the TSOU Log system is an Oracle database that is a repository to document the management and disposition of all terrorist watchlist encounters reported to TSOU by the Terrorist Screening Center (TSC). TSOU operates 24 hours a day, 7 days a week, and communicates with FBI Field Offices, legal attaches (Legats), and other government agencies in managing encounters with watch listed individuals. TSOU logs the information received, notifications made, the actions taken and encounter disposition into the TSOU Log system. Based on the information received from TSC, TSOU conducts preliminary analysis, makes immediate notifications or assignments for action on encounters, and provides timely dispositions to FBI Field Offices, legats, and other government agencies. Information in the system is up to the classification level of Secret.</p> <p>A. INPUTS</p> <p>TSOU staff members key in data, which is typically derived from TSC encounter call sheets, EMA printouts, telephone calls, and source documents that contain information regarding previous encounters, prior intelligence gathered, and/or investigations of individuals on the terrorist watchlist.</p> <p>1. Source Records</p> <p>The primary sources of records are TSC encounter call sheets (2003-late 2007) and Encounter Management Application (EMA) printouts (began in late 2007). Other source documents include faxes, cables, and forms that are reviewed and relevant data is keyed into the system.</p> <p>DISPOSITION: Cut-off at the end of the month</p> <p>a. Encounter Call Sheets/EMA printouts: DELETE/DESTROY when ten years old</p> <p>b. All other source records: DESTROY six months after information is keyed into the TSOU log or when no longer needed, whichever is later.</p> <p>2. Data Keyed into TSOU Watch Log</p> <p>The keyed in data includes, but is not limited to the information (limited to 3,000 characters per record), the name and point of contact information for the encountering agency, subject's name and known identifiers, the type of encounter (i.e. flight, border crossing, traffic stop etc.), where the subject was encountered, notifications made, actions taken, and the disposition of each encounter.</p> <p>DISPOSITION: Cut-off at the end of the calendar year DELETE/DESTROY after ten years.</p>		

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	<p>B. DATA FILES</p> <p>Data files include information input into the system, as described in "Data Keyed into TSOU Log" (A item 2)</p> <p>DISPOSITION Data File Cut-off at the end of the calendar year Delete/Destroy after ten years</p> <p>C. OUTPUTS</p> <p>EMA Updates: TSC queries the TSOU log and extracts (copies and pastes) the dispositions into EMA</p> <p>DISPOSITION See NARA Job No. N1-065-06-2, item 3 for the disposition of EMA 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>		