

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-09-11</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/2/09</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>COUNTERTERRORISM DIVISION</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Teresa C. Sharkey, CRM</b>	5 TELEPHONE NUMBER <b>202-324-1613</b>	DATE <i>3/26/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</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>3/26/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooton</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>TSOU Log – Revision and Terrorist Identity Datamart Environment (TIDE) Packets</b>  This schedule revises the TSOU Log and provides a disposition for <del>Terrorist Identity Datamart Environment (TIDE) packets and related records</del> <i>Secondary Screenings of Watchlist Individuals Packets + related records</i>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 2	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>1. Terrorist Screening and Operations Unit (TSOU) Log System - REVISION</b></p> <p>This schedule revises the retention of source records input into the TSOU Log System (schedule N1-065-08-9) The source records were being retained to serve as an audit log, but as of approximately May 1, 2009, the Encounter Management Application (EMA) system, which is scheduled in NARA Job No N1-065-06-2, will be maintaining the TSOU audit log</p> <p><b>a. Inputs, Source Records, after EMA System begins Recording TSOU Log System Audits</b></p> <p>These records include the encounter call sheets/EMA printouts and all other source records</p> <p>DISPOSITION Temporary File cut-off at the end of the month Delete/Destroy 3 months after file cut-off</p> <p><b>2. Secondary Screening of Watchlist Individuals Packets (Packets)</b></p> <p>These records are all unclassified and include a Department of Homeland Security (DHS) transmittal letter that is included with an electronic media, such as a CD, being provided to the FBI, the packets on electronic media being provided to the FBI contain information Customs &amp; Border Patrol (CBP) has obtained related to the secondary screening of watchlist individuals, and emails disseminating the information in the packets to the appropriate FBI personnel</p> <p><b>a. Information Disseminated</b></p> <p>DISPOSITION Retain/Destroy commensurate with the retention period approved for the related case file</p> <p><b>b. Emails</b></p> <p>DISPOSITION TEMPORARY File cut-off at the end of the month Delete/Destroy one month after file cut-off</p> <p><b>c. DHS Transmittal Letter and Secondary Screening of Watchlist Individuals Packets (on Electronic Media)</b></p> <p>DISPOSITION TEMPORARY File cut-off at the end of the calendar year Delete/Destroy one year after file cut-off</p>	<p>N1-065-08-9, A 1 is being superseded for Source Records after May 1, 2009</p> <p><i>Filing instruction</i></p>	