REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER: N1-065-07-9

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received: 6/4/07

1. FROM (Agency or establishment)
DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION
FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION
COUNTERTERRORISM DIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Teresa C. Sharkey, CRM	**202-324-1613**	9/7/07	

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 ___3___ 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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/9/07	William L. Hooton	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 GRS OR SUPERSEDED JOB CITATION	10.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 the **Foreign Terrorist Tracking Task Force (FTTTF) Data Mart**.		

9/13/07 Copies Sent to Agy

Foreign Terrorist Tracking Task Force (FTTTF) Data Mart

Background:
The Foreign Terrorist Tracking Task Force (FTTTF) is a multi-agency task force created pursuant to Homeland Security Presidential Directive-2. The FBI is the lead agency for the FTTTF, which is now a section within the FBI's Counterterrorism Division.

The mission of the FTTTF is to provide information that helps keep foreign terrorists and their supporters out of the country or leads to their exclusion, removal, surveillance, or prosecution. The FTTTF specializes in combining public, proprietary and government data sources to support the FBI's counterterrorism mission, including support to other U.S. and international operations. To accomplish this mission, data is collected from multiple government and non-government sources.

The FTTTF data mart consists of several ingested data sets, as well as other data accessed through specific external queries. Some of the data sets are acquired on a one-time basis and other data sets are regularly updated. The majority of the data sets are from government sources. Non-federal data is accessed through agreements with data providers, and for the most part, queries are performed remotely, with only the results of the query ingested for analysis.

The below disposition instructions apply to both the classified and unclassified versions of the FTTTF data marts.

1. Inputs: The FTTTF data mart is populated with data from the FBI, other federal government agencies, and from other non-federal government sources.

a. **Data from the FBI and other government agencies' systems:** The official record is maintained within other FBI record systems and/or other government agency systems. Copies of records are uploaded into FTTTF to facilitate data matching and analysis.

b. **Data from non-federal sources:** These data sources are queried remotely, and the results of the query are ingested into the FTTTF data mart for analysis.

Disposition: DELETE/DESTROY 180 days after verification of successful uploading into the data mart or when superseded by more current data, whichever is sooner.

2. Data Files: The "data mart" contains a variety of data sets and related metadata, including copies of FBI and other government agency records, as well as data from non-federal sources.

a. Data from FBI and other government agencies' systems: The record copy is managed in the system of origin for legal, fiscal, administrative, and accountability purposes.

b. Data from non-federal sources: These data sources are queried remotely, and only the results of the query are ingested into the FTTTF data mart for analysis.

c. Analytical Notes and Annotations: The data mart contains annotations, notes, and draft reports composed by analysts reviewing data. The notes and annotations are intermediate outputs, not in final

format and not ready for dissemination. They are stored in shared folders within the data mart and are accessible to other users.

Disposition: DELETE/DESTROY when superseded by updated information or when no longer needed for analytical purposes, not to exceed the life of the system.

3. Outputs: FTTTF users may obtain responses or "hits" that provide information useful to a current investigation or intelligence gathering activity.

a. Queries: Using a web browser, users can search for subjects in a variety of datasets or take an existing dataset and batch match it against other datasets. The search results are recorded within the data mart and are used to trace back and determine what information was known at a given point in time.

   Disposition: DELETE/DESTROY 99 years after the date of the query.

   ~~*Note: This disposition covers only those queries generated by the Query Tracking and Initiation Program (QTIP) application. Any future query products will be scheduled for disposition via an amended SF115.~~

b. Investigative Leads: Leads and other information that are used for investigative or intelligence purposes are incorporated into the related FBI investigative or intelligence case file.

   Disposition: RETAIN/DESTROY commensurate with the retention period approved for the related file classification.

c. E-mail notifications: Whenever new data is imported into the data mart that matches an existing search query, an e-mail notification is sent to the analysts' external email accounts.

   Disposition: Incorporate e-mails pertinent to ongoing investigations/intelligence gathering efforts into the related case file. DELETE/DESTROY electronic versions of the e-mail within 90 days.

4. System Documentation: Specifications, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information.

Disposition: DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related data set.