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**U.S. Department of State Records Schedule**

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**Chapter 40: Bureau of Counterterrorism Records**

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**CT Front Office****A-40-001-01 Front Office Program Files**

**Description:** Records documenting the activities of the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties, including relevant documentation facilitated by staff assistants, senior advisors, etc. These files include all correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes; notes, including meeting notes and handwritten notes; speeches and testimonies; statements; Congressionals; reports; briefing materials; background and fact sheets, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of the Coordinator and Principal Deputy Coordinator while serving in the official capacity.

**Disposition:** PERMANENT. Cut off at the end of the Coordinator's tenure in position. Transfer to the National Archives 25 years after cutoff.

**DispAuthNo:** DAA-0059-2014-0024-0001

**Date Edited:** 2/7/2017

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**A-40-001-02 Staff Program Files**

**Description:** Records documenting the activities of any staff members other than the Coordinator and Principal Deputy Coordinator for the Bureau of Counterterrorism in the direction and carrying out of their duties. Records include copies and drafts of correspondence; action memos, call sheets, annotated agendas, brief checklists, building blocks, scenarios, cables, information memos, diplomatic notes, speeches and testimonies, statements, Congressionals, press-releases, briefing materials, background and fact sheets, daily and/or weekly activity records, as well as reference materials, including press clippings, external reports and publications, and extra copies of correspondence.

**Disposition:** TEMPORARY. Cut off at the end of fiscal year. Destroy 5 years after cutoff or sooner if no longer needed for business purposes.

**DispAuthNo:** DAA-0059-2014-0024-0002

**Date Edited:** 2/7/2017

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## U.S. Department of State Records Schedule

### Chapter 40: Bureau of Counterterrorism Records

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#### Legacy S/CT Records

**A-40-090-01a**                      **Coordinator for Counterterrorism - Chronological Files**

**Description:**            Copies of all outgoing correspondence for the counter terrorism program.

a. Official Files.

**Disposition:**            Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-96-11, item 1a

**Date Edited:** 2/7/2017

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**A-40-090-01b**                      **Coordinator for Counterterrorism - Chronological Files**

**Description:**            Copies of all outgoing correspondence for the counter terrorism program.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:**            Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:**            N1-059-96-11, item 1b

**Date Edited:** 2/7/2017

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**A-40-090-02a**                      **Program Files**

**Description:**            Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

a. Official Files

**Disposition:**            Permanent. Retire to RSC as space requires and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:**            N1-059-96-11, item 2a

**Date Edited:** 2/7/2017

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## U.S. Department of State Records Schedule

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### Chapter 40: Bureau of Counterterrorism Records

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#### A-40-090-02b Program Files

**Description:** Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, official-informal correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-96-11, item 2b

**Date Edited:** 2/7/2017

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#### A-40-090-03a Research and Development Files

**Description:** Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

a. Official Files.

**Disposition:** Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-96-11, item 3a

**Date Edited:** 2/7/2017

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#### A-40-090-03b Research and Development Files

**Description:** Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-96-11, item 3b

**Date Edited:** 2/7/2017

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## U.S. Department of State Records Schedule

### Chapter 40: Bureau of Counterterrorism Records

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#### **A-40-090-04a**      **Legislation on Terrorism related Issues**

**Description:** Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.

a. Official Files.

**Disposition:** Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-96-11, item 4a

**Date Edited:** 2/7/2017

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#### **A-40-090-04b**      **Legislation on Terrorism related Issues**

**Description:** Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-96-11, item 4b

**Date Edited:** 2/7/2017

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#### **A-40-090-05a**      **Foreign Terrorist Organization (FTO) Designation Files**

**Description:** Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.

a. Official Files.

**Disposition:** Permanent. Retire when 5 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-96-11, item 5a

**Date Edited:** 2/7/2017

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## U.S. Department of State Records Schedule

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### Chapter 40: Bureau of Counterterrorism Records

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**A-40-090-05b**      **Foreign Terrorist Organization (FTO) Designation Files**

**Description:** Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-059-96-11, item 5b      **Date Edited:** 2/7/2017

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**A-40-090-06a**      **Publications**

**Description:** Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.

a. Master set.

**Disposition:** Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-96-11, item 6a      **Date Edited:** 2/7/2017

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**A-40-090-06b**      **Publications**

**Description:** Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.

b. All other copies, electronic or paper, used for dissemination, revision, or updating

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-059-96-11, item 6b      **Date Edited:** 2/7/2017

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