

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0004

Schedule Status Approved

Agency or Establishment Transportation Security Administration

Record Group / Scheduling Group Records of the Transportation Security Administration

Records Schedule applies to Major Subdivision

Major Subdivision Civil Rights and Liberties, Ombudsman, and Traveler Engagement (CLR/OTE)

Schedule Subject Office of Transportation Security Redress

Internal agency concurrences will be provided No

Background Information The Transportation Security Redress Branch (TSRB), part of the Civil Rights and Liberties, Ombudsman, and Traveler Engagement Division, of the Transportation Security Agency, is the Executive Agent of the Department of Homeland Security Traveler Redress Inquiry Program (DHS TRIP). DHS TRIP provides redress to those applicants whose name and other information resembles that of someone on a watch list through the use of a Redress Control Number (RCN), which is linked to the Cleared List. A passenger with an RCN on the Cleared List, barring other factors such as random selection, is able to travel without screening difficulties. Data related to the redress request and the requester are stored in the Office of Transportation Security Redress system (OSTR) Redress Management System (RMS) system.

TSA is requesting authority to increase the retention period for records related to cleared travelers to up to 99 years so that cleared travelers will not need to request redress every 7 years, as would be the case under the current retention period.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0004

Sequence Number	
1	OTSR RMS – Master Files – Non-Match-Related Records Disposition Authority Number: DAA-0560-2017-0004-0001

Records Schedule Items

Sequence Number	
1	<p>OTSR RMS – Master Files – Non-Match-Related Records</p> <p>Disposition Authority Number DAA-0560-2017-0004-0001</p> <p>Records for individuals that were not matches to a government watch list and cleared as not posing a potential or actual threat to transportation. Information contained in the individual subject case files on individuals who request redress. These records may include but are not limited to the information such as any identity documents, biographic, and any other data submitted by individuals, information collected by TSA to determine whether an individual poses a threat to transportation security, and the final determination of the agency.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This schedule will be electronic only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-560-07-002 / B/1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy/delete 99 years after the issuance of the final agency decision of a request for redress or seven years after TSA learns that an individual is deceased, whichever is shorter</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/01/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/02/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/02/2016	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
12/02/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/16/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/19/2016	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
03/09/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
03/16/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

03/16/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
03/22/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
03/24/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/24/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
03/28/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
04/06/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist