

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-03-12</i>	
1. FROM (Agency or establishment) Department of Homeland Security		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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION Transportation Security Administration			
3. MINOR SUBDIVISION Office of Information Technology (INFOTEC)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.		5. TELEPHONE 571/227-2076	DATE <i>1 March 2004</i> ARCHIVIST OF THE UNITED STATES <i>Louis Bellardo</i> <i>Acting Archivist of the U.S.</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>6</u> page(s) are not now needed for the business of 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 07/31/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara D. Owens for Arthur D. McCune, Jr.</i>		TITLE Records Management Officer
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		
<i>cc Agency, NR NUMW</i>			

INFOTEC 1400—INFORMATION TECHNOLOGY

This category is for specific disposition guidance in connection with Transportation Security Administration records created by Office of Information Technology.

Title	Description of Records	Disposition	Authority
1) INFOTEC 1400.1 PROGRAM SUBJECT CORRESPONDENCE FILE	Copies of incoming and outgoing, internal and external program and administrative correspondence arranged in chronological order and maintained in any Technology Administration office.	Cut off at the end of the fiscal year. Destroy when 3 years old.	
2) INFOTEC 1400.2 REFERENCE FILES	Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.	Cut off at end of calendar year. Destroy when superseded or obsolete.	
INFOTEC 1400.3 IT INFRASTRUCTURE DESIGN AND IMPLEMENTATION FILES	a. Records of individual projects designed to provide and support new agency IT infrastructure and systems. Records for projects that are not implemented.	Destroy/delete 1 year after final decision is made.	GRS 24/11a

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	b. Records for projects that are implemented	Destroy/delete 5 years after project is terminated.	GRS 24/11b
	c. Installation and testing records	Destroy/delete 3 years after final decision on acceptance is made.	GRS 24/11e
INFOTEC 1400.4 IT OPERATIONS RECORDS	a. Workload schedules, run reports, and schedules of maintenance and support activities.	Destroy/delete when 1 year old.	GRS 24/8a
	b. Problem reports and related decision documents relating to the software infrastructure of the network or system.	Destroy/delete 1 year after problem is resolved.	GRS 24/8b
	e. Reports on operations, including measures of benchmarks performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring, and management reports.	Destroy/delete when 3 years old.	GRS 24/8e

**INFOTEC 1400.5
UNASSIGNED**

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
INFOTEC 1400.6 IT CUSTOMER SERVICE FILES	a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.	Destroy/delete 1 year after record is superseded or obsolete.	GRS 24/10a
	b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records/ and related trend analysis and reporting.	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.	GRS 24/10b
INFOTEC 1400.7 OVERSIGHT AND COMPLIANCE FILES	a. Records in offices with agency wide or bureau wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow up activities, such as performance measurements and benchmarks.	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24/1a
	b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24/1b
INFOTEC 1400.8 FINANCING OF IT RESOURCES AND SERVICES	a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times	Destroy/delete 3 years after agreement is superseded or terminated.	GRS 24/9a

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	and volumes, charging, integrity guarantees, and non-disclosure agreements.		
	b. Files related to managing third party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.	Destroy/delete 3 years after control measures or procedures are superseded or terminated.	GRS 24/9b
	c. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7.	Destroy/delete records with no outstanding payment issues when 3 years old.	GRS 24/9c
3) INFOTEC 1400.9 ANNUAL BUSINESS REPORTS	Record copies of program review evaluations and associated correspondence on operations and activities of TSA and regional offices.	Cut off at end of calendar year. Destroy in office when no longer needed for administrative, financial or legal requirements.	
INFOTEC 1400.10 IT FACILITY, SITE MANAGEMENT AND EQUIPMENT SUPPORT SERVICES RECORDS	Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites,	Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.	GRS 24/2

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	including reviews, site visit reports, trouble reports, equipment services histories, reports of follow-up actions, and related correspondence.		
INFOTEC 1400.11 IT ASSET AND CONFIGURATION MANAGEMENT FILES	a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	Destroy/delete 1 year after completion of the next inventory.	GRS 24/3a
	b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:		
	(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management	Destroy/delete 1 year after termination of system.	GRS 24/3b(1)
(2) Records of routine IT maintenance on the network infrastructure documenting, preventative, corrective adaptive and perfective	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.	GRS 24/3b(2)	

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
<p>INFOTEC 1400.12 SYSTEMS BACKUPS AND TAPE LIBRARY RECORDS</p>	<p>(enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.</p> <p>a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p>		
	<p>1. Incremental backup tapes.</p>	<p>Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</p>	<p>GRS 24/4a(1)</p>
	<p>2. Full backup tapes.</p>	<p>Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</p>	<p>GRS 24/4a(2)</p>
	<p>b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.</p>	<p>Destroy/delete when superseded or obsolete.</p>	<p>GRS 24/4b</p>
<p>INFOTEC 1400.13 FILES RELATED TO MAINTAINING THE SECURITY OF SYSTEMS AND DATA</p>	<p>a. System Security Plans and Disaster Recovery Plans.</p>	<p>Destroy/delete 1 year after system is superseded.</p>	<p>GRS 24/5a</p>

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	<p>b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.</p>	<p>Destroy/delete 1 year after system is superseded.</p>	<p>GRS-24/5b</p>
<p>INFOTEC 1400.14 USER IDENTIFICATION, PROFILES, AUTHORIZATIONS, AND PASSWORD FILES EXCLUDING RECORDS RELATING TO ELECTRONIC SIGNATURES</p>	<p>a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.</p>	<p>Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.</p>	<p>GRS-24/6a</p>
	<p>b. Routine systems, i.e., those not covered by item INFOTEC 1400.14a.</p>	<p>Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p>	<p>GRS-20/1e</p>
<p>INFOTEC 1400.15 COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW UP RECORDS</p>	<p>Reports and documentation of Web site defacement; Hacks; Break in records; Improper usage by staff; misuse of system; Security breaches, Security break ins; Security failures; unauthorized intrusions; and virus threats.</p>	<p>Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p>	<p>GRS-24/7</p>
<p>4) INFOTEC 1400.16 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p>	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on</p>		

INFOTEC 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	<p>electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, an copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	
	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete when dissemination, revision, or updating is completed.</p>	

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2. MAJOR SUBDIVISION Transportation Security Administration				
3. MINOR SUBDIVISION Office of Information Technology (INFOTEC)				
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.		5. TELEPHONE 571/227-2076	DATE	ARCHIVIST OF THE UNITED STATES
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>6</u> page(s) are not now needed for the business of 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE 07/31/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur R. McCune, Jr.</i>		TITLE Records Management Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	See Attached			

INFOTEC 1400—INFORMATION TECHNOLOGY

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Title	Description of Records	Disposition	Authority
INFOTEC 1400 INFORMATION TECHNOLOGY	General material and correspondence, letters, memorandums, reports, and other records, which are pertinent to strategic planning, administrative and housekeeping activities and not the particular function for which the holding office exists.	Cut off files annually. Destroy when 2 years old.	GRS 23/1
INFOTEC 1400.1 CHRONOLOGICAL OR READING FILE	Extra copy of outgoing correspondence arranged in chronological order and maintained in any Technology Administration office solely for convenience of reference. Does not include copies of incoming correspondence, which should be filed in the Program Subject Correspondence File.	REFER TO ADMIN 200.20 FOR DISPOSITION OF RECORDS	
INFOTEC 1400.2 REFERENCE FILES	Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.	REFER TO ADMIN 200.22 FOR DISPOSITION OF RECORDS	
INFOTEC 1400.3 IT INFRASTRUCTURE DESIGN AND	Records of individual projects designed to provide and support new agency IT	Destroy/delete 1 year after final decision is made.	GRS 24/11a

IT 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
IMPLEMENTATION FILES	infrastructure and systems. Records for projects that are not implemented.	Destroy/delete 5 years after project is terminated.	GRS 24/11b
	Records for projects that are implemented		
	Installation and testing records	Destroy/delete 3 years after final decision on acceptance is made.	GRS 24/11c
INFOTEC 1400.4 IT OPERATIONS RECORDS	Workload schedules, run reports, and schedules of maintenance and support activities.	Destroy/delete when 1 year old.	GRS 24/8a
	Problem reports and related decision documents relating to the software infrastructure of the network or system.	Destroy/delete 1 year after problem is resolved.	GRS 24/8b
	Reports on operations, including measures of benchmarks performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.	Destroy/delete when 3 years old.	GRS 24/8c

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Title	Description of Records	Disposition	Authority
INFOTEC 1400.5 COMMERCIAL WIRELESS	Records that track numbers to communication devices.	Cut off at end of calendar year. Destroy when 3 years old.	
INFOTEC 1400.6 IT CUSTOMER SERVICE FILES	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.	Destroy/delete 1 year after record is superseded or obsolete.	GRS 24/10a
	Help desk logs and repots and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records/ and related trend analysis and reporting.	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.	GRS 24/10b
INFOTEC 1400.7 OVERSIGHT AND COMPLIANCE FILES	Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities, such as performance measurements and benchmarks.	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24/1a
	All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24/1b
INFOTEC 1400.8	Agreements formalizing	Destroy/delete 3 years	GRS 24/9a

IT 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
FINANCING OF IT RESOURCES AND SERVICES	performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.	after agreement is superseded or terminated.	
	Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.	Destroy/delete 3 years after control measures or procedures are superseded or terminated.	GRS 24/9b
	Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7.	Destroy/delete records with no outstanding payment issues when 3 years old.	GRS 24/9c
INFOTEC 1400.9 ANNUAL BUSINESS REPORTS	Record copies of program review evaluations and associated correspondence on operations and activities of TSA and regional offices.	Retire to Federal Records Center after 5 years. Destroy when 10 years old.	
INFOTEC 1400.10 IT FACILITY, SITE MANAGEMENT AND EQUIPMENT SUPPORT SERVICES RECORDS	Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility.	Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.	GRS 24/2

IT 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
INFOTEC 1400.11 IT ASSET AND CONFIGURATION MANAGEMENT FILES	and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment services histories, reports of follow-up actions, and related correspondence		
	Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	Destroy/delete 1 year after completion of the next inventory.	GRS 24/3a
	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:	Destroy/delete 1 year after termination of system.	GRS 24/3b
1. Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	Destroy/delete 1 year after termination of system.	GRS 24/3b(1)	

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Title	Description of Records	Disposition	Authority
	(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.	GRS 24/3b(2)
INFOTEC 1400.12 SYSTEMS BACKUPS AND TAPE LIBRARY RECORDS	a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	GRS 24/4a(1)
		Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.	GRS 24/4a(2)
	b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	Destroy/delete when superseded or obsolete.	
INFOTEC 1400.13 FILES RELATED TO MAINTAINING THE SECURITY OF SYSTEMS AND DATA	a. System Security Plans and Disaster Recovery Plans.	Destroy/delete 1 year after system is superseded.	GRS 24/5a

IT 1400—INFORMATION TECHNOLOGY

Title	Description of Records	Disposition	Authority
	b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.	Destroy/delete 1 year after system is superseded.	GRS 24/5b
INFOTEC 1400.14 USER IDENTIFICATION, PROFILES, AUTHORIZATIONS, AND PASSWORD FILES EXCLUDING RECORDS RELATING TO ELECTRONIC SIGNATURES	a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.	Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, which ever is later.	GRS 24/6a
	b. Routine systems, i.e., those not covered by item INFOTEC 1400.14a.	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20/1c
INFOTEC 1400.15 COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW-UP RECORDS	Reports and documentation of Web site defacement; Hacks; Break-in records; Improper usage by staff; misuse of system; Security breaches, Security break-ins; Security failures; unauthorized intrusions; and virus threats.	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20/1c
INFOTEC 1400.16 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this GRS 24 schedule. Also includes electronic copies of records		

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Title	Description of Records	Disposition	Authority
	<p>created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	<p>GRS 24/12a</p>
	<p>(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>GRS 24/12b</p>