

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-12</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 withdrawn 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 Intelligence (INTEL)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>6/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Vandy</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 12/31/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur J. 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 GRS OR SUPERSEDED JOB CITATION	10.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****

1300 – INTELLIGENCE

NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
1	1300.1 Intelligence Cases	<p>Consists of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (i.e., involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May also contain original reports received from field offices of DHS, TSA and/or the Federal Aviation Administration (FAA), communications with Federal, state, tribal, and local agencies, aviation industry, transportation modalities, etc., comprised of photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, pertinent Watch Log printouts/entries, faxes, and similar documents. Files may be in paper or electronic format and also includes the tracking systems associated with paper or electronic (digitized) version of files.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement reporting.</p> <p>Series/system contains records that pre-date the establishment of TSA (November 19, 2001), which were in the custody of the FAA Headquarters, and were transferred to TSA under the Aviation Transportation Security Act (ATSA).</p>	
1.a.	1300.1.1	<p>Routine and Non Significant Case Files: Case files containing information or allegations that are of an investigative nature. They include anonymous or vague allegations; matters referred to constituents or other agencies for handling; and support files providing general information that may prove useful in/for general operations; as well as those that are not significant for documenting major violations of criminal law.</p>	<p>TEMPORARY. Cut off at end of calendar year in which the case is closed. Transfer to FRC 5 years after cut off. Destroy 30 years after cutoff.</p>
1.b.	1300.1.2	<p>Significant Case Files: Records that are a result of an incident which creates national media attention, Congressional investigation, civil or criminal litigation, Government Accountability Office or</p>	<p>PERMANENT. Cut off at end of calendar year in which the case is closed. Transfer paper records to FRC 5 years after</p>

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		<p>Inspector General investigations, and/or substantive change in agency policy and procedures.</p> <p>Such as: FAA security and intelligence records associated with 9/11 whose custody is now with TSA.</p>	<p>cutoff. Transfer paper to National Archives 30 years after cutoff. Transfer electronic records to National Archives for physical storage 5 years after cutoff. Transfer legal custody of electronic records to National Archives 30 years after cutoff.</p>
1.c.	1300.1.3	<p>Working Files: Files created and maintained during participation in an investigation that may include: drafts that are circulated for internal discussion; internal comments; reference copies; interim reports, final analyses; report copies; internal operating procedures and instructions; and other materials not considered part of the official file. May be in paper or electronic format.</p>	<p>TEMPORARY. Delete/destroy when no longer needed for operational purposes or no-later-than time of disposition action taken for Item 1300.1.1.</p>
2	1300.2 Government Watch List(s)	<p>Consists of lists such as the TSA No-Fly List, Selectee List, and the Cleared List. Comprised of initial all-source information on persons, groups or organizations that pose a threat or were involved in an incident (i.e., involving the use of threats, force, or violence) targeting civil aviation and/or other modes of transportation in a concise, chronological order.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement reporting.</p>	
2.a.	1300.2.1	<p>Input: Consists of exports from the interagency Terrorist Screening Center (TSC), which is managed by the Federal Bureau of Investigations (FBI).</p>	<p>TEMPORARY. Destroy/delete when data has been entered into the Master File and verified, or when no longer needed to support reconstruction of, or serve as a back up to, the Master file, whichever is later.</p>

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2.b.	1300.2.2	Master File: Consists of data elements such as names, aliases, dates of birth, passport and driver's license information, screening and cleared status, and other information related to organizations or individuals that pose a threat to modes of transportation.	TEMPORARY. Destroy/delete individual records 99 years after date of entry of 7 years after confirmation of the individual's death, which ever is sooner.
2.c.	1300.2.3	Output: Consists of data provided to air carriers via the TSA Web Boards, screen shots, and via email.	TEMPORARY. Destroy/delete when superseded by each addition/change.
2.d.	1300.2.4	Documentation: Data systems, specifications, file classification, codebooks, record layouts, user guides, outputs specifications and final reports (regardless of medium) relating to master file.	TEMPORARY. Destroy/delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
3	1300.3 <i>Watch Logs</i>	Electronic intelligence logs comprised of information used to document, in a concise chronological order, communications and other activities during Watch Officers' shifts.	TEMPORARY. Cut off at end of calendar year in which information is created/received. Destroy/delete 30 years after cutoff.
4	1300.4 <i>Intelligence Reports and Assessments</i>	Published documents which include brief descriptions and actions taken on significant events that affect all modes of transportation. Documents inform senior audience, and other transportation stakeholders, of threats to civil aviation and other modes of transportation, including general incidents, information on terrorist groups, significant terrorist incidents, trends or patterns, overflight issues, Department of State travel warnings/public announcements, and suspicious incident reports. Information is gathered from the intelligence community, open sources, and other analytical research. These are published daily and weekly, in	

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		<p>electronic format.</p> <p>Consists of open-source reporting on transportation issues, current threats to transportation, concealed weapons and screening technology systems. May include reporting on persons, groups or organizations posing a threat to, or involved in, an incident (i.e., involving the use of threats, force, or violence) targeting transportation, comprised of photos, news reports, personal accounts, technical documents and other reports, completed forms, official messages, and similar documents. May include photos, personal accounts, and statements of suspects, court documents, media and incident reports, completed forms, official messages, and anything that could target transportation, such as new types of weapons that could show deficiencies in screening methods, and related documents.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement reporting.</p>	
4.a.	1300.4.1	Paper.	TEMPORARY. Cut off at end of calendar year in which created. Destroy 15 years after cut off.
4.b.	1300.4.2	Electronic (including email and web postings).	TEMPORARY. Destroy/delete when superseded or obsolete.
5	1300.5 Information Circulars	Provides the transportation community with information of interest in carrying out security duties. Information Circulars (ICs) are based upon information concerning threats to transportation and are created per threat for each area of transportation. ICs are used to advise the transportation community at the sensitive security information level of those threats or situations considered sufficiently serious and credible to warrant the consideration of extra vigilance and/or additional security measures.	TEMPORARY. Cut off at end of calendar year in which IC expires or is cancelled. Destroy 15 years after cut off.
6	1300.6 Intelligence Briefings, Speeches, Addresses, and	Statistical, narrative, and other reports or summaries, including supporting audiovisual materials, that are created to inform high-level officials of the agency	PERMANENT. Cut off at end of calendar year. Transfer to FRC

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	Comments	(e.g., agency head and their senior advisors) on major issues confronting the agency in regards to transportation security. Information may be used to prepare such officials for hearings, press conferences, or major addresses.	5 years after cut off. Transfer to NARA 30 years after cutoff.

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1	<p>1300 General Records</p>	<p>Comprised of general administrative records, that are maintained by the program office and not otherwise covered by an approved Records Disposition Schedule for the specified program office, and it also includes program office-related records generated or maintained for record or information by other program offices.</p>	<p>TEMPORARY. Destroy in accordance to NARA General Records Schedule.</p>
2	<p>1300.1 Incident and Intelligence Case Files <i>Why do you propose in your Aug 06 version to delete "Incident?"</i></p>	<p>Consist of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May contain original reports received from field offices of the DHS, Federal Aviation Administration and/or TSA, communications with state, Federal, tribal, and local agencies, aviation industry, transportation modalities, etc. May include photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, pertinent Watch Log printouts/entries, faxes, and similar documents. Files may be in paper or electronic format and also includes the tracking systems associated with paper or electronic (digitized) version of files.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement reporting.</p> <p>Series/system contains records that pre-date the establishment of TSA (November 19, 2001) which were in the custody of the Federal Aviation Administration Headquarters, and were transferred to TSA under ATSA. <i>(What does this acronym mean?)</i></p> <p><i>This cell is only a general description of case files. Can the case files be separated based on significance? If they cannot, then we will need to negotiate on the temporary vs. permanent value. (Permanent on these schedules means that they will be transferred to the National Archives and maintained forever. Temporary means that the</i></p>	<p><i>This cell is not for a disposition.</i></p>

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		<i>agency keeps as needed based on fiscal, legal, and administrative needs and once no longer needed, they are destroyed)</i>	
2.a.	1300.1.1	<p>Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matter referred to constituents or other agencies for handling, and support files providing general information, which may prove useful in for general operations.</p> <p><i>I proposed this based on other intelligence schedules that I reviewed.</i></p>	<p>TEMPORARY. Cut off at end of calendar year in which information is created/received. Destroy 5 years after cut off. (cite FAA and NHTSA authorities:) – <i>I planned on citing the these items but have found out that they never had a NARA approved authority so the citation will be deleted.</i></p>
2.b.	1300.1.2	<p>All other investigation case files accept those that are unusually significant for documenting major violations of criminal law.</p> <p><i>I proposed this based on other intelligence schedules that I reviewed.</i></p>	<p>TEMPORARY. Cut off at end of calendar year in which information is created/received. Transfer to off site (FRC) or off line storage 5 years after cut off. Destroy 30 years after cutoff. (cite FAA and NHTSA authorities:) <i>dha – I have originally planned on citing the these items but have found out that they never had a NARA approved authority.</i></p>
2.c.	1300.1.3	<p>Significant Cases that result in national media attention, Congressional investigation, civil or criminal litigation, GAO or IG investigations, and/or substantive change in agency policy and procedures.</p>	<p>PERMANENT. Cut off at end of calendar year in which in case closes. Transfer to off</p>

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		<p><i>Is this enough criteria? Should we add – “Such as: FAA security and intelligence records associated with 9/11 whose custody is now with TSA.”</i></p> <p><i>Can you implement?</i></p>	<p>site (FRC) or off line storage 5 years after cut off. Transfer to NARA 30 years after cutoff in accordance with a format complying with NARA regulations (36 CFR 1228.270): transfer of machine-readable records to NARA with any associated electronic finding aids.</p> <p><i>Add –</i> <i>“Preaccessioning to NARA of electronic data may occur at an agreed upon time prior to the 30 year transfer.”</i></p>
2.d.	1300.1.4	<p>Working Files. Records created and maintained during participation in investigation. Files may include drafts that are circulated for internal discussion, internal comments, copies that are maintained for reference, interim reports, final analysis, copies of reports, internal operating procedures and instructions, and other materials not considered part of official files.</p>	<p>TEMPORARY. Delete/destroy when no longer needed for operational purposes or no later than time of disposition action taken for Item 1300.1.1, 1300.1.2, or 1300.1.3.</p>
3	1300.2 Watch Logs (Electronic Only)	<p>Database including TSA No-Fly List, Selectee List, and the Cleared list. Comprised of information used to document communications and other activities during Watch Officers’ shifts. Consists of initial all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation and other modes of transportation in a concise, chronological order.</p> <p><i>Based on information from Jerry Booker these Watch logs also included info on the Cleared List – please explain.</i></p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement</p>	

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		reporting.	
3.a.	1300.2.1	<p>Input consists of exports from the interagency Terrorist Screening Center (TSC), which is managed by the Federal Bureau of Investigations (FBI); manual input from the Office of Redress; and also additional information submitted voluntarily by cleared travelers.</p> <p><i>Typically when we schedule an electronic system we break in down into these components. Please let me know if this is not correct information.</i></p>	<p>TEMPORARY. Delete when data has been entered into the Master File and verified, or when no longer needed to support reconstruction of, or serve as a back up to, the Master file, whichever is later.</p>
3.b.	1300.2.2	<p>Master File consists of data elements such as names, aliases, date of birth records, passport, driver's license, screening and cleared status, and other information related to organizations or individuals that pose a threat to modes of transportation.</p> <p><i>Does this information include information other than individuals that pose a threat to aviation? Such as <u>group/info</u> or a <u>threat to other modes of transport</u>?</i></p> <p><i>Will any substantial information be created into an investigative case file – making these a temporary value?</i></p> <p><i>What other data elements reside in this database that may make it a more robust, permanently valuable accumulation of data?</i></p> <p><i>Can any trends be gathered from this information? Would it be of permanent value or would the information also be documented in another item on this schedule?</i></p> <p><i>Typically when we schedule an electronic system we break in down into these components. Please let me know if this is not correct information.</i></p>	<p>TEMPORARY. Data is superseded by regular updates, additions, changes and deletions from approved input sources.</p> <p><i>How is this information updated? Is it overwritten by regular updates or is the data in addition to previously collected info. Would there ever be the need to have an exact delete date – such as in a similar retention to the case file?</i></p>

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3.c.	1300.2.3	<p>Output data is provided to air carriers via the TSA Web boards and via email.</p> <p><i>Typically when we schedule an electronic system we break in down into these components. Please let me know if this is not correct information.</i></p>	TEMPORARY. See 1300.3.
4	<p>1300.3 Threat Reports - Daily Intelligence Summaries (DIS), Weekly Field Intelligence Summaries (WFIS), and Transportation Field Intelligence Daily (TFID) – also referred to as TSA Web boards.</p> <p><i>This entire item, description, and retention was approved in Aug 05 by your agency. Has something changed? Do you refer to them as “Published Documents” or “Threat Reports?”</i></p>	<p>DIS - Brief description and actions taken on significant events, which affect all modes of transportation. Inform a senior audience of threats to civil aviation and other modes of transportation, incidents, information on terrorist groups, significant terrorist incidents, trends, or patterns, overflight issues, and Department of State travel warnings/public announcements and suspicious incident reports. Published daily in electronic format. DIS documents are used to compose the WFIS and TFID and are gathered from the intelligence community, open sources, and other analytical research. *Unclassified/SSI</p> <p><i>Are these now called Daily News Summary?</i></p> <p>WFIS - Consists of open-source reporting on transportation issues, current threats to transportation, concealed weapons and screening technology systems. It may include reporting on persons, groups or organizations posing a threat to or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, news reports, personal accounts, technical documents and other reports, completed forms, official messages, and similar documents. *Unclassified/SSI</p> <p>TFID - Consists of all-source intelligence information and investigations of persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, personal accounts, and statements of suspects, court documents, media and incident reports, completed forms, official messages, and anything that could target transportation such as new types of weapons that could show deficiencies in screening methods, and related documents.</p> <p><i>Will this type of information – if highly unusual, substantive, etc. be included in the permanent intelligence briefings?</i></p>	<p>TEMPORARY: Cut off at end of calendar year in which the summary is created. Destroy when 15 years old.</p> <p><i>Per your Aug 06 revision - please provide justification on why these should be transferred to the National Archives.</i></p>

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
5	<p>1300.4 Information Circulars (ICs)</p> <p><i>This entire item, description, and retention was approved in Aug 05 by your agency.</i></p>	<p>Provides the transportation community with information that they should be aware of in carrying out their security duties. The IC is based upon information concerning threats to transportation and is created per threat for each area of transportation. The purpose is to advise the transportation community at the Sensitive Security Information (SSI) level of those threats or situations considered sufficiently serious and credible to warrant the consideration of extra vigilance and/or additional security measures.</p> <p><i>Even if these are no longer produced you still need an approved retention schedule in order to destroy them. Please explain your justification for transferring these to the National Archives.</i></p>	<p>TEMPORARY. Cut off at end of calendar year in which IC expires or is cancelled. Destroy when 15 years old.</p> <p><i>Per your Aug 06 revision - please provide justification on why these should be transferred to the National Archives.</i></p>
6	<p>1300.5 Source Materials for Security Directives (SDs) and Emergency Amendments</p> <p><i>This entire item, description, and retention was approved in Aug 05 by your agency.</i></p>	<p>Source materials compiled or derived from other items on this schedule that are submitted to Aviation Operations for the threat information portion of the Security Directive to alert the transportation community to threats presented by the particular potential traveler or group of possible passengers. The threats may be general in nature or may refer to the travel of suspicious persons or possible incidents such as a bombing, a hijacking, or some other form of terrorist or criminal attack.</p> <p><i>Please explain your requested change from Aviation Operations to Security Operations.</i></p>	<p>TEMPORARY. Cut off at end of calendar year in which SD or amendment expires or is cancelled. Destroy when 15 years old.</p> <p><i>Per your Aug 06 revision - please provide justification on why these should be transferred to the National Archives.</i></p>

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
7	1300.6 Intelligence Briefings, Speeches, Addresses, and Comments	Statistical, narrative, and other reports or summaries, including supporting audiovisual materials, that are created to inform high level officials of the agency (such as agency head and their senior advisors) on major issues confronting the agency in regards to transportation security. They may be used to prepare such officials for hearings, press conferences, or major addresses.	PERMANENT. Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Transfer to NARA 15 30 years after cutoff.
8	1300.7 <i>NARA no longer requires this item so we delete. Please refer to NARA Bulletin 2006-04 if you have questions. http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html</i>	Electronic Mail and Word Processing System Copies	
8.a.	1300.7.1	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.	TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.
8.b.	1300.7.2	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	TEMPORARY. Delete when dissemination, revision, or updating is complete.

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1	1300 General Records	Comprised of general administrative records, that are maintained by the program office and not otherwise covered by an approved Records Disposition Schedule for the specified program office, and it also includes program office-related records generated or maintained for record or information by other program offices.	TEMPORARY. Destroy in accordance to NARA General Records Schedule.
2	1300.1 Incident and Intelligence Case Files	<p>Consist of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May contain original reports received from field offices of the DHS, Federal Aviation Administration and/or TSA, communications with state, Federal, state, and local agencies, aviation industry, transportation modalities, etc. May include photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, pertinent Watch Log printouts/entries, faxes, and similar documents. Files may be in paper or electronic format and also includes the tracking systems associated with paper or electronic (digitized) version of files.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520.</p> <p><i>Series/system contains records that pre-date the establishment of TSA (November 19, 2001) which were in the custody of the Federal Aviation Administration Headquarters.</i></p>	
2.a.	1300.1.1	Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matter referred to constituents or other agencies for handling, and support files providing general information, which may prove useful in for general	TEMPORARY. Cut off at end of calendar year in which information is created/received. Destroy 5 years after cut off.

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		operations.	
2.b.	1300.1.2	All other investigation case files accept those that are unusually significant for documenting major violations of criminal law.	TEMPORARY. Cut off at end of calendar year in which information is created/received. Transfer to off site (FRC) or off line storage 5 years after cut off. Destroy 30 years after cutoff.
2.c.	1300.1.3	<p>Significant Cases that result in national media attention, Congressional investigation, and/or substantive change in agency policy and procedures.</p> <p>Such as: FAA security and intelligence records associated with 9/11 whose custody is now with TSA.</p>	<p>PERMANENT. Cut off at end of calendar year in which in case closes. Transfer to off site (FRC) or off line storage 5 years after cut off. Transfer to NARA 30 years after cutoff in accordance with a format complying with NARA regulations (36 CFR 1228.270): transfer of machine-readable records to NARA with any associated electronic finding aids.</p> <p><i>Preaccessioning to NARA of electronic data may occur at an agreed upon time prior to the 30 year transfer.</i></p>
2.d.	1300.1.4	Working Files. Records created and maintained during participation in investigation. Files may include drafts that are circulated for internal discussion, internal comments, copies that are maintained for reference, interim reports, final analysis, copies of reports, internal operating procedures and instructions, and other materials not considered part of official files.	TEMPORARY. Delete/destroy when no longer needed for operational purposes or no later than time of disposition action taken for Item 1300.1.1, 1300.1.2, or 1300.1.3.

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
3	1300.2 Watch Logs (Electronic Only)	<p>Database including TSA No-Fly List, Selectee List, and the Cleared list. Comprised of information used to document communications and other activities during Watch Officers' shifts. Consists of initial all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation and other modes of transportation in a concise, chronological order.</p> <p>These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520.</p>	
3.a.	1300.2.1	<p>Input consists of exports from the interagency Terrorist Screening Center (TSC), which is managed by the Federal Bureau of Investigations (FBI); manual input from the Office of Redress; and also additional information submitted voluntarily by cleared travelers.</p>	<p>TEMPORARY. Delete when data has been entered into the Master File and verified, or when no longer needed to support reconstruction of, or serve as a back up to, the Master file, whichever is later.</p>
3.b.	1300.2.2	<p>Master File consists of data elements such as names, aliases, date of birth records, passport, driver's license, screening and cleared status, and other information related to organizations or individuals that pose a threat to modes of transportation.</p>	<p>TEMPORARY. Data is superseded by regular updates, additions, changes and deletions from approved input sources. Individual records may also be deleted/destroyed 99 years after entry or 7 years after confirmation of the individual's death, whichever is sooner.</p>
3.c.	1300.2.3	<p>Output data is provided to air carriers via the TSA Web boards and via email.</p>	<p>TEMPORARY. See 1300.3.</p>

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
4	<p>1300.3 Threat Reports - Daily Intelligence Summaries (DIS), Weekly Field Intelligence Summaries (WFIS), and Transportation Field Intelligence Daily (TFID) – also referred to as TSA Web boards.</p>	<p>DIS - Brief description and actions taken on significant events, which affect all modes of transportation. Inform a senior audience of threats to civil aviation and other modes of transportation, incidents, information on terrorist groups, significant terrorist incidents, trends, or patterns, overflight issues, and Department of State travel warnings/public announcements and suspicious incident reports. Published daily in electronic format. DIS documents are used to compose the WFIS and TFID and are gathered from the intelligence community, open sources, and other analytical research.</p> <p>WFIS - Consists of open-source reporting on transportation issues, current threats to transportation, concealed weapons and screening technology systems. It may include reporting on persons, groups or organizations posing a threat to or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, news reports, personal accounts, technical documents and other reports, completed forms, official messages, and similar documents.</p> <p>TFID - Consists of all-source intelligence information and investigations of persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, personal accounts, and statements of suspects, court documents, media and incident reports, completed forms, official messages, and anything that could target transportation such as new types of weapons that could show deficiencies in screening methods, and related documents.</p> <p><i>Highly unusual and substantive information is included in the permanent intelligence briefings.</i></p>	<p>TEMPORARY: Cut off at end of calendar year in which the summary is created. Destroy when 15 years old.</p>
5	<p>1300.4 Information Circulars (ICs)</p>	<p>Provides the transportation community with information that they should be aware of in carrying out their security duties. The IC is based upon information concerning threats to transportation and is created per threat for each area of transportation. The purpose is to advise the transportation</p>	<p>TEMPORARY. Cut off at end of calendar year in which IC expires or is cancelled. Destroy when 15 years old.</p>

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
		community at the Sensitive Security Information (SSI) level of those threats or situations considered sufficiently serious and credible to warrant the consideration of extra vigilance and/or additional security measures.	
6	1300.5 Source Materials for Security Directives (SDs) and Emergency Amendments	Source materials compiled or derived from other items on this schedule that are submitted to Aviation Operations for the threat information portion of the Security Directive to alert the transportation community to threats presented by the particular potential traveler or group of possible passengers. The threats may be general in nature or may refer to the travel of suspicious persons or possible incidents such as a bombing, a hijacking, or some other form of terrorist or criminal attack.	TEMPORARY. Cut off at end of calendar year in which SD or amendment expires or is cancelled. Destroy when 15 years old.
7	1300.6 Intelligence Briefings, Speeches, Addresses, and Comments	Statistical, narrative, and other reports or summaries, including supporting audiovisual materials, that are created to inform high level officials of the agency (such as agency head and their senior advisors) on major issues confronting the agency in regards to transportation security. They may be used to prepare such officials for hearings, press conferences, or major addresses.	PERMANENT. Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Transfer to NARA 15 years after cutoff.
8	1300.7	Electronic Mail and Word Processing System Copies	
8.a.	1300.7.1	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.	TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.
8.b.	1300.7.2	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	TEMPORARY. Delete when dissemination,

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NARA ITEM	TSA CODE & ITEM	DESCRIPTION	DISPOSITION
			revision, or updating is complete.

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CODE & ITEM	DESCRIPTION	DISPOSITION
1300 General Records	Comprised of general administrative records, that are maintained by the program office and not otherwise covered by an approved Records Disposition Schedule for the specified program office, and it also includes program office-related records generated or maintained for record or information by other program offices.	Destroy in accordance to NARA General Records Schedule.
1300.1 Incident and Intelligence Case Files	Consist of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May contain original reports received from field offices of the DHS, Federal Aviation Administration and/or TSA, communications with state, Federal, state, and local agencies, aviation industry, transportation modalities, etc. May include photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, pertinent Watch Log printouts/entries, faxes, and similar documents.	
1300.1.1	Pre-November 19, 2001: Includes all records that pre-date the establishment of TSA. NOTE: Records are to be digitized in the future. Records are located at Federal Aviation Administration Headquarters.	PERMANENT. Cut off at end of calendar year in which in case closes. Transfer to FRC 5 years after cut off. Transfer to NARA 30 years after cutoff in accordance with a format complying with NARA regulations (36 CFR 1228.270); transfer of machine-readable records to NARA.
1300.1.2	November 19, 2001 and Forward: Includes all records of historical or legal significance following the establishment of TSA on November 19, 2001.	PERMANENT. Cut off at end of calendar year in which in case closes. Transfer to FRC 5 years after cut off. Transfer to NARA 30 years after cutoff in accordance with a format complying with NARA regulations (36 CFR 1228.270); transfer of machine-readable records to NARA.
1300.1.3	Working Files. Records created and maintained during	TEMPORARY.

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CODE & ITEM	DESCRIPTION	DISPOSITION
	<p>participation in investigation. Files may include drafts that are circulated for internal discussion, internal comments, copies that are maintained for reference, interim reports, final analysis, copies of reports, internal operating procedures and instructions, and other materials not considered part of official files.</p>	<p>Delete/destroy when no longer needed for operational purposes or at time of transfer of Item 1300.1.1 or 1300.1.2 to the Archives, whichever is sooner.</p>
<p>1300.2 Watch Logs (Electronic Only)</p>	<p>Logs, including No Fly List and Select D List, comprised of all forms used to document communications and other activities during Watch Officers' shifts. Consists of initial all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation and other modes of transportation in a concise, chronological order.</p>	<p>PERMANENT. Cut off at end of calendar year. Transfer to NARA 30 years after cutoff in accordance with a format complying with NARA regulations (36 CFR 1228.270): transfer of machine-readable records to NARA.</p>
<p>1300.3 Threat Reports - Daily Intelligence Summaries (DIS), Weekly Field Intelligence Summaries (WFIS), and Transportation Field Intelligence Daily (TFID)</p>	<p>DIS - Brief description and actions taken on significant events, which affect all modes of transportation. Inform a senior audience of threats to civil aviation and other modes of transportation, incidents, information on terrorist groups, significant terrorist incidents, trends, or patterns, overflight issues, and Department of State travel warnings/public announcements and suspicious incident reports. Published daily in electronic format. DIS documents are used to compose the WFIS and TFID and are gathered from the intelligence community, open sources, and other analytical research.</p> <p>WFIS - Consists of open-source reporting on transportation issues, current threats to transportation, concealed weapons and screening technology systems. It may include reporting on persons, groups or organizations posing a threat to or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, news reports, personal accounts, technical documents and other reports, completed forms, official messages, and similar documents.</p> <p>TFID - Consists of all-source intelligence information and investigations of persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting transportation. It may include photos, personal accounts, and statements of suspects,</p>	<p>TEMPORARY: Cut off at end of calendar year. Destroy when 15 years old.</p>

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CODE & ITEM	DESCRIPTION	DISPOSITION
	<p>court documents, media and incident reports, completed forms, official messages, and anything that could target transportation such as new types of weapons that could show deficiencies in screening methods, and related documents.</p>	
<p>1300.4 Information Circulars (ICs)</p>	<p>Provides the transportation community with information that they should be aware of in carrying out their security duties. The IC is based upon information concerning threats to transportation and is created per threat for each area of transportation. The purpose is to advise the transportation community at the Sensitive Security Information (SSI) level of those threats or situations considered sufficiently serious and credible to warrant the consideration of extra vigilance and/or additional security measures.</p>	<p>TEMPORARY. Cut off at end of calendar year in which IC expires or is cancelled. Destroy when 15 years old.</p>
<p>1300.5 Source Materials for Security Directives (SDs) and Emergency Amendments</p>	<p>Source materials compiled or derived from other items on this schedule that are submitted to Aviation Operations for the threat information portion of the Security Directive to alert the transportation community to threats presented by the particular potential traveler or group of possible passengers. The threats may be general in nature or may refer to the travel of suspicious persons or possible incidents such as a bombing, a hijacking, or some other form of terrorist or criminal attack.</p>	<p>TEMPORARY. Cut off at end of calendar year in which SD or amendment expires or is cancelled. Destroy when 15 years old.</p>
<p>1300.6 Intelligence Briefings, Speeches, Addresses, and Comments</p>	<p>Statistical, narrative, and other reports or summaries, including supporting audiovisual materials, that are created to inform high level officials of the agency (such as agency head and their senior advisors) on major issues confronting the agency in regards to transportation security. They may be used to prepare such officials for hearings, press conferences, or major addresses.</p>	<p>PERMANENT. Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>

INTEL 1300—INTELLIGENCE

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Office of Intelligence**.

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.1 INCIDENT FILES (PRE-ICF FILES)</p>	<p>Consist of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation. This includes the targeting of passengers involved in the use of any civil air transportation conveyance, civil air transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc; original reports received from field offices of the Transportation Security Administration, communications with state, Federal and local agencies, the aviation industry; etc; photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, and similar documents.</p>	<p>Transfer closed files to FRC when 5 years old. Destroy when 15 years old.</p>	
<p>INTEL 1300.2 INTELLIGENCE CASE FILES (ICFs) (POST INCIDENT FILES)</p>	<p>Consist of all substantive incident files source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May contain</p>	<p>PERMANENT. Cut off at end of fiscal year. Transfer to FRC when 5 years old. Transfer to NARA when 15 years old.</p>	

See 13-1 Nov 06 Revisions approved by TSA RD

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Title	Description of Records	Disposition	Authority
	<p>original reports received from field offices of the Department of Homeland Security, Federal Aviation Administration and/or Transportation Security Administration, communications with federal, state and local agencies, transportation modalities, etc. May include photos, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, and similar documents.</p>		
	<p>All other Case Files</p>	<p>Transfer closed case files to the FRC when 5 years old. Destroy when 15 years old.</p>	
<p>INTEL 1300.3 WATCHLOGS</p>	<p>Consists of initial all-source information on persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation and other modes of transportation in a concise, chronological order. Documents all forms of communication by Watch Officers and other activities during their shift.</p>	<p>Cut off at end of fiscal year. Destroy when 15 years old.</p>	

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Title	Description of Records	Disposition	Authority
INTEL 1300.4 DAILY INTELLIGENCE SUMMARIES (DIS)	<p>Brief description and actions taken on significant events, which affect all modes of transportation.</p> <p>Informs a senior audience of threats to civil aviation and other modes of transportation, incidents, information on terrorist groups, significant terrorist incidents, trends, or patterns, over flight issues, and DOS travel warnings/public announcements. Published daily.</p>	<p>a. Intelligence Office</p> <p>Cut off at end of fiscal year. Review 5 years after completion of Daily Intelligence Summaries (DIS). Destroy when 10 years old.</p> <p>b. Field Office</p> <p>Destroy 180 days from date of issuance.</p>	
INTEL 1300.5 TRANSPORTATION SECURITY INTELLIGENCE SUMMARIES (TSISUM)	<p>A condensed compilation of DIS items published on a weekly basis. Provided to TSA field elements that do not receive the DIS.</p> <p>Intended to inform this audience of threats to civil aviation and other modes of transportation, incidents, and information on terrorist groups, significant terrorist incidents, and trends.</p>	<p>a. Intelligence Office</p> <p>Cut off at end of fiscal year. Transfer to FRC</p>	

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Title	Description of Records	Disposition	Authority
<p>NTEL 1300.6 INFORMATION CIRCULARS (ICs)</p>	<p>b. Field Office</p> <p>Provides the transportation community with information that they should be aware of in carrying out their security duties. The IC is based upon information concerning threats to transportation. The purpose is to advise the transportation community at the Sensitive Security Information (SSI) level of those threats or situations considered sufficiently serious and credible to warrant the consideration of extra vigilance and/or additional security measures.</p>	<p>When 3 years old. Destroy when 15 years old.</p> <p>Destroy 180 days from date of issuance.</p>	
<p>INTEL 1300.7 INTELLIGENCE USED IN SECURITY DIRECTIVES (SDs)</p>	<p>a. Intelligence Office</p> <p>b. Field Office</p> <p>Provides the threat information portion of the Security Directive to alert the airlines to threats presented by the particular potential traveler or group of possible passengers. The threats may be general in nature or may refer to the travel of suspicious</p>	<p>Cut off at end of fiscal year. Review 5 years after cancellation/expiration of IC Transfer cancelled/expired ICs to FRC. Destroy when 15 years old.</p> <p>Retain no longer than 1 year from date of cancellation or expiration.</p>	

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Title	Description of Records	Disposition	Authority
	persons or possible incidents such as a bombing, a hijacking, or some other form of terrorist or criminal attack.		
	a. Intelligence Office	PERMANENT. Cut off at end of fiscal year. Transfer to ERC when 5 years old. Transfer to NARA when 15 years old.	
	b. Field Office	Retain until SD is cancelled or expires.	

INTL 1300—INTELLIGENCE

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.8 INTELLIGENCE ASSESSMENTS</p>	<p>Provides senior decision-makers, and in some cases, senior security officials, of various modes of the transportation community with information that they should be aware of in carrying out their security duties. These assessments may take the form of intelligence notes, threat reviews, point papers, background notes, timeline reports, situation reports, executive summaries, issue papers, spot comments, and talking points. Also included in this category are conference and meeting notes, trip reports and hijacking/commandeering summaries.</p>	<p>a. Intelligence Office Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	
<p>INTEL 1300.9 INTELLIGENCE BRIEFINGS</p>	<p>These briefings, which can be on a variety of issues, provide senior decision-makers and senior security officials of various modes of the transportation community with information that they should be aware of in carrying out their security duties.</p>	<p>b. Field Office Destroy 1 year from date of issuance.</p> <p>a. Intelligence Office</p> <p>1.) Routine Transfer to FRC after 5 years. Destroy when 15 years old.</p> <p>2.) Substantive PERMANENT. Cut off at end of fiscal year.</p>	

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Title	Description of Records	Disposition	Authority
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b. Field Office

Transfer to FRC when 5 old years. Transfer to NARA when 10 years old.

Destroy 1 year from date of issuance.

INTL 1300—INTELLIGENCE

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.10 INTELLIGENCE SPEECHES</p>	<p>These speeches provide senior decision-makers and senior security officials of the various modes of the transportation community with information that they should be aware of in carrying out their security duties.</p>		
	<p>a. Intelligence Office</p>	<p>PERMANENT. Cut off at end of fiscal year. Transfer to FRC when 5 years old. Transfer to NARA when 10 years old.</p>	
	<p>b. Field Office</p>	<p>Destroy 1 year from date of issuance.</p>	
<p>INTEL 1300.11 UNASSIGNED</p>			
<p>INTEL 1300.12 ROLLCALL DAILY</p>	<p>Consists of open-source reporting on airport security issues, current threats to aviation, concealed weapons and screening technology systems. It may include reporting on persons, groups or organizations posing a threat to or were involved in an incident (involving the use of threats, force, or violence) targeting civil aviation. This may include information on threats against passengers, airport personnel, aircraft, air transportation facilities, support structures and attempts to breach or circumvent security procedures or systems. It may include photos, news reports, personal accounts, technical documents and other reports, completed forms, official messages, and similar documents.</p>		
	<p>a. Intelligence Office</p>	<p>Cut off at end of fiscal</p>	

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Title	Description of Records	Disposition	Authority
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year. Transfer to FRC
when 5 years old.
Destroy when 15 years
old.

b. Field Office

Destroy 1 year from
date of issuance; retain
as needed for reference
or training purposes.

INTL 1300—INTELLIGENCE

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.13 FAM INTEL NOTES</p>	<p>Consists of all-source intelligence information and investigations of persons, groups or organizations that pose a threat or were involved in an incident (involving the use of threats, force, or violence) targeting FAMs, passengers or aircraft. This may include reporting on hijackings, armed attacks on aircraft or other security issues related to FAM missions or operations. It may be published in classified and unclassified versions. It may contain classified and open source reporting, investigative reports, and law enforcement correspondence. It may include photos, personal accounts, and statements of suspects, court documents, media and incident reports, completed forms, official messages, and similar documents.</p>	<p>a. Intelligence Office b. Field Office</p>	<p>Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Destroy 1 year from date of issuance; retain as needed for reference or training purposes.</p>
<p>INTEL 1300.14 SELECTEE LISTS</p>	<p>A list of persons who are suspected to pose a threat to civil aviation.</p>	<p>a. Intelligence Office</p>	<p>Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p>

INTL 1300—INTELLIGENCE

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.15 NO FLY LISTS</p>	<p>b. Field Office</p> <p>A list of individuals who the TSA Assistant Administrator for Intelligence has determined to be dangerous and pose a threat to civil aviation.</p>	<p>Destroy upon receipt of newer version.</p>	
<p>INTEL 1300.16 INTELLIGENCE RESEARCH</p>	<p>a. Intelligence Office</p> <p>b. Field Office</p> <p>Consists of internal and external studies, proposals, and contracts pertaining to research associated with determining the threat to any/all transportation modes. The research may be conducted by TSA Intelligence staff, private organizations, or individuals under contract to TSA. Reports may be For Official Use Only (FOUO), SSI, or classified.</p>	<p>Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Destroy upon receipt of newer version.</p>	
<p>INTEL 1300.17 INTELLIGENCE ADMINISTRATIVE</p>	<p>a. Research conducted by private organizations.</p> <p>b. Research conducted by individuals under contract to TSA.</p> <p>Documentation of administrative actions involving all phases of intelligence work.</p>	<p>Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Cut off at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Review and destroy when Assistant Administrator determines material is</p>	

INTL 1300—INTELLIGENCE

Title	Description of Records	Disposition	Authority
<p>INTEL 1300.18 E-MAIL AND WORD PROCESSING DOCUMENTS</p>	<p>(a) Copies that have no further administrative value after the record keeping 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 record keeping copy.</p> <p>(b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.</p>	<p>no longer needed for administrative purposes.</p> <p>Delete/destroy within 180 days after the record keeping copy has been produced.</p> <p>Delete when dissemination, revision, or updating is complete.</p>	