

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-04-15</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 withdrawn 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 Credentialing			
4 NAME OF PERSON WITH WHOM TO CONFER Barry D Walters	5 TELEPHONE 571/227-1139	DATE <i>7/12/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 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 checked="" type="checkbox"/> has been requested			
DATE 06/25/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barry D Walters</i>		TITLE Director, Office of Information Management Programs
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>see agency NR number number</i>		

CREIDENT 2200 – CREDENTIALING

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

Title	Description of Records	Disposition	Authority
<p>CREIDENT 2200.1 PERSONNEL SECURITY CASE FILES</p>	<p> Screener, Non-Screener, PP5 Contractors, Other Contractors, and Private Industry Case and/or Investigative Files—Records include hard copy of investigations and clearances for TSA employees, contractors and private industry persons—This includes all persons investigated and/or who receive a security clearance from TSA as required by Federal regulations—Files also include copies of requests for investigations, investigations case papers and questionnaires, investigation processing forms, investigation results forms, correspondence, administrative actions forms/letters, appeals process documentation, SF 312— Nondisclosure Agreement, final results notification and requests for file review and results.</p> <p>a <u>TSA Employees and Contractors’ Files</u></p>	<p>Destroy 5 years after separation or transfer of employee or 5 years after contract relationship expires, whichever is applicable, except for the SF 312 Non- Disclosure Agreement which should be retrieved from the file, forwarded to HR, and inserted the individual’s Official Personnel File (OPF)</p>	<p>GRS 18/22(a)</p>

CREDENTIAL 2200 - CREDENTIALING

Title	Description of Records	Disposition	Authority
	b <u>Non-TSA Employees' Files</u>		
	—(1) Applicants Not Hired	Destroy 120 days after investigation completed	
	—(2) Ineligible Applicants	Destroy 1 year after investigation completed	
CREDENTIAL 2200.2 BACKGROUND INVESTIGATION TRACKING SYSTEM (BITS)	Electronic records that contain limited Personnel Security Information that is also contained in the subject's Personnel Security Case Files		
	a <u>System Inputs</u> Personnel Security Case Files	See CREDENTIAL 2200.1	
	b <u>System Master files</u> The system's electronic data Includes personal identification information (name, DOB, and SSN), organization data (position, office and EOD, position sensitivity and risk levels), types and dates of investigations, summary results of investigations, clearance levels and dates, quality assurance review and any other actions performed during Reconsideration or Appeal (Inputs are done for non-TSA employees also)		
	1) TSA Employees and Contractors' Files	Cut off at the end of the fiscal year in which employment activity is terminated Input information to the system 2 years after cutoff Destroy 5 years after cutoff	GRS 20/3(a)

CREIDENT 2200 - CREDENTIALING

Title	Description of Records	Disposition	Authority
	2) Non-TSA Employees' Files This includes applicants not hired and ineligible applicants	Cut off at the end of fiscal year in which the employee was not hired or ineligible Input information to the system 2 years after cutoff Destroy 5 years after cutoff	GRS 20/3(a)
[Item 1]	c <u>System Outputs</u> Administrative reports, manifests, and work task ticklers	Destroy/delete when no longer needed	
	d <u>System Documentation</u> Includes data systems specifications, file specifications, codebooks, record layouts, user guides, and outputs specifications	Destroy/delete when superceded 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	GRS 20/11
CREIDENT 2200.3 CREDENTIALING AND BADGING			
[Item 2]	a <u>Background Files</u> Records explaining the credentialing and badging purposes and processes	Cut off at the end of the fiscal year Destroy when superceded or obsolete or 5 years after cutoff, whichever is later	
[Item 3]	b <u>Credentialing and Badging Databases' Inputs</u> All source records used to input data to credentialing and badging systems Includes Identification Card Applications, Credential Requests, and Return of Identification Badges forms	Cut off at end of month received Destroy 6 months after cutoff	Processed 8/9 5/24/12

CREIDENT 2200 - CREDENTIALING

Title	Description of Records	Disposition	Authority
[Item 4]	c <u>Credentialing and Badging Databases</u> Electronic information required to create an ID badge or a Credential for TSA employees	Cut off at the end of the fiscal year in which employment activity is terminated Destroy 2 years after cutoff	
[Item 5]	d <u>Credentialing and Badging Databases' Outputs</u> Include employee Identification Badges and Credentials	Destroy immediately upon employee's separation	
	e <u>Credentialing and Badging Databases' System Documentation</u> Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)	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	GRS 20/11
[Item 6] CREIDENT 2200.4 ADJUDICATION & THREAT ANALYSIS FILES	Contains records for developing and executing policies, processes, and procedures for the results of background checks on transportation workers	Cut off when associated policy, process, and procedures records are superseded or obsolete Destroy 5 years after cutoff	
CREIDENT 2200.5 TRANSPORTATION WORKERS IDENTIFICATION CREDENTIALS (TWIC) FILES			

CREDEENT 2200 - CREDENTIALING

Title	Description of Records	Disposition	Authority
E-MAIL AND WORD PROCESSING DOCUMENTS			
[Item 7]	a Copies that have no further administrative value after the copy for the file 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	Delete/destroy within 180 days after the record keeping copy has been produced	
[Item 8]	b Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy	Delete when dissemination, revision, or updating is complete	