

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-560-06-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-7-2005</i>	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
a. MAJOR SUBDIVISION Transportation Security Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
b. MINOR SUBDIVISION Federal Air Marshal Service			
c. NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	d. TELEPHONE NUMBER (703) 487-3157	DATE <i>3/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
<p>e. AGENCY CERTIFICATION</p> <p>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>2</u> page(s) are not needed now for the business for 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,</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </p>			
DATE <i>11/21/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Bibbs</i>		TITLE <i>Records Management Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Mission Scheduling and Notification System (MSNS)</u></p> <p>An Oracle database designed for scheduling Federal Air Marshals (FAMs) to fly on commercial airlines. The database contains FAMs contact information and availability data. Portions of the Official Airline Guide are imported into the system and used to generate flight schedules and reservations for FAMs. Historical flight schedule information is maintained in the database.</p> <p>Restrictions: Highly sensitive tracking and monitoring information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties, using a permanent identification and password.</p> <p>Vital Record: YES</p> <p>a. Input records.</p> <p>Commercial airline flight schedules (provided by the Official Airline Guide Worldwide Limited) and FAMs mission availability schedules (submitted by the FAMS field offices).</p>		<i>cc agency only</i>

DISPOSITION: TEMPORARY. Delete after data has been transferred and verified via commercial off-the-shelf enterprise backup software/hardware and stored on magnetic tape.

b. Output records.

Mission schedules and airline reservation data for the FAMS.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

c. Master file.

AirCrews and FAMS Portal. Mission planners use the AirCrews application to produce mission schedules and to notify FAMS of their schedules and reservation details. The FAMS Portal displays these outputs via the user's web browser.

DISPOSITION: TEMPORARY. Destroy when superseded by routine software program updates, or when no longer needed.

d. Supporting documentation records.

These records include, but are not limited to, computer program documents, functional specifications, user manuals, reference guides, data dictionaries, file layouts, training manuals, system design and analysis manuals, or equivalent documentation.

DISPOSITION: TEMPORARY. Destroy when superseded or obsolete.

2. **Electronic Mail and Word Processing**

Consist of electronic copies of records created using electronic mail or word processing applications that are maintained for updates, revisions, or disseminations.

- a. Copies that have no further administrative value after the recordkeeping copy has been produced. Includes copies maintained by individuals in personal files, electronic mail directories, hard or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/delete when the recordkeeping copy has been produced.

- b. Copies used for updates, revisions or disseminations that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/delete when updates, revisions or disseminations are completed.