

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-560-06-3</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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Transportation Security Administration			
3. MINOR SUBDIVISION Federal Air Marshal Service			
4. NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	5. TELEPHONE NUMBER (703) 487-3157	DATE <i>3/3/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alla 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 <u>3</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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
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 GRS OR SUPERSEDED JOB CITATION	10.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>The Federal Air Marshal Information System (FAMIS)</u></p> <p>An Oracle-based system designed to collect and store Federal Air Marshal Service employee's personal and work-related information and to schedule Federal Air Marshals (FAMs) for missions. FAMIS' web-based data entry/retrieval system enables management to access real-time information through various types of reporting capabilities 24/7.</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 Records: YES.</p> <p>a. Input records.</p> <p>Personnel database; FAMS Sabre Airlines Reservations System, Medical Exam Notification System; Medical History database; Training database, and Passport Status and History database.</p>		

DISPOSITION: TEMPORARY. Delete after data has been transferred and stored on backup tapes.

b. Output records.

Pre-packaged Crystal Reports, ad hoc Oracle Discoverer Reports, Training Reports, Class Rosters, Mission Schedules, Medical Exam Schedules, and Passport Photo's.

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

c. Master file.

Contains both personal (i.e. name, date and place of birth, address, social security number, emergency contact information) and operational information (i.e. FAMS graduating class, credential/badge number, firearm and proficiency rating, passport status and history, etc.).

DISPOSITION: TEMPORARY. Cut off when superseded by routine software program updates. Destroy when 15 years old.

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.