

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-560-06-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-28-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
1. MAJOR SUBDIVISION Transportation Security Administration (TSA)			
2. MINOR SUBDIVISION Federal Air Marshal Service (FAMS)			
3. NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	4. TELEPHONE NUMBER (703) 487-3157	DATE <i>10/27/06</i>	ARCHIVIST OF THE UNITED STATES <i>A. Underwood</i>
5. 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 6-26-06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Bibbs</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Activity Reports – Activity Reports (FAMS Form F 7100) are used to report the following Class 1 or Class 2 activities: a. Class 1 Activity Reports – are regulatory in nature and include, but are not limited to: irregularities involving screening and/or escort procedures, check-in procedures, assigned seating problems, boarding, aircrew conflicts, gate agent conflicts, flight crew briefings, searches, arrival procedures, and equipment retrieval/turn-in. DISPOSITION: TEMPORARY. Cut off annually at the end of the fiscal year. Destroy 5 years after cut off. b. Class 2 Activity Reports – include, but are not limited to: arrests, medical situations requiring direct involvement of a Federal Air Marshal (FAM), interference with a flight crew by a subject, tampering with aircraft or aircraft equipment, verbal threats or threatening physical behavior by a subject, security breaches, suspicious activity that rises to a level requiring investigation and/or direct FAM involvement, third party information reported to a FAM, disruptive/disorderly personal behavior by a subject, suspect items or objects, field interview results, and		
		<i>cc Agency, NR NWMD, NWMLW</i>	

other FAM law enforcement actions occurring prior to the opening and assignment of a formal investigation.

DISPOSITION: TEMPORARY. Cut off files after all legal action, if any, is concluded. Destroy 20 years after cut off.

2. **Report of Investigation** – A Report of Investigation (ROI) documents the details of investigative action and other pertinent information by a FAM, subsequent to the approved opening of a formal investigation, or when otherwise directed to do so by a FAM supervisor. A ROI is submitted using the Treasury Enforcement Communications System (TECS) Case Management System.

a. Original supporting documents – Original documents supportive of the investigation (such as affidavits, complaints, indictments, photographs, fingerprints, etc.).

DISPOSITION: TEMPORARY. Cut off files after all legal action is concluded. Destroy 20 years after cut off.

b. Original investigative notes – Notes taken and/or used in the preparation of the ROI.

DISPOSITION: TEMPORARY. Cut off files after all legal action is concluded. Destroy 20 years after cut off.

3. **Special Mission Coverage Files** – Files which document special flight coverage by FAMs based on specific intelligence information. These flights could be either international or domestic flights. Files may contain TECS message on subject(s); e-mail containing detail intelligence information; special mission coverage memorandum outlining details of flight coverage; or a ROI.

DISPOSITION: TEMPORARY. Cut off annually at the end of the fiscal year. Destroy 5 years after cut off.

4. **Electronic Mail and Word Processing Copies** – 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

Superseded by job / item number:

DAA-0560-2019-0013 E-0014

Date (MM/DD/YYYY):

10/30/2019

Superseded by job / item number:

DAA-GRS-2016-0016-0002

Date (MM/DD/YYYY):

07/2017

copy.

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