

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-07-1</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 withdrawn 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 Agency Wide			
4. NAME OF PERSON WITH WHOM TO CONFER A. Lawan Jackson	5. TELEPHONE 571/227-2068	DATE <i>1/24/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>2</u> page(s) are not needed now 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 01/16/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</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 GRS OR SUPERSEDED JOB CITATION	10.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 TSA Records Retention Schedule for: Airport Access Authorization to Commercial Establishments Beyond the Screening Checkpoint (AAACE) Program <i>This schedule is media neutral.</i>		

SA 8/16/07 Copies sent to Agency, NWM, NWMW, NR

SF115: N1-560-07-1

Item 1 AAACE Authorization Forms

a. No-Fly List – no match

Authorization forms collected on authorized program participants who are participating in the program and who are not matches to the No-Fly List.

Disposition: **TEMPORARY. Destroy** no sooner than three days but no later than seven days after the expiration date on the form.

b. No-Fly List – match

Authorization forms collected on individuals denied participation in the program and who are actual matches to the No-Fly List.

Disposition: **TEMPORARY. Destroy** after one year from the expiration date on the form.

c. Authorization forms not issued for any other reason

Disposition: **TEMPORARY. Destroy** no sooner than three days but no later than seven days after the expiration date on the form.

Airport Access Authorization to Commercial Establishments Beyond the Screening Checkpoint (AAACE) Program

The airport operating authorities at Dallas-Fort Worth International Airport (DFW) and Detroit Wayne County Metropolitan Airport (DTW) seek to establish the AAACE Program. Should this program expand to other airports, those records also will be covered by this schedule. Under this pilot program, each airport operator may issue an Authorization Form to current registered overnight hotel guests at certain hotels physically connected to the airport terminal, who have requested access to commercial establishments beyond the screening checkpoint in the sterile area of the airport if they meet the requirements of the program.

The Airport Operators will collect the registered guest's name and date of birth, compare the individual's name and identification against the No-Fly list, and notify TSA in the event of a positive match. TSA will use the information concerning registered guests who are positive matches to the No-Fly List for the purpose of identifying actual or potential threats to transportation security, as well as individuals who seek to test access controls to the secure area. TSA may also use the Authorization Form to audit the performance of the Airport Operator by periodically reviewing the Authorization Forms from all individuals admitted beyond the TSA screening checkpoint under this program.

1. Transportation Security Network Pilot Project Files

- A. Includes general correspondence and routine administrative files.

Disposition: **TEMPORARY**. Cut off annually. Destroy 1 year after cutoff.

- B. Includes records such as pilot final planning documents, budget files, project/contract management files, and monthly or annual reports.

- 1) Official record keeping copy kept in TSNM or at participating airports.

Disposition: **TEMPORARY**. Destroy 6 years and 3 months after end of pilot or program (GRS 3, item 3)

- 2) Information forms collected on registered overnight guests who are participating in the program and who are not matches to the No-Fly List.

Disposition: **TEMPORARY**. Destroy no sooner than three days but no later than seven days after expiration date on the form.

- 3) Information forms collected on registered overnight guests who are participating in the program and who are potential or actual matches to the No-Fly List.

Disposition: Destroy no sooner than one year after collection of the information.

4) All other copies.

Disposition: **TEMPORARY**. Destroy when no longer needed for reference purposes.

2. E-mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- 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 that are used only to produce the record-keeping copy.

Disposition: **TEMPORARY**. Destroy/delete within 180 days after the record keeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the records-keeping copy.

Disposition: **TEMPORARY**. Destroy/delete when dissemination, revision, or updating is completed.