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REQUEST FOR RECORDS DISPOSITION AUTHORITY			(LEAVE BLANK)				
			JOB NUMBER 11-50-07-2				
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 4/10/07				
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY				
Department of Homeland Security							
2. MAJOR SUBDIVISION			rordance	with the provisions	of 11 USC		
Transportation Security Administration		3303	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including				
3. MINOR SUBDIVISION			amendments, is approved except for items that may be marked □disposition not approved□ or □withdrawn□ in column 10.				
Agency Wide							
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATI	_	ARCHIVIST OF THE			
A. Lawan Jackson	571-227-2068	101	10/20107 Allenhier		h		
retention periods specified; and that written con GAO manual for Guidance of Federal Agencie is not required; is attached; or	s,						
					andadianiki se sa		
4/23/07 SIGNATURE OF AGENCY REP				TITLE Records Management Officer			
				9. GRS OR SUPERSEDED 10. ACTION TAKEN			
No.	o. /			OB CITATION	(NARA USE ONLY)		
	Office of Transportation Security Redress						
See attached p	See attached pages						
SANISLOT Copies	ent to Agen	/ NO	lunu	y NR			
	NOTHOADLELIT		OTAN	DADD CODIL OF	448 (00) 4 0.04		

 115-109
 PREVIØUS EDITION NOT USABLE

 Prescribed by NARA 36 CFR 1228

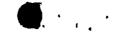
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STANDARD FORM SF 115 (REV. 3-91)

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SF115: NARA Job No. N1-560-07-2

Office of Transportation Security Redress (OTSR). The Office of Transportation Security Redress (OTSR) in the Transportation Security Administration (TSA) was created to provide a forum for individuals who have been identified either correctly or incorrectly as a threat to transportation security to appeal that determination and petition to have erroneous information corrected.

A. Input.

1.	Gevernment data.	Data is received from	n the Federal Bureau	of Investigation's	(FBI)	Terrorist
**	OV FRANKING	Trans 10 10001 100 1101	T THE T CAPITAL DURING	* or mreordemon o		, TOULOUTOR

Superseded by: DAA- 6RS- 1013-0001 Screening Center (TSC). Data includes information received from the consolidated terrorist watch list. 0001 and 0004

DATE (MM/DD/YYYY): 0410712016

- Disposition: TEMPORARY. The Redress Management System (RMS) Database is superseded by regular updates based on additions, changes and deletions to the government data. This disposition instruction is media neutral; it applies regardless of the media or format of the records.
- Individual Subject data. Biographic and any other information received directly from the 2. individual subject or their representative.

Superseded by: Disposition: TEMPORARY. Delete when data has been entered into the Subject Database and verified, or when no longer needed. This disposition instruction is media neutral; it DATE (MM/DD/YYYY): applies regardless of the media or format of the records. 09/07/2016

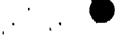
B. Master Files.

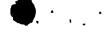
OTSR RMS. Information contained in the individual subject case files on individuals who request redress. These records may include but are not limited to the information such as any identity documents, biographic, and any other data submitted by individuals, information collected by TSA to determine whether an individual poses a threat to transportation security. and the final determination of the agency.

ţ.	Information contained in the RMS Database on individuals that were not near matches to
Superseded by:	a government watch list and <i>cleared</i> as not posing a potential or actual threat to
DAA -0560-2017-0004-	transportation.
DATE (MM/DD/YYYY):	Disposition: TEMPORARY. Destroy/Delete seven years after the issuance of the final
04/20/2017	agency decision of a request for redress.
2.	Information contained in the RMS Database on individuals that were matches to a

government watch list and *identified as an actual threat* to transportation.

Disposition: TEMPORARY. Destroy/Delete 99 years after the issuance of the final agency decision of a request for redress or seven years after TSA learns that an individual is deceased, whichever is shorter.





C. Output.

1. Audit Records. Record of regular audits of the effectiveness and completeness of OTSR's redress process.

Disposition: TEMPORARY. Destroy/Delete 25 years after completion of audit.

2. RMS Reports. Inventory of requests for redress, management reports, processing results reports, annual reports at the departmental or agency level and system performance metrics.

Disposition: TEMPORARY. Destroy/Delete seven years after completion of report.

3. Communications with Individuals. Letters and other communications with individuals, employers, or others regarding the redress process. and appeals of initial agency decisions.

Disposition: TEMPORARY. Destroy/Delete when no longer needed for agency business.

D .- Program Documentation (e.g., plans, metrics, procedures)

Disposition: TEMPORARY, Destroy/Delete seven years after program is completed, terminated, or superseded or when no longer needed for reference purposes.

Superseded by job / item number:

DAA-GRS-2013-0005-0002 Date (MM/DD/YYY): 01/09/2017