

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NA-560-08-3</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 withdrawn 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			
4 NAME OF PERSON WITH WHOM TO CONFER A Lawan Jackson	5 TELEPHONE 571/227-2068	DATE <i>1-26-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</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 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 type="checkbox"/> is not required, <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6/2/08</i>	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>Other than Item B,</i>	See attached TSA Records Retention Schedule for Secure Flight Program (Revised Version) All system Inputs are covered under GRS 20, Item 2, Outputs are covered under GRS 20, Item 16, and Documentation is covered under GRS 20, Item 11a. <i>This is a media neutral (MN) schedule.</i>		

Transportation Security Administration (TSA) Secure Flight Program. The Secure Flight Program involves a number of information system components that are used to conduct pre-flight information-based checks of air passengers and other non-traveling individuals involved in passenger aviation for the purpose of detecting individuals who may pose a terrorist threat

A Master File

- 1 Government Watch List Information used in support of Secure Flight In addition, the list of individuals who have been distinguished from individuals on a watch list as a result of the redress process or other means will be maintained to facilitate the screening process and minimize the number of individuals erroneously identified for secondary screening or denial of boarding

Disposition **TEMPORARY. Destroy/delete** when **superseded** by regular updates of the Secure Flight database, based on additions, changes and deletions to the watch list and other approved lists

- 2 Replay Log A copy of all external system messages to or from the Secure Flight system These logs will include messages from covered aircraft and airport operators containing information on individuals screened by, or requesting screening by, Secure Flight

Disposition **TEMPORARY. Destroy/delete** no later than 7 days after message creation

- 3 Recorded Communication Recording of telephonic communication between or among TSA and covered aircraft or airport operators, owners, or other law enforcement, intelligence, or security agencies regarding the screening status of individuals and any operational response

Disposition **TEMPORARY** Destroy/delete 180 days after date of recording

- 4 Watch List Matching – Non Match Results of automated matching of information such as identifying information such as name, date of birth, assigned unique identifier, boarding pass printing result, and itinerary information on individuals or parties screened by, or requesting screening by, Secure Flight against government watch lists, which does not identify a match or potential match

Disposition **TEMPORARY Destroy/Delete** no later than 7 days after expected completion of the original or modified directional travel itinerary

- 5 Watch List Matching– Potential Match Results of watch list matching of information such as identifying information such as name, date of birth, assigned unique identifier, boarding pass printing result, and itinerary information on individuals or parties screened by, or requesting screening by, Secure Flight against government watch lists, which identifies a match or potential match The records may contain information such as government watch list information, analyst notes concerning the match, the basis for clearance, intelligence information, individual's information used in support of Secure Flight's security screening The records may also contain information related to communications between TSA and

covered aircraft or airport operators, or between or among other law enforcement, intelligence, or security agencies regarding the screening status of individuals and any operational response

Disposition **TEMPORARY Destroy/delete** 7 years after expected completion of the original or modified directional travel itinerary

- 6 Watch List Matching – Confirmed Match. Results of watch list matching of information such as identifying information such as name, date of birth, assigned unique identifier, boarding pass printing result, and itinerary information on individuals or parties screened by, or requesting screening by Secure Flight against government watch lists, which identifies a match that is confirmed. Records on individuals confirmed as a positive watch list match may contain information such as government watch list information, analyst notes concerning the basis for confirmation of the watch list match, intelligence information, and individual's information that may be used in support of Secure Flight's security screening. The records may also contain information related to communications between or among TSA and covered aircraft or airport operators, owners, or other law enforcement, intelligence, or security agencies regarding the screening status of individuals and any operational response

Disposition **TEMPORARY Destroy/delete** 99 years after expected completion of the original or modified directional travel itinerary

B Output

Audit Records Records of regular audits of the effectiveness and completeness of Secure Flight Program process

Disposition **TEMPORARY Destroy/delete** 3 years after completion of audit

- C Program Documentation Records reflecting the history and major policy decisions regarding the creation and implementation of the Secure Flight Program. Examples of Program Documentation are the Secure Flight Systems Development Life Cycle (SDLC), Project Management Plans (PMP) and description of program principles

Date span: 2004 – present

Estimated current volume less than 1 cubic foot

Estimated annual accumulation less than 1 cubic foot

Year of first transfer to the National Archives 2014

Disposition **PERMANENT** Transfer to the Federal Records Center when 5 years old. Transfer to NARA when 10 years old

NOTE This transfer instruction applies only to the paper or hardcopy version of these records. When/if TSA decides to transfer these records to the National Archives in an electronic format, TSA and the National Archives will develop appropriate transfer instructions at that time to cover the electronic records