

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-540-10-4</i> NI-507-05-2	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/11/05</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
a MAJOR SUBDIVISION U S Immigration and Customs Enforcement		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
b MINOR SUBDIVISION Federal Air Marshal Service (FAMS)			
c NAME OF PERSON WITH WHOM TO CONFER <i>Terry Bibbs</i>	d TELEPHONE NUMBER (703) 487-3157	DATE <i>12/16</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
e 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 6-29-05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Bibbs</i>		TITLE Team Leader, Records Management Branch
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>The Tactical Information Sharing System (TISS) allows for the collection and analyzing of information in order to prevent or deter potential future terrorist attacks against the aviation industry. The process utilizes technology, along with analysts and the network of Federal Air Marshals (FAMS) – "<i>Surveillance Detectors</i>" – to develop, catalog, categorize, maintain and associate information provided by the FAMS</p> <p>The TISS is comprised of the following</p> <p>Federal Air Marshal – "<i>Surveillance Detector</i>" – observes, records and reports suspicious activity</p> <p>TISS Analysis Tool – A data mining software application that analyzes data from the TISS database, and other sources. The software alerts analysts to possible indicators or information that may need further investigation</p> <p>The TISS contains sensitive law enforcement information and the data is only accessed and shared among law enforcement agencies. Typically, the TISS maintains information and tactical reports which do not identify an individual by name, but provides a general physical description and any other characteristics which can be deciphered regarding suspicious activity and behavior</p>		

cc Agency HR NAME NUMBER

which is witnessed by a FAM or other law enforcement personnel primarily in or around an airport

Datamaxx, Inc is under contract with the Federal Air Marshal Service to provide the technical support, operations and maintenance for the TISS

a Input records

(1) Electronic records, except as noted in item (2) below, entered into the TISS by a FAM via a customized PDA application and not required for audit and legal purposes

DISPOSITION: TEMPORARY. Delete when data have been entered into the master file or database and verified

(2) Electronic records received from the aviation industry, or records created by the aviation industry in response to the specific information needs of the FAMS via e-mail to a specific e-mail address

DISPOSITION: TEMPORARY. Delete when data have been entered into the master file or database and verified

b **TISS Database** – The TISS database is an Internet/Website accessible database that holds the Surveillance Detection Report (SDR) information for retrieval and analysis. The information contained in the TISS database is a combination of data from the aviation industry and the FAMS. Information is submitted by the FAMS electronically via a customized personal digital assistant (PDA) application. Information from the aviation industry is sent via e-mail to a specific FAMS e-mail address.

DISPOSITION: TEMPORARY. Delete when 25 years for date of last entry

c Output records

These records include any electronic records or hard copy records (i.e. Advisory Reports, TIB Newsletters, etc.)

Surveillance Detection Report (SDR) – An electronic report accessible via the PDA or Internet. The SDR provides a format to record and transmit information of a suspicious nature to the analysts at the FAMS Tactical Information Branch.

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

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