
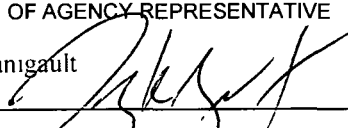


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>N1540-11-4</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions 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 withdrawn 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 <b>Transportation Security Administration (TSA)</b>			
3 MINOR SUBDIVISION <b>N/A</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Anthony Ferguson <i>or</i> Troy Manigault</b>	5 TELEPHONE <b>(571) 227-1564/1170 TSARecords@dhs.gov</b>	DATE <b>8/10/11</b>	ARCHIVIST OF THE UNITED STATES 
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 <b>8/10/11</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Troy K. Manigault</b> 	TITLE <b>Director, Office of Information Management Programs (Records Management Officer)</b>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>TSA Functional Group: 400 – Aviation Security</b>  <u><b>New Record Items.</b></u> <ul style="list-style-type: none"> <li>• CCSP             <ul style="list-style-type: none"> <li>○ CCSF Applications</li> <li>○ CCSP/CCSF Case Files</li> </ul> </li> </ul> <p style="text-align: center;"><b>**See Attached Sheet**</b></p>		

**Certified Cargo Screening Program (CCSP):** Section 1602 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (PL 110-53)(August 2007) (9/11 Act) requires the development of a system to screen 50 percent of cargo transported on passenger aircraft operating within the United States not later than February 3, 2009, and 100 percent of such cargo not later than August 3, 2010

TSA certifies qualified facilities as Certified Cargo Screening Facilities (CCSF) to screen cargo as part of the CCSP. Certified CCSFs may screen cargo off-airport and must implement measures to ensure a secure chain of custody from the point of screening to the point at which the cargo is tendered to the aircraft operator for transport on passenger aircraft. CCSFs are required to engage TSA to assess whether a person or entity meets the standards of CCSP.

**Item 1. CCSP/CCSF Applications** – Includes forms, correspondence, memoranda, letters and similar documents related to candidate application packages

~~a. **Approved Applications** – Applications that have been approved for certification~~

~~Disposition **Temporary** Transfer to Item 2 (CCSP/CCSF Case Files)~~

*Filing Instruction*

b. **Denied Applications** – Applications that have been rejected for certification

Disposition **Temporary** Cutoff annually **Destroy/delete** 3 years after cutoff

c. **Withdrawn or Incomplete Applications** – Includes incomplete submissions and applications withdrawn prior to certification

Disposition **Temporary** Cutoff monthly **Destroy/delete** 30 days after cut off

**Item 2. CCSP/CCSF Case Files** – Includes approved applications, certifications, forms, notifications, correspondence, letters, reports, notices and similar records documenting the expiration, withdrawal or revocation of membership in the CCSP/CCSF

a. **Active**

Disposition **Temporary** Cutoff annually in year certification expired **Destroy/delete** 3 years after cut off

b. **Member-initiated Program Withdrawal**

Disposition **Temporary**. Cutoff annually in year certification withdrawn **Destroy/delete** 3 years after cutoff

c. **TSA-initiated Program Revocation**

Disposition **Temporary**. Cutoff annually in year certification revoked **Destroy/delete** 10 years after cutoff or after final ruling, decision or judgment of any TSA-initiated legal action, whichever is later