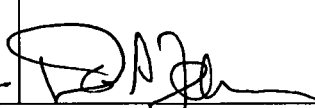
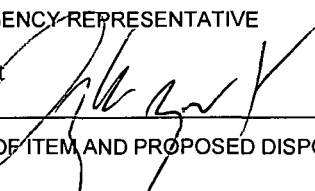


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-560-11-5	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the 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 withdrawn 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 (TSA)			
3 MINOR SUBDIVISION N/A			
4 NAME OF PERSON WITH WHOM TO CONFER Anthony Ferguson or Troy Manigault	5 TELEPHONE (571) 227-1564/1170 TSARecords@dhs.gov	DATE 10/12/11	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 8/18/11	SIGNATURE OF AGENCY REPRESENTATIVE Troy K. Manigault 	TITLE Director, Office of Information Management Programs (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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	TSA Functional Group: 1600 - Maritime & Land <u>New Record Items:</u> <ul style="list-style-type: none"> • EXIS <p align="center">**See Attached Sheet**</p> <p>Inputs, Outputs and Documentation are covered by GRS 20</p>		

1600 – Maritime and Land

EXIS – The system was designed to provide maritime transportation security communities nationwide with scenario based exercises, evaluations, and accompanying information technology products. Specifically, EXIS is a web-based application developed to provide security training exercises that include a mix of basic tabletop, advanced tabletop, and functional exercises, and capture the associated lessons learned, corrective actions, and best practices while strengthening the Nation's ability to prevent, respond to, and recover from a transportation security incident.

1. **Item: Master/Database:** Includes user profile information, exercise templates, user created community information and exercise packages
 - a(1). **Community Creator User Profiles:** Those user profiles that have created at least one user community within the system

TEMPORARY Cutoff at the end of the calendar year **Destroy/delete** 10 years after cutoff
 - a(2). **All other user profiles:** Those profiles that, while active, did not create any communities within the system

TEMPORARY Cutoff after 1 year of inactivity or termination of account **Destroy/delete** 3 years after cutoff
 - b. **Exercise Packages:** Includes scenarios, feedback, guides and similar documents maintained in case files specific to individual registrants

TEMPORARY Cutoff at the end of the calendar year **Destroy/delete** 10 years after cutoff
 - c. **Communities:** Allow users to view and share information among a subset of EXIS members, by grouping exercises and key exercise data under a private sub-site within EXIS. Access is restricted to Community members and controlled by designated Community Managers

TEMPORARY Cutoff at the end of the calendar year **Destroy/delete** 10 years after cutoff