REQUEST FOR RECORDS DISPOSITION AUTHORITY	(LEAVE BLANK)
	JOB NUMBER **NI-560-11-5**
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408	DATE RECEIVED **8/24/11**

1 FROM (Agency or establishment) **Department of Homeland Security (DHS)**	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION **Transportation Security Administration (TSA)**	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request, including amendments, is approved except for items that may be marked □disposition not approved□ or □withdrawn□ in column 10
3 MINOR SUBDIVISION **N/A**	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Anthony Ferguson *or* Troy Manigault	(571) 227-1564/1170 TSARecords@dhs gov	10/6/12	
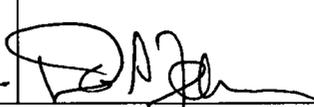
6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not needed now for the business of this agency or will not be needed after the retention 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,

☒ is not required, ☐ is attached, or ☐ has been requested

DATE 8/18/11	SIGNATURE OF AGENCY REPRESENTATIVE Troy K Manigault	TITLE Director, Office of Information Management Programs (Records Management Officer)
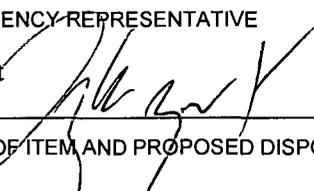
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	TSA Functional Group: 1600 – Maritime & Land **New Record Items:** • EXIS ****See Attached Sheet**** Inputs, Outputs and Documentation are covered by GRS 20		

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