REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of Homeland Security (DHS)

2 MAJOR SUBDIVISION
Transportation Security Administration (TSA)

3 MINOR SUBDIVISION
N/A

4 NAME OF PERSON WITH WHOM TO CONFER
   Anthony Ferguson or
   Ivan King

5 TELEPHONE
   (571) 227-1564/5041
   TSARecords@dhs.gov

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 9/14/2011
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
TSA Functional Group: 400 – Aviation Security
New Record Items:
• Indirect Air Carrier (IAC) Program

   **See Attached Sheet**

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE
STANDARD FORM SF 115 (REV 3-91)

Prescribed by NARA 36 CFR 1228
400 – Aviation Security

Background - Indirect Air Carrier (IAC) Program: On Aug 3, 2007, President Bush signed into law the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act) P L 110-53 (2007) The 9/11 Act requires TSA to establish a system for industry to screen 100 percent of cargo transported on passenger aircraft in the United States at the piece-level, commensurate with passenger baggage. The legislation also set an interim milestone of 50 percent screening to be reached by February 2009. By August 2010, cargo not screened in accordance with TSA-approved processes and procedures cannot be uplift by a passenger aircraft in the United States. Historically, this requirement would fail to the air carrier. However, there is not a sufficient capacity or space to meet this requirement without carrier delays, cargo logjams, and increased transit times. Therefore, TSA established the Certified Cargo Screening Program (CCSP) which umbrellas the Indirect Air Carrier (IAC) program.

Indirect Air Carrier (IAC) Program - Individuals or entities within the United States not in possession of an Federal Aviation Administration (FAA) air carrier operating certificate that undertakes to engage indirectly in air transportation of property, and uses for all or any part of such transportation the services of a passenger air carrier. IAC application process is intended for freight forwarders wishing to receive TSA approval to tender cargo utilizing an IAC certification.

Item 1 IAC Applications – Includes forms, correspondence, memoranda, letters, assessments and similar documents related to candidate application packages

   a. Approved Applications – Applications that have been approved for certification
      Disposition: Temporary Transfer immediately to IAC Case Files upon approval

   b. Denied Applications – Applications that have been rejected for certification
      Disposition: Temporary Cutoff calendar year in which application denied Destroy/delete 3 years after cutoff

   c. Withdrawn or Incomplete Applications – Includes incomplete applications and applications withdrawn prior to certification
      Disposition: Temporary Cutoff month in which application withdrawn or determined incomplete Destroy/delete 30 days after cutoff

Item 2 IAC Case Files – Includes approved applications, security threat assessments, certification, active approval, forms, notifications, correspondence, letters, reports, notices and similar records documenting the expiration, withdrawal or revocation of membership in IAC Program

   a. Active Case Files – Related to individuals or entities that are actively serving as certified IACs
      Disposition: Temporary Cutoff calendar year in which certification expired Destroy/delete 3 years after cutoff

   b. Member-initiated Program Withdrawals – Related to individuals or entities that voluntarily withdraw from IAC Program
      Disposition: Temporary Cutoff calendar year in which certification withdrawn Destroy/delete 3 years after cutoff

   c. TSA-initiated Program Revocations – Related to individuals or entities that have been involuntarily removed from the IAC Program via TSA-initiated revocation of certification as a result of non-compliance with program mandates
      Disposition: Temporary, Cutoff calendar year in which certification revoked Destroy/delete 10 years after cutoff or after final ruling, decision or judgment of TSA initiated action, whichever is later.