
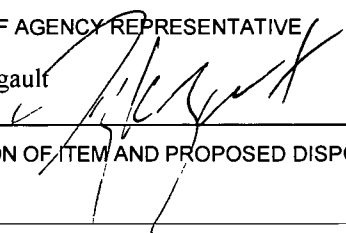


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-540-11-7</i>	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, 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 withdrawn 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 Ivan King	5 TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE <i>10/20/11</i>	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 <i>9/20/2011</i>	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 2800 – SECURITY <u>New Record Items:</u> Sensitive Security Information (SSI) Program <ul style="list-style-type: none"> • SSI Program Files • SSI Determination Files • SSI Custodian Case Files <i>Local</i> <i>per 3-512 email MS</i>		

2800 – SECURITY

Background: Sensitive Security Information (SSI) is information obtained or developed in the conduct of security activities, disclosure of which is determined would be detrimental to the security of transportation, e.g., security programs and contingency plans, DHS and DOT security or threat notices, TSA and U.S. Coast Guard Security Directives, related performance specifications, vulnerability assessments, security measures, threat information, security screening information. SSI is governed by such statutes and regulations as 49 U.S.C. § 114(s), Nondisclosure of Security Activities, 6 U.S.C. § 114, Sensitive Security Information, Pub. L. No. 109-295, § 525(a), Department of Homeland Security Appropriations Act, and 49 C.F.R. Part 1520 (2007), Protection of Sensitive Security Information, as amended. The SSI Program provides agency policy, procedures and oversight guidance and direction for SSI training, marking requirements, safeguards, sharing/release, and reporting requirements. Sharing/release determinations involve general requests for SSI-controlled information, as well as those associated with litigation and Freedom of Information Act (FOIA) requests.

SSI Program: Comprises related policy, procedures and guidance, as well as key program references, in addition to information created in conjunction with SSI reviews and release requests (e.g., litigation, FOIA) such as memoranda, correspondence, surveys, approval documentation, and program tracking and management reports.

Item 1 **SSI Program Files** – Includes copies of SSI program policy and procedures, and management records created and collected by the program in accordance with, or in support of, program oversight, including locally created records collected from SSI custodians or liaison officials for aggregation and/or approval or similar oversight action. *Excludes SSI Determination files and SSI Custodian Local Files*
(Item 2) (Item 3)

Disposition **Temporary** Cut off annually **Destroy/delete** 3 years after cutoff

Item 2 **SSI Determination Files** – Includes memorandums, letters and similar agency positions and supporting information, compiled and issued, that document official determinations in response to requests for agency release of SSI, as well as non-SSI that is potentially SSI when aggregated, irrespective of media format.

Disposition **Temporary**. Cut off annually in year determination made
Destroy/delete 3 years after cutoff

Item 3 **SSI Custodian Local Files** – Includes SSI program management work products, such as statistical and narrative reports prepared locally – i.e., outside of the SSI Program Office – and retained locally for reference or submitted to the SSI Program Office or higher-level officials for aggregation and/or approval or similar oversight action.

Disposition **Temporary** Cut off annually in year collected/created or submitted
Destroy/delete 3 years after cutoff