
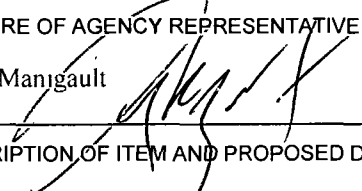


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-2</i>	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, 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 withdrawn 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 <i>or</i> Ivan King	5 TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE <i>Dec 13</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>11/30/11</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 400 – Aviation Security TSA is seeking media neutrality for the previously approved items listed <i>**See Attached Sheet**</i>		

400 – Aviation Security

- Item 1 Coordination with Government Agencies** — Coordination can include DHS, other Federal agencies, state and local governments, foreign governments and domestic and foreign stakeholders. Records include correspondence, directives, reports and other documents resulting from coordination with other Government agencies. Records may be filed by name of agency beginning with the DHS and then by the components of this agency. Other files may be arranged alphabetically. Records do not include agreements made for services with these entities.
- Disposition Temporary Cut off at the end of fiscal year in which matter or effort is closed **Destroy/delete** 7 years after cutoff
- Superseded Authority N1-560-03-7, Item 4
- Item 2 Coordination with Stakeholders**
- a United States Includes correspondence memorandums, reports, and other records documenting coordination with airport authorities, air carriers and other aviation security stakeholders.
- Disposition Temporary Cut off at end of fiscal year **Destroy/delete** 7 years after cutoff
- Superseded Authority N1-560-03-7, Item 5
- b Foreign Includes passenger counts, safety information and similar records related to the coordination, dealings and interactions between field offices and air carriers, airport authorities (when not local government), vendors, passenger groups, and others.
- NOTE:** Records exclude agreements made for services with these entities.
- Disposition Temporary Cut off at end of fiscal year **Destroy/delete** 7 years after cutoff
- Superseded Authority N1-560-03-7, Item 6
- Item 3 Regulatory Inspection and Enforcement Operation** — Includes aviation regulatory inspection and enforcement reports, statistical data or reporting databases, and other documents. Subjects include airport inspections, air carrier inspections, safety and security inspections, cargo inspections, and related. Records also include investigations that ended in no fault found.
- Disposition Temporary Cut off annually in year in which case is closed **Destroy/delete** 7 years after cutoff
- Superseded Authority N1-560-03-7, Item 23
- Item 4 Federal Security Directors and Assistant Federal Security Directors** — Includes correspondence with TSA officials, DHS officials, and Congress on Aviation Operation's policy program planning and management. When appropriate, Assistant FSD records may be filed under this heading (e.g., NetHub, LINK messages, etc.).
- Disposition Temporary Cut off at end of fiscal year **Destroy/delete** 5 years after cut off
- Superseded Authority N1-560-03-7, Item 19
- Item 5 Passenger Screening Records**
- a Passenger Screening General Records Includes equipment testing records, calibration logs, shift summary reports, screener schedules and rotations, K-9 alerts, random item checks, provision of routine checkpoint supplies (e.g., gloves, forms, etc.), and other general records related to operations at the checkpoint.
- Disposition Temporary Cut off at the end of the fiscal year **Destroy/delete** 1 year after cutoff
- Superseded Authority N1-560-04-3, Item 1
- b Passenger Screening Records Related to Alarms or Possible Threats That Do Not Require an Incident Report Includes resolved alarms, cleared baggage, voluntarily abandoned property, lost and unclaimed property and other related data records routinely generated.
- Disposition Temporary **Destroy/delete** after 30 days
- Superseded Authority N1-560-04-3, Item 2

- c. Passenger Screening Records Related to Events That Require an Incident Report ...includes forms, logs and similar supporting documentation generated at the checkpoint for events which require an incident report

Disposition Temporary **Transfer/move** file to Item 9

Superseded Authority N1-560-04-3, Item (2)c

Item 6 **Audio-Visual Recordings of Screening Areas**

- a Videos That Do Not Document an Incident

Disposition Temporary **Destroy/delete** when 14 days old

Superseded Authority N1-560-04-3, Item 3(1)

- b Videos Needed as Evidence That Document an Incident Includes videos of security violations, possible torts, altercations, etc , that TSA has determined are needed as evidence in an investigation, adjudication or other proceeding

Disposition Temporary **Transfer/move** to the investigation or incident file

Superseded Authority N1-560-04-3, Item 3(2)

- c Videos That Document an Incident Not Needed as Evidence Includes videos of security violations, possible torts, altercations, etc , that TSA has determined are not needed as evidence in an investigation, adjudication or other proceeding

NOTE TSA may want to retain certain checkpoint videos for training purposes Once TSA makes that determination, the video should be transferred to the training office files and will be subject to the training schedule

Disposition Temporary **Destroy/delete** 14 days after date of recording or date of determination, whichever is later

Superseded Authority N1-560-04-3, Item 4

Item 7 **Baggage and Cargo Screening Records**

- a General Records Includes equipment testing records, calibration logs, shift summary reports, screener schedules and rotations, K-9 alerts, random item checks, provision of routine supplies (e g , gloves, forms, etc), and related

Disposition Temporary **Destroy/delete** when 1 year old

Superseded Authority N1-560-04-3, Item 5

- b Baggage and Cargo Screening Records Related to Alarms or Possible Threats That Do Not Require an Incident Report Includes resolved alarms, cleared baggage, voluntarily abandoned property, lost and unclaimed property and other related data records routinely generated

Disposition Temporary **Destroy/delete** after 30 days

Superseded Authority N1-560-04-3, Item 6

- c Baggage and Cargo Screening Records Related to Events That Require an Incident Report Includes unresolved alarms, physically cleared baggage, voluntarily abandoned property, lost and unclaimed property and other related data records routinely generated

Disposition Temporary **Transfer/move** file to Item 9

Item 8 **Audio-Visual Recordings of Screening Areas**

- a Videos That Do Not Document an Incident

Disposition Temporary **Destroy/delete** when 14 days old

Superseded Authority N1-560-04-3, Item 7

- b. Videos That Document an Incident Needed as Evidence Includes videos of security violations, possible torts, altercations, etc., that TSA has determined are needed as evidence in an investigation, adjudication or other proceeding

Disposition Temporary **Transfer/move** to the investigation or incident file

- c. Videos That Document an Incident Not Needed as Evidence Includes videos of security violation, possible tort, altercations, etc., that TSA has determined are not needed as evidence in an investigation, adjudication or other proceeding

NOTE TSA may want to retain certain checkpoint videos for training purposes. Once TSA makes that determination, the video should be transferred to the training office files and will be subject to the training schedule

Disposition Temporary **Destroy/delete** 14 days after date of recording or date of determination whichever is later

Superseded Authority N1-560-04-3, Item 8

- Item 9 Incident Reports and Statements: Passenger, Baggage and Cargo Screening** — Includes incident reports generated by TSA and local law enforcement, statements provided by TSA shift supervisors, witnesses and participants used for investigations. Records will be filed in accordance with the **2800 - Security** schedule

Disposition Temporary Cut off at the end of the fiscal year **Destroy/delete** 3 years after cutoff

Superseded Authority N1-560-04-3, Item 9

- Item 10 Statistical Reports Passenger, Baggage and Cargo Screening** — Includes but not limited to statistical reports related to passenger counts, quantity of incidents and abandoned property of currency

Disposition Temporary Cut off at the end of the fiscal year **Destroy/delete** 5 years after cutoff

Superseded Authority N1-560-04-3, Item 10

- Item 11 Customer Service Airport Specific** — Includes documented responses exclusive to aviation operations issued by TSA, or its designated officials, provided in response to a compliment, customer complaint or related issue submitted to a TSA airport office

Disposition Temporary Cutoff at the end of the calendar year when obsolete or issue is completed **Destroy/delete** 3 years after cutoff

Superseded Authority N1-560-03-7, Item 3

- Item 12 Auditing Management** — Includes correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions tracking/milestones, and similar records used to document and track audits of agency programs, operations, procedures, contractors and grantees

Disposition Temporary Cutoff at the end of the calendar year when audit is completed **Destroy/delete** 8 years after cutoff

Superseded Authority N1-560-03-7, Item 13

- Item 13 Aviation Security Law Enforcement Regulations** — Includes aviation law enforcement rules and regulations, copies of policy memorandums, and directives related to aviation security law enforcement

Disposition Temporary Cut off annually when regulations are obsolete or superseded **Destroy/delete** 7 years after cutoff

Superseded Authority N1-560-03-7, Item 24

- Item 14 Airport Access Authorization to Commercial Establishments (AAACE) Program**

- a. Authorization Forms granting overnight guests at airport hotels access to commercial establishments beyond airport screening checkpoints

- a(1) No Fly List – No Match Includes authorization forms collected on authorized program participants who are participating in the program and who are not matches to the No–Fly List

Disposition Temporary **Destroy/delete** no sooner than 3 days but no later than 7 days after the expiration date on the form

Superseded Authority N1-560-07-1, Item 1a

- a(2) No Fly List – Match Includes authorization forms collected on individuals denied participation in the program and who are actual matches to the No–Fly List

Disposition Temporary **Destroy/delete** 1 year after the expiration date on the form

Superseded Authority N1-560-07-1, Item 1b

- a(3) Authorization Forms Not issued for any other reason

Disposition Temporary **Destroy/delete** no sooner than 3 days but no later than 7 days after the expiration date on the form

Superseded Authority N1-560-07-1, Item 1c