
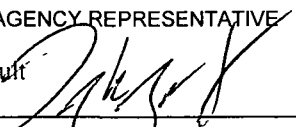


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-4</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions 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 withdrawn 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 <b>Transportation Security Administration (TSA)</b>			
3 MINOR SUBDIVISION <b>N/A</b>			
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>9 Jan 14</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 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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 12/08/11	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>TSA Functional Group: 1900 – TRAINING</b>  <b><u>New Records Item:</u></b> <ul style="list-style-type: none"> <li>• Web – based Training and Tracking System (includes but not limited to Online Learning Center (OLC))</li> </ul>		

# Transportation Security Administration

## 1900 - TRAINING

### Web-based Training and Tracking System

#### System Description

Web-based Training and Tracking Systems (WTTs) are centralized systems designed to support the delivery and management of TSA learning and development programs. WTTs includes such systems as the OLC Online Learning Center (OLC), which is used to deploy and track various training courses and activities provided by the agency in support of the Aviation Transportation Security Act (ATSA), and other training mandated or recommended by Federal statute or regulation, or departmental or agency policy. Such training includes but is not limited to mission-specific and administrative-focused curricula. These systems are used to host and track training for agency employees and contractors.

**NOTE:** This schedule meets the requirements of 5 CFR 410 701, as established by the U.S. Office of Personnel Management (OPM)

Item 1a ~~System Inputs~~ - (GRS 20)

**Disposition:** Temporary – **Destroy/delete** when successfully entered into system

Item 2a **Master File:** The OLC collects the learner and administrator/ instructor information including but not limited to, social security number (SSN), full name, gender, job position/title, DHS e-mail address, location (airport or HQ Office), TSA role, mailing address, and authorized comments by supervisors

**Disposition:** Temporary – **Destroy/delete** 10 years after learner/employee separation from the organization

Item 3a **Learning History/ Course Uploads**

**Disposition:** Temporary – **Destroy/delete** when superseded or obsolete or 10 years after final course date

Item 4a ~~System Outputs~~ – (GRS 20)

## Transportation Security Administration

### 1900 - TRAINING

- a Training data statistical information from the OLC forwarded to external agencies (e g , OPM) to meet human capital reporting requirements, pursuant to 5 C F R 410 701, as well in accordance agency governance and authority requirements (e g , TSA - MD 1900 1 )
- b The OLC provides the ability to produce reports related but not limited to the administration of the training courses, i e , statistical reports, security office compliance, etc

**Disposition:** Temporary – Cut off annually ~~Destroy/delete~~ 3 years after cutoff (or completion of active administrative or legal audit, or other operational needs)

Item 5a ~~System Documentation-~~ GRS 20

Disposition Temporary – ~~Destroy/delete~~ when superseded or obsolete