REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
WASHINGTON, DC 20408

JOB NUMBER: N1-540-12-4

DATE RECEIVED: 12-13-2011

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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
TSARedcs@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 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: 12/08/11
SIGNATURE OF AGENCY REPRESENTATIVE: Troy K. Manigault

TITLE: Director, Office of Information Management Programs (Records Management Officer)

7 Item No

TSA Functional Group: 1900 – TRAINING

New Records Item:
• Web – based Training and Tracking System (includes but not limited to Online Learning Center (OLC)
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. WTTSes include 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)
Training data statistical information from the OLC forwarded to external agencies (e.g., OPM) to meet human capital reporting requirements, pursuant to 5 CFR 410.701, as well as in accordance with 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, e.g., 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.