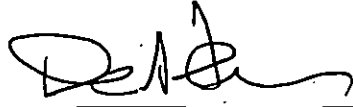
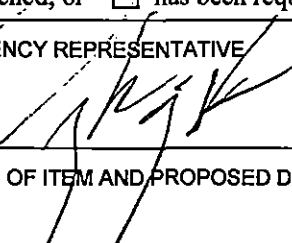


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER NI-560-12-12	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, 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 withdrawn 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 7/16/2014	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 3/27/12	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 GRS OR SUPERSEDED JOB CITATION	10.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

New Item

- Behavior Detection Officer (BDO) Program
 - Screening Passenger by Observational Techniques (SPOT) Program
 - BDO Notebooks

****See Attached Sheets****

Behavior Detection and Analysis (BDA) Program — Behavior Detection Officers (BDO) screen travelers for involuntary physical and physiological reactions that people exhibit in response to a fear of being discovered. BDOs use non-intrusive behavior observation and analysis methods called SPOT (Screening Passengers by Observation Techniques) to identify potentially high-risk passengers. BDA is a program derivative of other successful behavioral analysis programs that have been employed by law enforcement and security personnel worldwide. SPOT adds an element of unpredictability to the security screening process that is easy for passengers to navigate but difficult for terrorists to manipulate. It serves as an important additional layer of security in the airport environment, requires no additional specialized screening equipment, can easily be deployed to other modes of transportation, and presents yet another challenge to terrorists seeking to overcome our security system.

TSA recognizes that an individual exhibiting some of these behaviors does not automatically mean a person has terrorist or criminal intent and for that underlying principle BDOs are essential in helping Transportation Security Officers (TSO) focus appropriate resources on determining if an individual presents a higher risk or if his/her behavior has a non-threatening origin.

- Item 1 The Behavior Detection and Analysis Program:** Includes, but is not limited to, case files, forms, correspondence, reports and similar records that document scores listing observational and behavioral analyses, results of screenings, unusual or prohibited items found, rationale for law enforcement officer notification, and other travel data collected on passengers whose behaviors meet or exceed predetermined thresholds and are referred for additional screening or law enforcement intervention.
- a. Referrals
- Disposition: **Temporary**. Cutoff at the end of the calendar year. **Destroy/delete** 7 years after cutoff.
- b. Reports
- (1). *Shift Summary Reports:* Includes reports documenting BDOs daily shift activities, documenting staffing, numbers and logs of incidents, startup and shutdown checklists, event logs, calls made, and similar routine activities.
- Disposition: **Temporary**. Cutoff at the end of the calendar year. **Destroy/delete** 10 years after cutoff.
- (2). *Full Time Equivalent (FTE) Reports:* Includes reports documenting BDOs duty hours worked, specific locations, vacancies, assigned playbook, Visible Intermodal Prevention and Response (VIPR) missions and other related information documenting BDOs duties performed during an assigned shift.
- Disposition: **Temporary**. Cutoff at the end of the calendar year. **Destroy/delete** 5 years after cutoff.
- (3). *After Action Reports:* Includes reports documenting participants, activities, and results of Visible Intermodal Prevention and Response (VIPR) missions, National Special Security Events (NSSE), and other deployments where BDOs participate.
- Disposition: **Temporary**. Cutoff at the end of the calendar year. **Destroy/delete** 7 years after cutoff.
- Item 2 BDO Notebooks:** Includes approved notebooks used by BDOs for purposes of making notes, collecting information and specific details related to SPOT referrals, passengers, law enforcement officers, times, locations and ensuring that all incidents, events and other accounts are accurately reported at the end of the shift.
- Disposition: **Temporary**. Cutoff when notebook is completed and information has been transferred to the appropriate agency form (i.e., TSA-approved Incident Report Form) or scheduled/approved system master file/database and verified. **Destroy/delete** immediately after cut off.