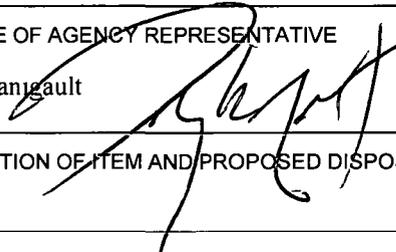


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>11-560-10-2</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions 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 withdrawn 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 <b>Anthony Ferguson <i>or</i> Troy Manigault</b>	5 TELEPHONE <b>(571) 227-1564/1170 TSARecords@dhs.gov</b>	DATE <i>2016-2011</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>7/29/2016</i>	SIGNATURE OF AGENCY REPRESENTATIVE  Troy K. Manigault	TITLE Director, Office of Information Management Programs (Acting 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Record Items:</u></b> <ul style="list-style-type: none"> <li>• FAMS Training Course Files</li> <li>• FAMS Training Class Files</li> <li>• FAMS Training Student Files</li> </ul>		

## 1900 – TRAINING

**FAMS Training Program:** Comprises training records associated with a variety of formalized Federal Air Marshal Service (FAMS) training for Federal Air Marshals (FAMs) and other law enforcement officers, including but not limited to weapons, defensive tactics and canine. The training is developed or adapted and delivered at TSA FAMS Training Facilities throughout the Nation, such as Atlantic City, New Jersey and Artesia, New Mexico

Item 1 **FAMS Training Course Files** – Includes agency course records that document Federal Air Marshal Service (FAMS) training courses developed for Federal Air Marshals (FAMs) and law enforcement officers, such as course assessments and studies, statistical and evaluation reports, assigned lesson plans and syllabi, instructor lists and biographies, presentations and materials, test manuals and scoring tools, evaluation criteria, photographs, and similar documentation used to develop, continue, revise or discontinue a FAMS training course

Disposition **Temporary** Cutoff at end of year in which course is cancelled or discontinued **Destroy/delete** 40 years after cutoff

Item 2 **FAMS Training Class Files** – Includes class records by training cycle/session that document Federal Air Marshal Service (FAMS) training conducted for Federal Air Marshals (FAMs) and law enforcement officers, such as associated training class requests and approvals/denials, attendance rosters, assigned instructors and biographies, summary test scores and qualification results, counseling and disciplinary listings/summaries, group photographs, student surveys, summary awards and commendations lists, and similar class documentation

Disposition **Temporary** Cutoff at end of year in which class is completed **Destroy/delete** 40 years after cutoff

Item 3 **FAMS Training Student Files** – Includes student records by individual that document an individual's Federal Air Marshal (FAM) or law enforcement training at a Federal law enforcement training center or facility, such as the student training request and approval/denial, individual test scores and qualification results, counseling and disciplinary documents, individual photographs, awards and commendations, and similar documentation

Disposition **Temporary** Cut off at end of calendar year in which student separates from FAM or law enforcement position, or following 3 years or inactivity defined by their last FAMS Training Class enrollment/participation **Destroy/delete** 40 years after cutoff