

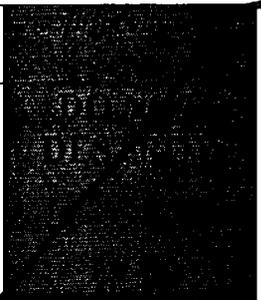
REQUEST FOR RECORDS DISPOSITION AUTHORITY			(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			JOB NUMBER <i>71-560-04-11</i>	
1. FROM (Agency or establishment) Department of Homeland Security			NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 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 withdrawn 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				
3. MINOR SUBDIVISION Office of National Risk Assessment				
4. NAME OF PERSON WITH WHOM TO CONFER Barry D. Walters		5. TELEPHONE 571/227-1139	DATE <i>1/23/2006</i>	ARCHIVED BY UNITED STATES WITHDRAWN
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 9 page(s) are not now needed 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.				
DATE 07/09/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barry D Walters</i>		TITLE Director, Office of Information Management Programs	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	<i>non</i> **See Attached**		WITHDRAWN	

2900 - SECURE FLIGHT/REGISTERED TRAVELER

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
2900 General Records	Comprised of general program records, as defined by the program office's scope and function, that are maintained by the program office and not otherwise covered by an approved Records Disposition Schedule for the program office, and it also includes program office-related records generated or maintained for record or information by other program offices.	Destroy when 1 year old.	DO NOT DESTROY
2900.1 Passenger Name Records (PNR)	Data accessed through the <i>Secure Flight Program</i> ; specifically passenger name records, including accompanying risk assessments.	Destroy within 72 hours of the safe completion of the itinerary, or 30 days after the final resolution of any passenger inquiries, whichever is later.	DO NOT DESTROY
2900.2 Commercial Data	Public source data obtained from various commercial data providers in connection with various Office of National Risk Assessment (ONRA) programs.	Destroy when 2 years old or until superseded.	DO NOT DESTROY
2900.3 Audit Records	Records that establish data use, access and transmission to and from the "risk assessment engine."	Destroy when 10 years old unless a longer period is mandated for national security reasons.	DO NOT DESTROY
2900.4 (RESERVED)	Secure Flight Program		
2900.5	Vetting Operations: The vetting operations directorate of TSA develops, maintains and implements threat-based risk assessment systems and analytical processes that can detect threats to transportation security.		
2900.5.1	Input Data Records: 2900.4.1-a Program input records from TSA and other government programs. Includes, but is not limited to, subject name, date of birth and other personal identification information used to uniquely identify a subject	PLEASE PROVIDE DISPOSITION.	DO NOT DESTROY

2900 - SECURE FLIGHT/REGISTERED TRAVELER

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<p>2900.4.1-b Government terrorist data. Watch lists and other government data used to match against program input records. Contains information on known terrorists and terrorist associates, or other individuals deemed to pose a risk to transportation security</p>	<p>Delete when data has been entered in to the Master File and verified, or when no longer needed to support reconstruction of, or serve as a back up to, the Master File, whichever is later. Other agencies' watch lists are not our data and will be disposed of when obsolete or when not longer needed.</p>	
<p>2900.5.2</p>	<p>Master Files: Information contained in the database includes the government watch list information that is used in support of passenger security screening.</p>	<p>PLEASE PROVIDE DISPOSITION.</p>	<p>DO NOT DESTROY</p>
<p>2900.5.3</p>	<p>Output Records:</p> <p>2900.5.3-a. Intelligence Information Reports: Notification to proper authorities that an individual has matched against a derogatory reference list and requires further review prior to being granted the requested flight status or program access.</p> <p>2900.5.3-b Operational Summary Reports: Includes daily netting operational reports and all associated documents.</p>	<p>PLEASE PROVIDE DISPOSITION.</p> <p>PLEASE PROVIDE DISPOSITION.</p>	<p>DO NOT DESTROY</p>
<p>2900.5.4</p>	<p>Documentation: Data systems and architecture specifications, file specifications, data layout documentation (regardless of media) relating to a master file or database.</p>	<p>PLEASE PROVIDE DISPOSITION.</p>	<p>DO NOT DESTROY</p>
<p>2900.6 <i>Registered Traveler</i></p>	<p>The potential to apply biometrics to enhance passenger identification and reduce passenger wait times.</p>	<p>PLEASE PROVIDE DISPOSITION.</p>	<p>DO NOT DESTROY</p>

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
2900.6.1	<u>Registered Traveler Pilots:</u> Records include data directly related to the setup and maintenance of RT pilot programs.	PLEASE PROVIDE DISPOSITION.	

WITHDRAWN

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by the Office of National Risk Assessment.

Title	Description of Records	Disposition	Authority
<p>ONRA 2900 NATIONAL RISK ASSESSMENT CORRESPONDENCE FILES</p>	<p>General material and correspondence relating to national risk assessment too broad in scope to be filed under one of the specific subjects below.</p>	<p>Cut off at end of fiscal year. Destroy 3 years after cut off.</p>	
<p>ONRA 2900.1 ADMINISTRATIVE AND PLANNING</p>	<p>Administrative records relating to the Office of National Risk Assessment including general correspondence drafts, background material, annual work plans, budget estimates, and documents relating to program planning.</p>	<p>Cut off at end of fiscal year. Destroy when 3 years old.</p>	
<p>ONRA 2900.2 REPORTS AND STATISTICS</p>	<p>Reports covering all subjects. Case file by type of report as necessary.</p>	<p>Cut off at end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy when 15 years after cutoff.</p>	
<p>ONRA 2900.3 POLICY</p>	<p>Documents pertaining to the policy of the Office of National Risk Assessment.</p>	<p>Cut off at end of fiscal year. Transfer to FRC 5 years after cut off. Destroy 20 years after cut off.</p>	
<p>ONRA 2900.4 COMMITTEES, MEETINGS, AND CONFERENCES</p>	<p>Committees, meetings, and conferences relating to establishment, organization, membership, and policy of internal committees pertaining to procurement and contracts activities and functions. Subdivide committees and conferences, if necessary, and show name and date span of folder.</p>	<p>Destroy 2 years after termination of committee.</p>	<p>GRS 16/8a</p>
	<p>Case file record copy of</p>	<p>Destroy when 3 years</p>	<p>GRS</p>

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
ONRA 2900.4.1 Arrangements	minutes and related materials, including agendas, and final reports.	old or when no longer needed for reference, whichever is sooner.	16/8b(1)
ONRA 2900.5 NATIONAL RISK ASSESSMENT PROGRAM FILES	Include such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	
	a. Records used or generated in connection with various Office of National Risk Assessment programs, but not specifically related to individual persons, such records would include information used for assessing risk related to various transportation facilities and modalities, or conclusions generated from such information.	Destroy when 15 years old.	
	b. Records obtained from other government agencies, including intelligence and law enforcement data, watch lists, and other information, which may be usable for assessing terrorism-related risk, or locating persons wanted for violent crimes.	When superseded, cut off at end of fiscal year. Destroy 5 years after cut off.	
ONRA 2900.6 PASSENGER NAME RECORD (PNR)	Data accessed through the CAPPS II program, specifically passenger name records, including accompanying risk assessments.	Destroy within 72 hours of the safe completion of the itinerary, or 30 days after the final resolution of any passenger inquiries, whichever is later.	

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
ONRA 2900.7 COMMERCIAL DATA	Public source data obtained from various commercial data providers in connection with various Office of National Risk Assessment programs.	Destroy when 2 years old or until superceded.	
ONRA 2900.8 AUDIT RECORDS	Establishing data use, access and transmission to and from the Office of National Risk Assessment "risk assessment engine."	Destroy when 10 years old unless a longer period is mandated for national security reasons.	
ONRA 2900.9 E-MAIL AND WORD PROCESSING DOCUMENTS	(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Delete/destroy within 180 days after the recordkeeping copy has been produced.	
	(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Delete when dissemination, revision, or updating is complete.	
ONRA 2900.10 Unassigned			
ONRA 2900.11 Unassigned			
ONRA 2900.12 COMPUTER ASSISTED PASSENGER PRESCREENING SYSTEM (CAPPSII)	Nationwide on-line computerized system that will seek to authenticate travelers' identity and perform risk assessments to detect individuals who may pose a terrorist-related threat or who	Action needed to request disposition authority	

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
<p>ONRA 2900.13 Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Statement of Work (SOW) and Service Level Agreement (SLA)</p>	<p>have outstanding Federal or state warrants for crimes of violence. System is linked to airline systems and other computer reservation systems in order to obtain passenger name record data.</p> <p>Documents developed to describe intra-agency agreements pertaining to programs and functions.</p>	<p>Destroy 5 years after the conclusion, completion or termination of the MOU, MOA, SOW or SLA.</p>	
<p>ONRA 2900.14 SUBJECT DATA RECORD – EXTERNAL (SDR-E)</p>	<p>Records containing identification data that is provided to ONRA for vetting purposes.</p>	<p>Destroy within 72 hours of the completion of subject itinerary or when no longer required for a specific pending inquiry, whichever is later.</p>	
<p>ONRA 2900.15 SUBJECT DATA RECORD - INTERNAL (SDR-I)</p>	<p>Printed/hard copy records containing subject identification data that was provided to ONRA for vetting purposes as well as other findings. Records include corroborating documentation gathered by intelligence analysts.</p>	<p>Destroy within 72 hours of the completion of subject itinerary or when no longer required for a specific pending inquiry, whichever is later.</p>	

WITHDRAWN

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
ONRA 2900.16 REFERENCE DATA SETS (RDS) - EXTERNAL	Government Data Sets provided to ONRA for vetting purposes. RDS' are useful for identification authentication and professional certifications.	Destroy when 2 years old, or when superseded.	
ONRA 2900.17 CONFLICT REPORTS - INTERNAL	Reports generated during automatic vetting process. These reports list details of matches between SDR and the RDS', Derogatory Data Sets and Neutral Data Sets.	Destroy within 72 hours of the completion of subject itinerary or when no longer required for a specific pending inquiry, whichever is later.	
ONRA 2900.18 INTELLIGENCE VETTING LOG	Log of analyst's findings during the vetting process in connection with efforts to address false positives and matching conflicts.	Destroy when 10 years old.	
ONRA 2900.19 DEROGATORY DATA SETS (DDS) EXTERNAL	Government data sets provided to ONRA for vetting purposes. Derogatory Data Sets identify violent criminals and those associated with or who are terrorists.	Destroy when 2 years old, or when superseded.	
ONRA 2900.20 NEUTRAL DATA SETS (NDS) - EXTERNAL	Government data sets provided to ONRA for vetting purposes. Neutral data sets provide historical, non-derogatory information used to authenticate subjects.	Destroy when 2 years old, or when superseded.	
ONRA 2900.21 IDENTIFICATION SCORES AND REASON CODES - INTERNAL	Sub-conflict identification reports generated by ONRA and forwarded to third party. The identification scores match a subject submitted for vetting. Reason Codes identify the conflict found.	Destroy within 72 hours of the completion of subject itinerary or when no longer required for a specific pending inquiry, whichever is later.	
ONRA 2900.22 to 2900.28 Unassigned			

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
ONRA 2900.29 SECURITY POLICY	Consists of correspondence, regulations, and other related documents pertaining to security policy of the Office of National Risk Assessment.	Destroy when 5 years old or when superseded, whichever is later.	
ONRA 2900.30 SECURITY LETTERS OF DESIGNATION	Consists of letters of designation on an individual designated to security duties.	Destroy 1 year after individual is relieved from designation.	
ONRA 2900.31 SECURITY BUDGET	Consists of security office budget requests and equipment nomenclature.	Cut off at the end of fiscal year. Destroy when 3 years old.	
ONRA 2900.32 SECURITY INSPECTIONS	Consists of correspondence and other related documents pertaining to security inspections.	Cut off at the end of fiscal year. Destroy 3 years after next inspection or per regulation that covers Program.	
ONRA 2900.33 SECURITY EQUIPMENT ORDERS	Copies consist of correspondence and other related documents pertaining to security equipment orders.	Destroy after equipment is put on inventory.	
ONRA 2900.34 SECURITY ENTRANCE AND EXIT AUDITS	Consists of access audits of individuals entering and leaving facility.	Destroy 3 years after of audit.	
ONRA 2900.35 FACILITY BADGES AND KEYS	a. Consists of correspondence and other related documents for the issuance of facility badges and keys.	Destroy after individual has returned badge or keys.	
	b. Inventories.	Destroy 1 year after inventory is completed.	
ONRA 2900.36 SECURITY CONTAINER FILES	Forms placed on safes, cabinets, or vaults containing security documents that record opening, closing, and routine checking of the security of the	Destroy 3 months following the last entry on the form.	GRS 18/7b

WITHDRAWN

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
<p>ONRA 2900.37 FACSIMILE MACHINE LOGS</p>	<p>container, such as locking doors and windows, and activating alarms.</p> <p>Consists of outgoing facsimiles and records.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 23/1</p>
<p>ONRA 2900.38 FACILITY ACCREDITATION</p>	<p>Consists of correspondence and other related documents pertaining to facility accreditation.</p>	<p>Retire to staging area after deactivation of facility. Destroy when 10 years old.</p>	
<p>ONRA 2900.39 DOCUMENT RECEIPT FILES</p>	<p>Records documenting the receipt and issuance of classified documents. Includes collateral/SCI incoming and outgoing receipts.</p>	<p>Destroy when 2 years old.</p>	
<p>ONRA 2900.40 REGISTERED/CERTIFIED MAIL LOGS</p>	<p>Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.</p>	<p>Destroy when 1 year old.</p>	
<p>ONRA 2900.41 TOP SECRET REGISTER</p>	<p>a. Classified Document Inventory Files. Consists of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 18/4</p>
	<p>b. Top Secret Accounting Files. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.</p>	<p>Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.</p>	<p>GRS 18/5a</p>
<p>ONRA 2900.42 VISITOR,</p>	<p>Registers or logs used to record names of outside contractors,</p>	<p>Destroy 2 years after final entry or 2 years</p>	

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
REPRESENTATIVE OR GUEST LOGS	service personnel, visitor, employees admitted to the areas.	after date of document, as appropriate.	
ONRA 2900.43 VISIT CERTIFICATIONS	Incoming and outgoing visit access requests (VAR) of contractors, service personnel, and visitors requesting admittance to facilities.	Destroy visit access requests when 2 years old or when obsolete, whichever is later.	
ONRA 2900.44 PERSONNEL SECURITY FILES	Copies consist of correspondence and other related personnel security documents.	Destroy 2 years after individual has left the organization.	
ONRA 2900.45 CLASSIFIED NON-DISCLOSURE AGREEMENTS	Copies of nondisclosure agreements, such as SF 312. Classified Information Nondisclosure Agreement, signed by civilian personnel with access to information that is classified under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files.	Retire to staging area 2 years after individual is debriefed. Destroy 70 years after individual is debriefed	GRS 18/25
ONRA 2900.46 SECURITY VIOLATION PROGRAM	Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information.	Destroy 5 years after closure of case.	GRS/24a
ONRA 2900.47 CONTRACT SECURITY CLASSIFICATION SPECIFICATION	Consists of DD Form 254 (Contract Security Classification Specification) and other correspondence related to contract security.	Retire to staging area 2 years after DD Form 254 is obsolete.	
ONRA 2900.48 INDOCTRINATION FILES	Sensitive Compartmented Information (SCI) and special access program indoctrination	Destroy 2 years after individual has left organization.	

ONRA 2900 — OFFICE OF NATIONAL RISK ASSESSMENT

Title	Description of Records	Disposition	Authority
ONRA 2900.49 SECURITY BRIEFINGS	and debriefings. Files consist of correspondence and other related documents relating to the indoctrination and debriefing of personnel to SCI and special access programs. Documentation and copies of security briefing. Note: Documentation of security can be filed in personnel files.	Destroy 2 years after briefing.	
ONRA 2900.50 SECURITY THREAT CASE FILES	Consists of correspondence and other related threat advisories and incidents.	Destroy 2 years after closure of case.	
ONRA 2900.51 COMMUNICATION SECURITY (COMSEC)	Consists of correspondence and documentation relating to COMSEC equipment, keying material, receipts, logs, inventories and destruction.	Destroy 3 years after COMSEC equipment, keying material is transferred or destroyed. Incoming equipment and keying receipts remain active until transferred or destroyed.	