REQUEST FOR RECORDS DISPOSITION AUTHORITY

	(LEAVE BLANK)
	JOB NUMBER _N1- S60-04-15_

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED _7/22/2004_

1 FROM (Agency or establishment)

Department of Homeland Security

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Transportation Security Administration

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request, including amendments, is approved except for items that may be marked ☐disposition not approved☐ or ☐withdrawn☐ in column 10

3 MINOR SUBDIVISION

Office of Credentialing

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Barry D Walters	571/227-1139	_7/18/04_	_Allen Weinstein_

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 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,

☐ is not required, ☐ is attached, or ■ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
06/25/04	_Barry D Walters_	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		

115-109   PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Office of Credentialing.**

Title	Description of Records	Disposition	Authority
CREDENT 2200.1 PERSONNEL SECURITY CASE FILES	Screener, Non-Screener, PP5 Contractors, Other Contractors, and Private Industry Case and/or Investigative Files—Records include hard copy of investigations and clearances for TSA employees, contractors and private industry persons—This includes all persons investigated and/or who receive a security clearance from TSA as required by Federal regulations—Files also include copies of requests for investigations, investigations case papers and questionnaires, investigation processing forms, investigation results forms, correspondence, administrative actions forms/letters, appeals process documentation, SF-312—Nondisclosure Agreement, final results notification and requests for file review and results.		
	a-TSA Employees and Contractors' Files	Destroy 5 years after separation or transfer of employee or 5 years after contract relationship expires, whichever is applicable, except for the SF-312-Non-Disclosure Agreement which should be retrieved from the file, forwarded to HR, and inserted the individual's Official Personnel File (OPF)	GRS 18/22(a)

Title	Description of Records	Disposition	Authority
	b Non-TSA Employees' Files		
	(1) Applicants Not Hired	Destroy 120 days after investigation completed	
	(2) Ineligible Applicants	Destroy 1 year after investigation completed	
CREDENT 2200.2 BACKGROUND INVESTIGATION TRACKING SYSTEM (BITS)	Electronic records that contain limited Personnel Security Information that is also contained in the subject's Personnel Security Case Files		
	a System Inputs Personnel Security Case Files	See CREDENT 2200.1	
	b System Master files The system's electronic data Includes personal identification information (name, DOB, and SSN), organization data (position, office and EOD, position sensitivity and risk levels), types and dates of investigations, summary results of investigations, clearance levels and dates, quality assurance review and any other actions performed during Reconsideration or Appeal (Inputs are done for non-TSA employees also)		
	1) TSA Employees and Contractors' Files	Cut off at the end of the fiscal year in which employment activity is terminated Input information to the system 2 years after cutoff Destroy 5 years after cutoff	GRS 20/3(a)

Title	Description of Records	Disposition	Authority
	2) Non-TSA Employees' Files This includes applicants not hired and ineligible applicants	Cut off at the end of fiscal year in which the employee was not hired or ineligible Input information to the system 2 years after cutoff Destroy 5 years after cutoff	GRS 20/3(a)
[Item 1]	c System Outputs Administrative reports, manifests, and work task ticklers	**Destroy/delete** when no longer needed	
	d System Documentation Includes data systems specifications, file specifications, codebooks, record layouts, user guides, and outputs specifications	**Destroy/delete** when superceded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest	GRS 20/11

CREDENT 2200.3 CREDENTIALING AND BADGING

Title	Description of Records	Disposition	Authority
[Item 2]	a Background Files Records explaining the credentialing and badging purposes and processes	Cut off at the end of the fiscal year **Destroy** when superceded or obsolete or 5 years after cutoff, whichever is later	
[Item 3]	b Credentialing and Badging Databases' Inputs All source records used to input data to credentialing and badging systems Includes Identification Card Applications, Credential Requests, and Return of Identification Badges forms	Cut off at end of month *processed* received **Destroy** 6 months after cutoff	

[handwritten: 8A DJ 5/24/12]

Title	Description of Records	Disposition	Authority
[Item 4]	c <u>Credentialing and Badging Databases</u> Electronic information required to create an ID badge or a Credential for TSA employees	Cut off at the end of the fiscal year in which employment activity is terminated **Destroy** 2 years after cutoff	
[Item 5]	d <u>Credentialing and Badging Databases' Outputs</u> Include employee Identification Badges and Credentials	**Destroy** immediately upon employee's separation	
	~~e Credentialing and Badging Databases' System Documentation Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)~~	~~**Destroy/delete** when superceded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest~~	~~GRS 20/11~~
[Item 6] **CREDENT 2200.4 ADJUDICATION & THREAT ANALYSIS FILES**	Contains records for developing and executing policies, processes, and procedures for the results of background checks on transportation workers	Cut off when associated policy, process, and procedures records are superseded or obsolete **Destroy** 5 years after cutoff	
~~**CREDENT 2200.5 TRANSPORTATION WORKERS IDENTIFICATION CREDENTIALS (TWIC) FILES**~~			

Title	Description of Records	Disposition	Authority

E-MAIL AND WORD PROCESSING DOCUMENTS

[Item 7]

a Copies that have no further administrative value after the copy for the file 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 record keeping copy

Delete/destroy within 180 days after the record keeping copy has been produced

[Item 8]

b Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy

Delete when dissemination, revision, or updating is complete