REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER 560-05-4

NI-567-05-X

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 4/6/05

	NOTIFICATION TO AGENCY
1 FROM (Agency or establishment) Department of Homeland Security	
2 MAJOR SUBDIVISION U S Immigration and Customs Enforcement	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Federal Air Marshal Service	

4 NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	5 TELEPHONE NUMBER (703) 487-3157	DATE 7/17/05	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 __4__ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the Government Accountability 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 3-29-05	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	System Operation Control Division (SOCD) – The SOCD is responsible for the planning, scheduling and monitoring of all FAMS domestic and international flights on a 24/7 schedule The division is the FAMS centralized point of communications and also coordinates and resolves a multitude of law enforcement and logistical FAMS issues as it operates within the aviation domain		
1	**Flight Tracking Conflict Files** Records which document manual reservation changes based on airline schedule changes as a result of weather, mechanical, seasonal schedule manipulation, etc (i e Flight Tracking Conflict Generation Sheet, Non-operational Flight records, Conflict Request, etc) Arrangement Chronological/Alphabetical by hub city **DISPOSITION: TEMPORARY.** Cut off at the end of each month Destroy when ~~4 months~~ old or when no longer needed for reference 2 Yrs .		
2	**Reservation Files** Records which document the booking and ticketing of reservations for all Federal Air Marshals (FAMs) for both Domestic and International flights The SABRE (Semi Automated Business Research Environment) QIK		

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	application is used for all reservation and planning needs for the Federal Air Marshal Service Arrangement Chronological by date processed **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 2 years old			
3	**International Planning Files** Records relating to the planning and deployment of all international missions flown by FAMs (i e FAM Operations, Project Deployment, Special Deployment and Special Mission Coverage files) Arrangement Chronological **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 6 years old			
4	**Country Clearance Files** Records that document the approval/disapproval by a country for allowing a specific FAM to enter into their country Arrangement Chronological **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 2 years old			
5	**FAMs Availability Reports** Spreadsheet prepared by field offices for each roster period listing each FAM and their availability scheduled Arrangement Chronological by field office **DISPOSITION: TEMPORARY.** Cut off at the end of each Calendar Year Destroy when 2 years old			
6	**Quality Control (QC) Check Report** Final quality control check of each FAM roster before schedule is sent to the field office Arrangement Chronological by field office **DISPOSITION: TEMPORARY.** Cut off at the end of each Calendar Year Destroy when 2 years old			
7.	**Weekly Scenario Form** Creation of FAMS pairings and covered/uncovered flights by airlines Arrangement Chronological by field office **DISPOSITION: TEMPORARY.** Cut off at the end of each Calendar Year Destroy when 2 years old			

8	**Roster Optimizer Report** A statistical report that is produced for each field office identifying each FAM summarizing their flying hours, duty hours, field days off, leave and standby days Arrangement Chronological by field office **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 2 years old.			
9	**Team Leader Check Ride Form** Form listing the name of the Team Leader and the date(s) of flight to be flown with FAMs Arrangement Chronological by field office **DISPOSITION: TEMPORARY.** Cut off at the end of each Calendar Year Destroy when 2 years old			
10	**Mission Operation Central Daily Briefings** Summary of notable incidents, number of changes made, record of who was on duty, etc Document is sent to MOC management, FAMS senior management, and several outside entities and agencies Arrangement Chronological **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 3 years old			
11	**Watch Officer Pass Down Log** Internal MOC document used to pass information between shifts Information includes system outages, phone issues, weather issues, etc Arrangement Chronological **DISPOSITION: TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 1 year old			
12	**MOC Controller Notes** Document updating watch officers and controllers in the MOC of airport status, flights of interest, enhanced mission coverage, current threat level, Special Mission Coverage, etc Arrangement Chronological **DISPOSITION: TEMPORARY.** Destroy after 7 days.			
13	**NCIC Query Request Files** Document used to record NCIC indices checks on individuals called in from FAMs in the field Arrangement Chronological			

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	DISPOSITION. TEMPORARY. Cut off at the end of the Calendar Year Destroy when 1 year old		
14	**Foreign Air Marshals Notification Files** Itineraries and information for Foreign Air Marshals arriving and departing in the United States Arrangement Chronological **DISPOSITION. TEMPORARY.** Cut off at the end of the Calendar Year Destroy when 3 years old		
15	**U. S. Immigration and Customs Enforcement (ICE) Contact Records** Document detailing any contact with the ICE Law Enforcement Servicing Center (LESC) Arrangement Chronological **DISPOSITION. TEMPORARY.** Destroy when 6 months old		
16	**MOC Contact Record** Document recording all information on contact between a FAM in the field and a controller in the MOC Used to record information such as flight changes, sick calls, reservation issues, etc Arrangement Chronological **DISPOSITION. TEMPORARY.** Cut off at the end of the Calendar Year. Destroy when 2 years old		
17	**Transportation Security Operation Center (TSOC) Log** Document detailing any requests or notifications of any incident or reports brought to the attention of the FAMS representative in the TSOC Arrangement Chronological **DISPOSITION. TEMPORARY.** Destroy when 6 months old		
18	**Electronic Mail and Word Processing Copies** Consist of electronic copies of records created using electronic mail or word processing applications that are maintained for updating, revisions, or dissemination a Copies that have no further administrative value after the recordkeeping copy has been produced Includes copies maintained by individuals in personal files, personal electronic mail directories, or to their directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy		

		DISPOSITION: TEMPORARY. Destroy/Delete when the recordkeeping copy has been produced b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy **DISPOSITION: TEMPORARY.** Destroy/Delete when dissemination, revision, or updating is completed		