REQUEST FOR RECORDS DISPOSITION AUTHORITY

(LEAVE BLANK)

JOB NUMBER *721-560-06-6*

DATE RECEIVED *9-8-2006*

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Homeland Security

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request, including amendments, is approved except for items that may be marked □disposition not approved□ or □withdrawn□ in column 10.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

Agency Wide

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
A. Lawan Jackson	571/227-2068	*3/13/07*	*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 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,

□ is not required; □ is attached; or **X** □ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/25/06	*Lawan Jackson*	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached TSA Records Retention Schedule for: Transportation Threat Assessment and Credentialing (TTAC)		

115-109

PREVIOUS EDITION NOT USABLE

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

SA 3/13/07 Copies Sent to Agency, NWMW, NR

Transportation Threat Assessment and Credentialing (TTAC). The Transportation Security Administration (TSA) conducts security threat assessments on individuals who require access to the Nation's transportation infrastructure or assets, individuals who wish participate in various DHS programs, or individuals who may otherwise be required by Federal statutes and/or regulations to undergo a security threat assessment. This schedule does not apply to Secure Flight records or other records covered by other schedules.

A. <u>Input.</u>

1. **Government data.** Information received from Government watch list owners and reference data set owners. Records include the consolidated terrorist watch list and TSA selectee list. Records are inserted into a master file, the TTAC Reference Database.

   DISPOSITION: **Delete** when data has been entered into the TTAC Reference Database, or when no longer needed to support reconstruction of, or serve as a back up to, the Reference Database, whichever is later. This disposition instruction is media neutral, it applies regardless of the media or format of the records.

2. **Individual Subject data.** Biographic and biometric data is received directly from the individual subject or their organization/employer.

   DISPOSITION: **Delete** when data has been entered into the Subject Database, or when no longer needed. This disposition instruction is media neutral, it applies regardless of the media or format of the records.

B. <u>Master Files.</u>
   1. **TTAC Reference Database.** Information contained in the TTAC Reference Database includes the government watch list reference data sets used by TTAC to conduct a security threat assessment on an individual.

      DISPOSITION: The Reference Database is superseded by regular updates based on additions, changes and deletions to the government data.

   2. **TTAC Subject Database.** Information contained in the individual subject case files on individuals who undergo a Security Threat Assessment (STA). These records may include but are not limited to the results of a fingerprint-based Criminal History Records Check, information collected by TSA to rule out an individual as a match to a terrorist watch list or other Government databases used in the STA process, (e.g. records regarding clearing up a misidentification of an individual), logs and case files containing information such as STA results, analyst notes concerning the basis for clearance, denial, or revocation, intelligence information, individual's information, and commercial data that is used in support of a security threat assessment.

      a. **Information contained in the Subject Database on individuals that were *not* near matches to a government watch list and *cleared as not posing* a potential or actual threat to transportation.**

Superseded by:

DAA-0563-2013-0001-0008

DATE (MM/DD/YYYY):

08/28/2013

DISPOSITION: Destroy/Delete one year after any credential or access privilege granted based upon the STA is no longer valid.

b. Information contained in the Subject Database on individuals that were near matches to a government watch list and *subsequently cleared* as *not* posing a potential or actual threat to transportation. This may also include information used to facilitate future clearance of the same individual.

Superseded by:

DAA-0563-2013-0001-0009

DATE (MM/DD/YYYY):

08/28/2013

DISPOSITION: Destroy/Delete seven years after completion of the STA or one year after any credential or access privilege granted based upon the STA is no longer valid, whichever is longer.

c. Information contained in the Subject Database on individuals that *were* matches to a government watch list or otherwise *identified as a potential or actual threat* to transportation.

Superseded by:

DAA-0563-2013-0001-0010

DATE (MM/DD/YYYY):

08/28/2013

DISPOSITION: Destroy/Delete 99 years after completion of the STA or seven years after TSA learns that an individual is deceased, whichever is shorter.

C. Output.

1. **Audit Records.** Record of regular audits of the effectiveness and completeness of TTAC STAs.

   DISPOSITION: **Destroy/Delete** 25 years after completion of audit.

2. **Threat Assessment Results Reports.** STA results summary reports, management reports, processing results reports, performance metric reports and efficiency reports.

   DISPOSITION: **Destroy/Delete** 7 years after completion of the report.

3. **Communications With Individuals.** Letters and other communications with individuals, employers, or others regarding security threat assessments.

   DISPOSITION: **Destroy/Delete** in accordance with TTAC Subject Database.

D. Documentation.

   a. System Documentation (e.g., requirements, design, system standard operating procedures.)

   DISPOSITION: GRS 20 Item 11

E. Program Documentation (e.g., plans, metrics, procedures.)

DISPOSITION: **Destroy/Delete** seven years after program is completed, terminated, or superseded or when no longer needed for reference purposes.