

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-560-07-2</i>
1. FROM (Agency or establishment) Department of Homeland Security		DATE RECEIVED	<i>4/10/07</i>
2. MAJOR SUBDIVISION Transportation Security Administration		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 withdrawn 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.	
3. MINOR SUBDIVISION Agency Wide			
4. NAME OF PERSON WITH WHOM TO CONFER A. Lawan Jackson	5. TELEPHONE 571-227-2068		
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 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/23/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Office of Transportation Security Redress See attached pages		

Office of Transportation Security Redress (OTSR). The Office of Transportation Security Redress (OTSR) in the Transportation Security Administration (TSA) was created to provide a forum for individuals who have been identified either correctly or incorrectly as a threat to transportation security to appeal that determination and petition to have erroneous information corrected.

A. Input.

1. Government data. Data is received from the Federal Bureau of Investigation's (FBI) Terrorist Screening Center (TSC). Data includes information received from the consolidated terrorist watch list.

Disposition: **TEMPORARY.** The Redress Management System (RMS) Database is superseded by regular updates based on additions, changes and deletions to the government data. This disposition instruction is media neutral; it applies regardless of the media or format of the records.

2. Individual Subject data. Biographic and any other information received directly from the individual subject or their representative.

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

B. Master Files.

OTSR RMS. Information contained in the individual subject case files on individuals who request redress. These records may include but are not limited to the information such as any identity documents, biographic, and any other data submitted by individuals, information collected by TSA to determine whether an individual poses a threat to transportation security, and the final determination of the agency.

1. Information contained in the RMS 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.

Disposition: **TEMPORARY. Destroy/Delete** seven years after the issuance of the final agency decision of a request for redress.

2. Information contained in the RMS Database on individuals that *were* matches to a government watch list and *identified as an actual threat* to transportation.

Disposition: **TEMPORARY. Destroy/Delete** 99 years after the issuance of the final agency decision of a request for redress 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 OTSR's redress process.

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

2. RMS Reports. Inventory of requests for redress, management reports, processing results reports, annual reports at the departmental or agency level and system performance metrics.

Disposition: **TEMPORARY. Destroy/Delete** seven years after completion of report.

3. Communications with Individuals. Letters and other communications with individuals, employers, or others regarding the redress process. and appeals of initial agency decisions.

Disposition: **TEMPORARY. Destroy/Delete** when no longer needed for agency business.

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

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