

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-14</i>	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		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 withdrawn 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 (TSA)			
3. MINOR SUBDIVISION N/A			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony Ferguson or Ivan King	5. TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE <i>April 2015</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/20/12	SIGNATURE OF AGENCY REPRESENTATIVE Troy K. Manigault <i>[Signature]</i>	TITLE Director, Office of Information Management Programs (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 GRS OR SUPERSEDED JOB CITATION	10.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)
	TSA Functional Group: 2200 – Threat Assessment and Credentialing <u>New Record Items</u> • Alien Flight Student Program <i>**See Attached Sheets**</i>		

Alien Flight Student Program (AFSP) – AFSP conducts background screening checks for any non-U.S. citizen who requests Federal Aviation Administration (FAA)-certified flight training within the United States. AFSP established as an added layer of security to protect our Nation's airways. It requires all non-U.S. citizens requesting to undergo FAA-certified flight training to submit to background screening that involves the student providing fingerprints, biographical information, security documents including passport copies, and specific information about their desired training events. AFSP requires flight schools to submit digital photographs of requestors approved for training.

The program was created in accordance with Section 612 of the *Vision 100 – Century of Aviation Reauthorization Act* that was signed into law on December 12, 2003. This Act transferred the process of authorizing non-U.S. citizens to study flight in the United States from the FBI to TSA. The legal authority for this program's existence is 49 CFR Part 1552, *Flight Schools*. TSA has an online system named *Alien Flight Student (AFS)* that is used for initial and recurrent flight school security awareness training. AFS has an approved schedule (N1-560-06-6, Items 1 – 10 and GRS 11a and 11b).

Item 1 AFSP Training Requests: Includes, but not limited to, requestor information such as name, gender, height, weight, nationality, physical characteristics, date of birth, citizenship, addresses, and aircraft category related to the AFS training requests.

- a. Approved Requests / Active Student Files: Includes requests that have been approved by AFSP for training and for individuals who have successfully completed training and have not otherwise been withdrawn, revoked or denied/cancelled.

Disposition: Temporary. Cutoff annually in year which FAA certificate expires. **Destroy/delete** 3 years after cutoff.

- b. Withdrawn Requests

1. Approval Granted: Requests withdrawn by requestors after AFSP approval has been granted.

Disposition: Temporary. Cutoff at the end of the calendar year in which certification is withdrawn. **Destroy/delete** 3 years after cutoff.

2. Approval Pending: Requests withdrawn by the requestor before AFSP approval has been granted.

Disposition: Temporary. Cutoff annually in year which request is withdrawn or determined incomplete. **Destroy/delete** 180 days after cutoff.

3 yrs

Per 8/30 phone conversation w/RO

- c. Revoked Requests: Includes requests that have been revoked by AFSP as a result of non-compliance with AFSP rules.

Disposition: Temporary. Cutoff calendar year in which certification revoked. **Destroy/delete** 99 years after cutoff or after final ruling, decision or judgment of TSA initiated action, whichever is later.

- d. Denied/Cancelled Requests: Includes requests that have been denied/cancelled by AFSP.

1. Non-matches to a Government Watch List: Requests denied/cancelled by AFSP that were not matches to a Government Watch List or similar resource and cleared as not posing a potential or actual threat to transportation.

Disposition: Temporary. Cutoff at the end of the calendar year in which request is cancelled. **Destroy/delete** 4-year after cutoff.

3 yrs

2. Near Matches to a Government Watch List: Requests denied/cancelled by AFSP received from 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.

Disposition: Temporary. Cutoff annually in year which request is denied. **Destroy/delete** 7 years after cutoff.

Per 8/30 phone conversation w/RO

3. Matches to a Government Watch List: Requests denied/cancelled by AFSP received from individuals that were definite matches to a Government Watch List or otherwise identified as a potential or actual threat.

Disposition: Temporary. Cutoff annually in year which request is denied. **Destroy/delete** 99 years after cutoff.