

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-02-8	DATE RECEIVED 5-2-2002
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Deputy Attorney General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Foreign Terrorist Tracking Task Force			
4 NAME OF PERSON WITH WHOM TO CONFER  David M. Frost	5 TELEPHONE 703-414-9563	DATE 12/3/02	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 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 05-02-02	SIGNATURE OF AGENCY REPRESENTATIVE  Bernard W. Berglund	TITLE Department Records Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Background</u></p> <p>Under section 113 of the Aviation and Transportation Security Act (ATSA), training providers subject to regulation by the Federal Aviation Administration (FAA) are prohibited from providing training to aliens in the operation of aircraft with a maximum certified takeoff weight of 12,500 pounds or more, unless they provide prior notification to the Attorney General. Persons subject to regulation under Title 49, subtitle VII Part A, United States Code, include individual training providers, certified carriers, and flight schools (hereinafter collectively referred to as "Providers"). If an alien or other person specified by the Under Secretary of Transportation for Security seeks instruction from a Provider in the operation of an aircraft with a maximum certified takeoff weight of 12,500 pounds or more, the Provider must notify the Attorney General and must submit identifying information for the candidate in such form as the Attorney General may require in order to initiate a security risk assessment by the Department. Once the Attorney General has been notified and all the required identifying information has been submitted, the Attorney General then has 45 days to inform</p> <p><i>cc Agency NR NARA NARA</i></p>		

the Provider that the candidate should not be given the requested training because he presents a risk to aviation or national security The Department identified certain classes of aliens who do not appear to pose the risk to aviation or national security contemplated by Congress in section 113 of ATSA These individuals will be eligible for expedited processing of their training requests

- 1. **Security Risk Assessment Records** Providers wishing to train candidates will submit identifying information via electronic submission on form Flight School Candidates Checks Program Identifying data on the form includes candidate’s name, address, and physical characteristics, various government-issued identification numbers, information regarding the source of the funds to pay for instruction, information about immediate family members, occupational and education information, and information regarding citizenship Candidates may complete and submit the online form themselves The individuals eligible for expedited processing will be able to submit via electronic mail certain identifying information less extensive than the information sought on the form It is anticipated that requests from these individuals will be processed very quickly In all cases, the information collected will be submitted to the candidate’s chosen Provider for verification that the candidate is a bona fide applicant for instruction and that the information provided is accurate to the best of the Provider’s knowledge and belief Providers will submit the information and verification electronically to the Department The Attorney General shall notify the Provider and candidate electronically with regard to any decision made regarding a candidate’s request for training In addition, the Attorney General will notify both the State Department and the Immigration and Naturalization Service with regard to each decision

DISPOSITION Temporary Delete all information relevant to a candidate from the electronic database

- a When records indicate that the individual has reached 99 years of age or 5 years have elapsed since the notification of the individual’s death, **or**
- b When no longer needed for reference, whichever is sooner

2. **Word Processing Files**

Documents such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

Disposition Delete from the word processing system when no longer needed for updating or revision

3. **Email Records**

Senders' and recipients' versions of email messages that meet the definition of federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes (NOTE Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required)

Disposition Delete from the email system after copying to a recordkeeping system