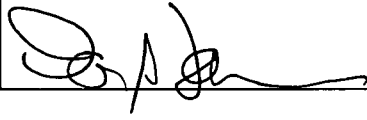
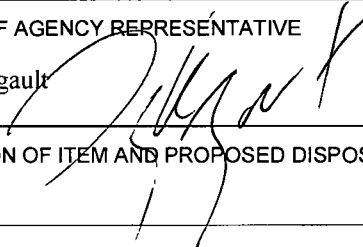


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
		JOB NUMBER <i>NI-560-11-8</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		DATE RECEIVED <i>9-26-2011</i>	
1 FROM (Agency or establishment)  <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  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 withdrawn 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  <b>Transportation Security Administration (TSA)</b>			
3 MINOR SUBDIVISION  <b>N/A</b>			
4 NAME OF PERSON WITH WHOM TO CONFER  Anthony Ferguson <i>or</i> Ivan King	5 TELEPHONE  (571) 227-1564/5041 TSARecords@dhs.gov	DATE  <i>6 Sep 12</i>	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 <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  9/20/11	SIGNATURE OF AGENCY REPRESENTATIVE  Troy K. Manigault 		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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>TSA Functional Group: 3500 – Law Enforcement</b>  <b><u>New Record Items:</u></b> <b>Canine Web-based Systems</b> (includes but not limited to <i>Canine Web Site System (CWS)</i> )		

**Transportation Security Administration  
3500 – LAW ENFORCEMENT**

**Background:** Under the Aviation and Transportation Security Act (ATSA), the Transportation Security Administration (TSA) is responsible for security in all modes of transportation. TSA's National Explosives Detection Canine Team Program (NEDCTP) prepares dogs and handlers to quickly locate and identify dangerous materials that may present a threat to transportation systems.

The Canine Web-based Systems, which includes the *Canine Web Site System* (also known as CWS) is a web-based system designed to assist in coordinating canine operations. The web-based systems serve as the central management database for all National Explosives Detection Canine Team Program (NEDCTP) and similar program records and operations. These systems may collect personally identifiable information (PII) used to facilitate training, foster communication, and to perform administrative functions, among other activities.

~~Item 1a      **System Inputs:** (GRS 20)~~

~~Disposition: **Temporary** Cut off upon successful completion of entry and verification of information. **Destroy /delete** immediately after cutoff~~

~~**NOTE:** Handler Social Security Numbers (SSNs) and credit card numbers used solely for the purposes of processing initial travel orders and reimbursements and should be deleted from system upon verification of information. This information should not be captured as part of the 'Master File.'~~

Item 1b      **Master File:** System maintains information about each canine handler (team). Data captured may include handler and dog names, genders, agency names, contact telephone numbers (e.g., work, home and mobile), addresses (e.g., work and home), email addresses (business and personal), and fax numbers, the Airport identification codes for and names of the canine teams, optional handler and canine biographies, and supervisors' and trainers' names and individual and canine team training records.

Disposition: **Temporary** Cut off annually in year which training activity/class is completed or suspended. **Destroy/delete** 15 years after cutoff.

**NOTE:** The originally proposed disposition of 3 years falls far short of the 15 year retention for similar canine training records maintained by another Federal Agency (U.S. Secret Service, NARA authority – N1-087-97-2 item 3) with law enforcement responsibilities. With that in mind and based upon OLE/FAMS' lack of sufficient business reason to justify and support their proposed 3-year retention period, OIMP is requesting that these records be kept for 15 years, which is consistent with similar NARA-approved record schedules.

Item 1c **System Outputs:** (GRS 20)

Disposition **Temporary.**

Item 1d **System Documentation:** (GRS 20)

Disposition **Temporary.**