



Los Angeles World Airports

THE EMPLOYEE SECURITY FILE

In accordance with the Transportation Security Administration (TSA) regulations, companies requesting restricted area access at LAX must maintain an employee security file for all employees to whom security badges are to be issued and for designated Authorized Signers. It is strongly recommended a separate folder or a section of the employee folder be utilized to maintain the following items:

- **Fingerprint Clearance (obtained from LAWA Web Site)**
- **Record of Required Airport Security Training (49 CFR Part 1542). Note: Class roster with applicants signature required.**
- **If applicable, Restricted Area Driver Training Log**
- **If applicable, Background Verification Checklist with notations of completed verification**
- **Correspondence, letters, notes, faxes, tax records, and any other documentation supporting the employment background verification**

Badge Coordinators will perform periodic audits of employee security files to verify compliance. The Coordinator may or may not provide notification of files to be reviewed or to schedule an appointment for the audit. For this reason, employee security files must be made available in the Los Angeles Airport Area.

You are required to maintain employee security files for at least **180 days** after unescorted access privileges have ended.

This material is subject to review by Los Angeles World Airports and the Transportation Security Administration.

WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR part 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.