

(1) The individual to whom the record pertains or that individual's authorized representative;

(2) The certificate holder; or

(3) Others designated by the Administrator.

(j) The certificate holder must maintain a written record that the investigation was conducted for the individual until 180 days after the termination of the individual's authority for unescorted access. The record for individuals subject to:

(1) The access investigation must include the application, the employment verification information obtained by the employer, the names of those from whom the employment verification information was obtained, the date the contact was made, and any other information as required by the Assistant Administrator for Civil Aviation Security, and

(2) A criminal history records check must include the results of the records check or certification by the air carrier

that a check was completed and did not uncover a disqualifying conviction. These records must be maintained in a manner that protects the confidentiality of the employee, which is acceptable to the Assistant Administrator for Civil Aviation Security.

Issued in Washington, DC, on September 26, 1995.

David R. Hinson,
Administrator.

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