

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-03-2</i>	
1. FROM (Agency or establishment) <i>Department of Transportation <u>Homeland Security</u></i>		DATE RECEIVED <i>9/25/02</i>	
2. MAJOR SUBDIVISION <i>Transportation Security Administration</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <i>Office of Finance and Administration</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Arthur L. McCune, Jr.</i>	5. TELEPHONE <i>202/385-1192</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>6</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		DATE <i>2-11-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
DATE <i>9/20/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr</i>	TITLE <i>Records Management Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		
<i>cc Agency, MR, NWMD, NWMW</i>			

ADMIN 200 ADMINISTRATIVE MANAGEMENT

This category deals with material on administration, which is too general to be filed under one of the more specific administrative outlines. Use also for material on organization functions and management.

Title	Description of Records	Disposition	Authority
ADMIN 200 ADMINISTRATIVE MANAGEMENT	General material and correspondence relating to Administrative Management too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. Destroy when 2 years old.	GRS 23/1
N1-560-03-2, Item 1. ADMIN 200.1 REPORTS AND STATISTICS	Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.	Cut off at end of fiscal year. Destroy when 3 years old.	N1-560-03-2, Item 1.
N1-560-03-2, Item 2. ADMIN 200.1.1 Substantive reports	General and substantive reports, studies, progress reports, and reports of significant accomplishments. Case file special or one-time reports as needed.	Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. Destroy 15 years after cutoff.	N1-560-03-2, Item 2.
N1-560-03-2, Item 3. ADMIN 200.2 PLANNING	General correspondence drafts, background material, annual work plans, budget estimates, and documents relating to program planning.	Cut off at end of fiscal year. Destroy when 3 years old.	N1-560-03-2, Item 3.
ADMIN 200.3 COMMITTEES AND CONFERENCES	—a. Records relating to establishment, organization, membership, and policy of internal committees, excluding committees sponsored by the Secretariat. —b. Records created by committees.	Destroy 2 years after termination of committee.	GRS 16/8a
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of the advisory boards and committees, EXCLUDING those maintained by the	Destroy when 3 years old	GRS 16/8b(1)

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	sponsor or Secretariat.		
	(2) All other committee records.	Destroy when 3 years old.	GRS 16/8b(2)
	c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.	Destroy 5 years after termination of committee.	GRS 16/8c
N1-560-03-2, Item 4.	d. Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic records for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act.	<u>PERMANENT.</u> Transfer to FRC when 4 years old or earlier. Offer Transfer to NARA when 10 years old.	N1-560-03-2, Item 4.
ADMIN 200.4 ADVISORY BOARDS, AND COMMISSIONS	Committee Management Files. Documents relating to the establishment and organization of advisory committees, boards, commissions, and panels; policies governing official agency membership; and related matter.		
N1-560-03-2, Item 5.	a. Files for advisory, interagency, and international committees sponsored by TSA, and accumulated by the Transportation Security Agency Committee Management Officer.	<u>PERMANENT.</u> Transfer to FRC when 4 years old. Offer Transfer to NARA when 10 years old.	N1-560-03-2, Item 5.
	b. Staff and Local Meeting and Conference Files. Minutes, agenda, and related documents.	Destroy when 3 years old.	GRS 16/8b(1)

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	<p>e. Committee Inventory Files. Annual and special inventory reports of TSA committees in existence.</p>		
	<p>(1) Accumulated by the Transportation Security Administration Committee Management Officer.</p>	<p>Destroy 5 years after termination of committee.</p>	<p>GRS 16/8e</p>
	<p>(2) All others committee records.</p>	<p>Destroy when 3 years old.</p>	<p>GRS 16/8b(2)</p>
<p>ADMIN 200.5 BUILDINGS AND GROUNDS</p>	<p>Building plan files surveys, and other records utilized in agency space planning assignment, and adjustment.</p>	<p>Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.</p>	<p>GRS 11/2a</p>
<p>ADMIN 200.6 FACILITIES</p>	<p>General correspondence, records of coordination and approval, material on nationwide maintenance of TSA property including facilities.</p>	<p>Cut off at end of fiscal year. Destroy 2 years after cut off.</p>	<p>GRS 11/1</p>
<p>ADMIN 200.7 SPACE MANAGEMENT</p>	<p>General correspondence on space, space assignments and utilization, allowances and standards, space classification and all other information related to office space and its manipulation.</p>	<p>Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.</p>	<p>GRS 11/2</p>
<p>ADMIN 200.8 PARKING FACILITIES</p>	<p>Parking assignments; parking permits; agency permits to operate motor vehicles; and parking restrictions.</p>	<p>Destroy 3 months after documents are returned to issuing office or after date of expiration.</p>	<p>GRS 11/4a</p>
<p>ADMIN 200.9 MAIL MANAGEMENT</p>	<p>General correspondence and background material related to the standards for effective mail and</p>	<p>Destroy when 1 year old.</p>	<p>GRS 12/6g</p>

Title	Description of Records	Disposition	Authority
	messenger services. Includes use of official mail, postage rates, and mail improvement program.		GRS 12/6a
	Correspondence on the receipt and routing of incoming and outgoing mail and services provided by private delivery companies.		
ADMIN 200.9.1 Mailing Lists	Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision or mailing list of after 3 months, whichever is applicable	GRS 13/4a
ADMIN 200.9.2 Messenger Service	Correspondence and related material including assignment records, route schedules, dispatch records, receipts for special services, and daily logs.	Destroy when 6 months old	GRS 12/6f
ADMIN 200.9.3 Postage and Fees	Statistical reports of postage and fees used on outgoing mail and fees paid for deliveries by private delivery companies.	Destroy when 6 months old.	GRS 12/6b
N1-560-03-2, Item 6 ADMIN 200.10 PROPERTY ACCOUNTABILITY	General correspondence, records of coordination and approval, material on nationwide TSA programs for real property, personal property management, coordination of plans, acquisition, construction, utilization, maintenance of all TSA property against theft, damage, and civil disturbance.	Cut off at end of fiscal year. Destroy when 3-years old.	N1-560-03-2, Item 6.
This item may be applicable to other TSA records common to many other offices within TSA. N1-560-03-2, Item 7. ADMIN 200.11 PERSONAL PROPERTY This item may be applicable to other TSA records common to many other offices within TSA.	Correspondence and other material pertaining to the purchase and sale/exchange of personal property. Files include identification method.	Cut off at end of fiscal year. Destroy 3 years after cut off.	N1-560-03-2, Item 7.

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
ADMIN 200.12 REAL PROPERTY	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), EXCLUDING records relating to property acquired prior to January 1, 1921.	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3/1a
	Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.		
	a. Abstracts of certificate of title	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3/1b
	b. Real Property Lease Agreements	Destroy 6 years and 3 months after final payment.	GRS 3/3(a)(1)
	e. Software Licenses. Files documenting the acquisition of computer software, and licensing agreement between the Government and vendor.	Destroy/Delete 1 year after termination of system.	GRS 24/3b1
	NOTE: Records relating to property acquired before January 1, 1921, are not covered by this item or the GRS and must be scheduled by submission of an SF-115 to NARA.		
ADMIN 200.12.1 Inventories	Inventory of accountable property. Approved listings of property in custody of your office.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 3/9a

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
<p>ADMIN 200.13 MOTOR VEHICLE MANAGEMENT (Used by Agency Staff)</p>	<p>Contains accident reports, general correspondence, and related data pertaining to the management of the motor vehicles fleets for TSA and maintenance of required records for all TSA motor vehicles.</p> <p>EXCEPT: Procurement copy of purchase or lease documents on vehicles.</p>	<p>Destroy 6 years after case is closed.</p>	<p>GRS 10/5</p>
<p>ADMIN 200.14 FORMS MANAGEMENT</p>	<p>Forms analysis, design, standardization, control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence. Correspondence, systems documentation, and related material on the creation and use of electronic forms.</p>	<p>Destroy when related form is discontinued, superseded or canceled.</p>	<p>GRS 16/3b</p>
<p>ADMIN 200.14.1 General Forms</p>	<p>Case files of forms, which should be filed by appropriate form number. Includes one copy of forms and material relating to its development and revision.</p>	<p>Destroy 5 years after related form is discontinued, superseded, or canceled.</p>	<p>GRS 16/3a</p>
<p>ADMIN 200.14.2 Forms Printing and Reproduction</p>	<p>Contains requisition forms, correspondence and related documents used in requesting printing, duplication, binding, graphics, copying, distribution, and editorial services for TSA offices.</p>	<p>Destroy 1 year after completion of job.</p>	<p>GRS 13/2a</p>
<p>ADMIN 200.15 TELE COMMUNICATIONS</p>	<p>General correspondence and related material including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.</p>	<p>Cut off at end of fiscal year. Destroy 3 years after cut off.</p>	<p>GRS 12/2b</p>

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
<p>ADMIN 200.15.1 Facsimile Service (FAX), Telegraph, and Teletype</p>	<p>Correspondence and other material on facsimile transmission facilities, leased wire telegraph, and the like.</p> <p>EXCEPT: File telegrams, teletype messages, and facsimile transmissions by the appropriate subject.</p>	<p>Cut off at end of fiscal year. Destroy 2 years after cut off.</p>	<p>GRS 23/1</p>
<p>ADMIN 200.15.2 Telephone Service</p>	<p>Correspondence and related materials pertaining to the request for telephone service, installation of new equipment, repair and maintenance of present equipment, and equipment removal.</p> <p>Pending work orders on TSA, and GSA requests for telephone services.</p> <p>Completed Work Orders</p> <p>Communication Management Information Services (CMIS) Report Files. Contains approvals for use of phone lines, receiver computer printouts on telecopier messages, and computer printouts from DHS used as an inventory to make comparisons with GSA for changes and updating equipment. Also contains Intercity Voice Network data transmissions (which includes number of originated calls, number of originated minutes, manufacturer, and model number).</p> <p>EXCEPT: File billing documents for telephone and telephone services under FINANCIAL MANAGEMENT.</p>	<p>Cut off at end of fiscal year. Destroy 3 years after cut off.</p> <p>Transfer to completed work order file after completion of work.</p> <p>Destroy 1 year after audit or when 3 years old, whichever is sooner.</p> <p>Destroy when 3 years old or when no longer needed for administrative purposes.</p>	<p>GRS 12/2b</p> <p>GRS 12/2d(2)</p> <p>GRS 12/2b</p>

Title	Description of Records	Disposition	Authority
<p>N1-560-02-2, Item 8. ADMIN 200.15.3 Telephone Directories This item may be applicable to other TSA records common to many other offices within TSA.</p>	<p>Contains changes made periodically to TSA and DHS telephone directories.</p>	<p>Destroy when obsolete or superseded.</p>	<p>N1-560-03-2, Item 8.</p>
<p>ADMIN 200.16 RECORDS MANAGEMENT</p>	<p>General material related to records management. Includes requests for records maintenance assistance, records system interpretations, and similar matters.</p>	<p>Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.</p>	<p>GRS 16/7</p>
	<p>Standards and systems for creating, organizing, and maintaining records. Includes related correspondence and agency file systems and disposal schedules when they are part of a file system.</p>		
	<p>Requests for filing equipment and services, including equipment description, cost, and justification.</p>		
	<p>Microfilm systems, including descriptions and approvals.</p>		
<p>ADMIN 200.16.1 Records Creation</p>	<p>General correspondence and materials pertaining to submission of SF 115, Request for Records Disposition Authority, to NARA.</p>	<p>Destroy 6 years after related records are destroyed, or transferred to the National Archives or no longer needed for reference purposes.</p>	<p>GRS 16/2a(2)</p>
	<p>Case file approved SF 115 records and related correspondence.</p>		
<p>ADMIN 200.16.2 Records Disposition</p>	<p>General materials pertaining to the destruction or retirement of records.</p>	<p>Destroy 6 years after related records are destroyed, or transferred to the National Archives or no longer needed for reference purposes.</p>	<p>GRS 16/2a(2)</p>
	<p>Files relating to records retrieval</p>		

Title	Description of Records	Disposition	Authority
ADMIN 200.16.3 Records Security	from FRC, OF 11 file with related SF 135.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 18/1
	General material on the protection, storage, control, classification, and declassification of security information.		
	Case files of systems for protecting and controlling documents and information.	Destroy when 2 years old.	GRS 18/4
	Working papers of security clearances (other than the original if Official Personnel Folder), including debriefing statements.	Destroy when superseded or obsolete.	GRS 18/22
N1-560-03-2, Item 9. ADMIN 200.17 CORRESPONDENCE MANAGEMENT This item may be applicable to other TSA records common to many other offices within TSA.	Includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.	Destroy when superseded by a new form or list or upon turn in of containers.	GRS 18/7a N1-560-03-2, Item 9.
	a. Instruction.	Destroy when superseded	
	b. All other material	Destroy when 2 years old.	
ADMIN 200.18 PRIVACY ACT	Correspondence, notices, memoranda, and related material pertaining to the general Agency implementation of the Privacy Act.	Destroy when 2 years old.	GRS 14/26
	Do not use for case files or non-Privacy Act inquiries.		

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
<p>ADMIN 200.18.1 Privacy Act Requests</p>	<p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof</p>	<p>Destroy 2 years after date of reply.</p>	<p>GRS 14/21 a(1)</p>
	<p>A. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p>		
	<p>1. Granting access to all the requested records.</p>		
	<p>2. Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p>	<p>Destroy 2 years after date of reply.</p>	<p>GRS 14/21(2)(a)</p>
	<p>a. Requests not appealed.</p>	<p>Destroy as authorized under Privacy Act Amendment Case Files.</p>	<p>GRS 14/21(b)</p>
	<p>b. Requests appealed.</p>		
	<p>3. Denying access to all or part of the records requested.</p>	<p>Destroy 5 years after date of reply.</p>	
	<p>a. Requests not appealed.</p>	<p>Destroy as Authorized Under ADMIN 200.18.2 Privacy Act Amendment Case Files.</p>	
	<p>b. Requests appealed.</p>		

Title	Description of Records	Disposition	Authority
<p>ADMIN 200.18.2 Privacy Act Amendment Case— Files</p>	<p>B. Official file Copy of requested records</p> <p>Files relating to an individual's request to Amendment Case Files. Amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual Amendment Case Files against the refusing agency as provided under 5 U.S.C. 552a(g).</p>	<p>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.</p>	<p>GRS 14/21b</p>
	<p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p>	<p>GRS 14/22a</p>
	<p>b. Requests to amend refused by agency. Includes individual requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.</p>	<p>GRS 14/22b</p>

Title	Description of Records	Disposition	Authority
ADMIN 200.18.3 Privacy Act Accounting of Disclosure	e. Appealed requests to amend. Includes all files created in responding to appeals under Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 3 years after final adjudication by courts, whichever is later.	GRS 14/22e
ADMIN 200.18.4 Privacy Act Controls Files	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 5 years after the disclosure for which the accountability was made, whichever is later.	GRS 14/23
ADMIN 200.18.5 Privacy Act Reports	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Destroy 5 years after date of last entry.	GRS 14/24a
	a. Registers or listings.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.	GRS 14/24b
	a. Other files	Destroy when 2 years old.	GRS 14/25
ADMIN 200.18.5 Privacy Act Reports	Contains annual report required by OMB Circular A 1 08, including a brief summary, accomplishments, plans, a list of systems which are exempted during the year, a summary of	Destroy when 2 years old.	GRS 14/25

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
<p>N1-560-03-2, Item 10. ADMIN 200.19 DIRECTIVES FILES</p>	<p>changes to the total inventory of personnel data, and a description of operational experience with estimates of the number of individuals requesting information on the existence of records pertaining to them, refusals to provide information, requests for access to records, and appeals from initial refusals to amend records.</p> <p>Consist of official file copies, directives, background material and other papers related to the development of TSA directives, including changes that are authorized issuances and used as a primary means of issuing policy instructions and procedures</p>	<p>PERMANENT. Place in inactive file upon supersession. Transfer to NARA 10 years after superseded.</p>	<p>N1-560-03-2, Item 10.</p>
<p>N1-560-03-2, Item 11. ADMIN 200.19.1 Temporary Issuances</p>	<p>Transmitting one-time or short-term instructions or information, which is expected to remain in effect for less than 90 days or for a predetermined amount of time not to exceed 1 year.</p>	<p>Transfer to the FRC when 2 years old. Destroy when 10 years old.</p>	<p>N1-560-03-2, Item 11.</p>
<p>N1-560-03-2, Item 12. ADMIN 200.20 CHRONOLOGICAL OR READING RECORDS</p>	<p>Office file copies maintained in office. Extra copy of outgoing correspondence, letters, memorandums, reports, and other records which are pertinent to routing internal administrative and housekeeping activities and not the particular function for which the holding office exists.</p>	<p>Cut off at end of fiscal year. Destroy when 3 years old.</p>	<p>N1-560-03-2, Item 12.</p>
<p>N1-560-03-2, Item 13. ADMIN 200.21 TSA BROADCAST E-MAIL MESSAGES This item may be applicable to other TSA records</p>	<p>Copies of TSA Broadcast e-mail messages maintaining at Headquarters for informational purposes and filed chronologically by date of receipt.</p>	<p>Destroy when obsolete or superseded.</p>	<p>N1-560-03-2, Item 13.</p>

Title	Description of Records	Disposition	Authority
<p>common to many other offices within TSA. N1-560-03-2, Item 14. ADMIN 200.22 REFERENCE FILES This item may be applicable to other TSA records common to many other offices within TSA.</p>	<p>Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.</p>	<p>Cut off at end of calendar year. Destroy when superseded or obsolete.</p>	<p>N1-560-03-2, Item 14.</p>

N1-560-03-2, Item 15.

Electronic Mail and Word Processing System Copies Series Descriptions and Dispositions

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DELETE within 180 days after the recordkeeping copy has been produced.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.

NOTE: Some Administrative Management reports and other records may be worthy of permanent retention if they significantly interpret TSA regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.

ADMIN 200—ADMINISTRATIVE MANAGEMENT

This category deals with material on administration, which is too general to be filed under one of the more specific administrative outlines. Use also for material on organization functions and management.

Title	Description of Records	Disposition	Authority
ADMIN 200 ADMINISTRATIVE MANAGEMENT	General material and correspondence relating to Administrative Management too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. Destroy when 3 years old.	GRS-16/23(1)
ADMIN 200.1 REPORTS AND STATISTICS	Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.	Cut off at end of fiscal year. Destroy when 3 years old.	
	General and substantive reports, studies, progress reports, and reports of significant accomplishments. Case file special or one-time reports as needed.	Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. Destroy 15 years after cutoff.	
ADMIN 200.2 PLANNING	General correspondence drafts, background material, annual work plans, budget estimates, and documents relating to program planning.	Cut off at end of fiscal year. Destroy when 3 years old.	
ADMIN 200.3 ADVISORY BOARDS, COMMISSIONS, COMMITTEES AND CONFERENCES	1. Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic records for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA		
	a. Records relating to establishment, organization, membership, and policy of	Destroy 2 years after termination of committee.	GRS 16/8a

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	<p>internal committees, excluding committees 1110(2)</p> <p>b. Records created by committees</p> <p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of the advisory boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.</p> <p>(2) Official files of the committee sponsor, secretariat, or recorder.</p> <p>(3) All other committee records.</p> <p>c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.</p>	<p>Destroy when 3 years old</p> <p><u>PERMANENT.</u> Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy 5 years after termination of committee.</p>	
	<p>2. Committee Management Files. Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matter.</p> <p>a. Files for advisory, interagency, and international committees sponsored by TSA.</p>	<p><u>PERMANENT.</u> Transfer to FRC when 4 years old. Offer to NARA when 10 years</p>	GRS 16/8c

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	b. Files for internal TSA committees.	old. Destroy 1 year after termination of committee.	
	3. Staff and Local Meeting and Conference Files. Minutes, agenda, and related documents.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 23/1
	4. Committee Inventory Files. Annual and special inventory reports of TSA committees in existence.		
	a. Accumulated by the Transportation Security Agency Committee Management Officer.	<u>PERMANENT.</u> Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 year old.	
	b. Accumulated by the Transportation Security Administration Committee Management Officer.	Destroy when 5 year old.	
	c. All others.	Destroy when 2 years old.	
ADMIN 200.4 BUILDINGS AND GROUNDS	General correspondence, records of coordination and approval, information on the Federal building fund, construction, maintenance, repairs and renovations, designs, plans, etc.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 11/1
ADMIN 200.4.1 Acquisitions	General correspondence, records of coordination and approval, material on nationwide TSA programs for acquisitions.	Cut off at end of fiscal year. Destroy 2 years after cut off.	
ADMIN 200.4.2 Facilities	General correspondence, records of coordination and approval,	Cut off at end of fiscal year. Destroy 2 years	GRS 11/1

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	material on nationwide maintenance of TSA property including facilities.	after cut off.	
ADMIN 200.4.3 Space Management	General correspondence on space, space assignments and utilization, allowances and standards, space classification and all other information related to office space and its manipulation.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 11/2
ADMIN 200.5 PROTECTION AND SECURITY	Consists of correspondence, memoranda, and related material on accountability for official identification cards and credentials. Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.	GRS 18/23
ADMIN 200.6 PARKING FACILITIES	Parking assignments; parking restrictions.	Cut off at end of fiscal year. Destroy 2 years after cut off.	
ADMIN 200.7 MAIL MANAGEMENT	General correspondence and background material related to the standards for effective mail and messenger services. Includes use of official mail, postage rates, and mail improvement program.	Destroy when 1 year old.	GRS 12/6g
	Correspondence on the receipt and routing of incoming and outgoing mail and services provided by private delivery companies.		GRS-12/6a
ADMIN 200.7.1 Mailing Lists	Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision or mailing list of after 3 months, whichever is applicable	GRS 13/4a
ADMIN 200.7.2 Messenger Service	Correspondence and related material including assignment records, route schedules, dispatch	Destroy when 6 months old	GRS 12/6f

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
ADMIN 200.7.3 Postage and Fees	records, receipts for special services, and daily logs. Statistical reports of postage and fees used on outgoing mail and fees paid for deliveries by private delivery companies.	Destroy when 6 months old.	GRS 12/6b
ADMIN 200.8 PROPERTY ACCOUNTABILITY	General correspondence, records of coordination and approval, material on nationwide TSA programs for real property, personal property management, coordination of plans, acquisition, construction, utilization, maintenance of all TSA property against theft, damage, and civil disturbance.	Cut off at end of fiscal year. Destroy when 2 years old.	
ADMIN 200.8.1 Personal Property	Correspondence and other material pertaining to the purchase and sale/exchange of personal property. Files include identification method.	Cut off at end of fiscal year. Destroy 3 years after cut off.	
ADMIN 200.8.2 Real Property	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), EXCLUDING records relating to property acquired prior to January 1, 1921.	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3/1a
	Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.		
	Abstracts of certificate of title	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3/1b

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	Real Property Lease Agreements	Destroy 6 months after termination of the lease agreement.	
	NOTE: Records relating to property acquired before January 1, 1921, are not covered by this item or the GRS and must be scheduled by submission of an SF-115 to NARA.		
ADMIN 200.8.3 Identification Card/ Credential Application Files	Application requests for identification cards for all TSA employees, temporary overseas employees, regional administrators, and contractors. The card is issued for official purposes and for identification only. Files also contain correspondence received regarding requests for the identification cards.	Destroy credentials 3 months after return to issuing office.	GRS 11/4a
ADMIN 200.8.4 Credit Card Files	Consists of memorandums, U.S. Government cards (gasoline credit cards, GSA store cards and telephone credit cards); Non-expendable Property Inventory and Property Receipt and/or Receipt for Property Returned.	Destroy credentials 3 months after returning to issuing office.	GRS 6/7(8)
ADMIN 200.8.5 Inventories	Inventory of accountable property. Approved listings of property in custody of your office.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 3/9a
ADMIN 200.9 MOTOR VEHICLE MANAGEMENT (Used by Agency Staff)	Contains accident reports, general correspondence, and related data pertaining to the management of the motor vehicles fleets for TSA and maintenance of required records for all TSA motor vehicles.	Destroy 6 years after case is closed.	GRS 10/5

EXCEPT: Procurement copy of

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	purchase or lease documents on vehicles.		
ADMIN 200.10 FORMS MANAGEMENT	Forms analysis, design, standardization, control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence. Correspondence, systems documentation, and related material on the creation and use of electronic forms.	Destroy when related form is discontinued, superseded or canceled.	GRS 16/3b
ADMIN 200.10.1 General Forms	Case files of forms, which should be filed by appropriate form number. Includes one copy of forms and material relating to its development and revision.	Destroy 5 years after related form is discontinued, superseded, or canceled.	GRS 16/3a
ADMIN 200.10.2 Forms Printing and Reproduction	Contains requisition forms, correspondence and related documents used in requesting printing, duplication, binding, graphics, copying, distribution, and editorial services for TSA offices.	Destroy 1 year after completion of job.	GRS 13/2a
ADMIN 200.11 TELE- COMMUNICATIONS	General correspondence and related material including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 12/2d
ADMIN 200.11.1 Facsimile Service (FAX), Telegraph, and Teletype	Correspondence and other material on facsimile transmission facilities, leased wire telegraph, and the like.	Cut off at end of fiscal year. Destroy 2 years after cut off.	GRS 23/1
ADMIN 200.11.2 Telephone Service	EXCEPT: File telegrams, teletype messages, and facsimile transmissions by the appropriate subject. Correspondence and related materials pertaining to the request	Cut off at end of fiscal year. Transfer to FRC	GRS 12/2

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	for telephone service, installation of new equipment, repair and maintenance of present equipment, and equipment removal.	2 years after cutoff. Destroy 5 years after cut off.	
	Pending work orders on TSA, and GSA requests for telephone services.	Transfer to completed work order file after completion of work.	
	Completed Work Orders	Destroy 2 years after completion.	
	Communication Management Information Services (CMIS) Report Files. Contains approvals for use of phone lines, receiver computer printouts on telecopier messages, and computer printouts from OST used as an inventory to make comparisons with GSA for changes and updating equipment. Also contains Intercity Voice Network data transmissions (which includes number of originated calls, number of originated minutes, manufacturer, and model number).	Destroy Quarterly.	
	EXCEPT: File billing documents for telephone and telephone services under FINANCIAL MANAGEMENT.		
ADMIN 200.11.3 Telephone Directories	Contains changes made periodically to TSA and DOT telephone directories.	Destroy when 3 years old or when superseded.	
ADMIN 200.12 RECORDS MANAGEMENT	General material related to records management. Includes requests for records maintenance assistance, records system interpretations, and similar matters.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.	GRS 16/7
	Standards and systems for		

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
	<p>creating, organizing, and maintaining records. Includes related correspondence and agency file systems and disposal schedules when they are part of a file system.</p>		
	<p>Requests for filing equipment and services, including equipment description, cost, and justification.</p>		
	<p>Microfilm systems, including descriptions and approvals.</p>		
<p>ADMIN 200.12.1 Records Creation</p>	<p>General correspondence and materials pertaining to submission of SF-115, Request for Records Disposition Authority, to NARA.</p>	<p>Destroy when related records are destroyed, or transferred to the National Archives or no longer needed for reference purposes.</p>	<p>GRS 16/2a</p>
	<p>Case file approved SF-115 records and related correspondence.</p>		
<p>ADMIN 200.12.2 Records Disposition</p>	<p>General materials pertaining to the destruction or retirement of records.</p>	<p>Destroy when related records are destroyed, or transferred to the National Archives or no longer needed for reference purposes.</p>	<p>GRS 16/2a</p>
	<p>Case file records retired to FRC, by the SF-135.</p>		
	<p>Files relating to records retrieval from FRC, OF-11 file with related SF-135.</p>		
<p>ADMIN 200.12.3 Records Security</p>	<p>General material on the protection, storage, control, classification, and declassification of security information.</p>	<p>Cut off at end of fiscal year. Destroy 2 years after cut off.</p>	<p>GRS 18/21</p>
	<p>Case files of systems for protecting and controlling documents and information.</p>		
	<p>Working papers of security clearances (other than the original</p>		<p>GRS-18/23</p>

ADMIN 200—ADMINISTRATIVE AND MANAGEMENT

Title	Description of Records	Disposition	Authority
ADMIN 200.13 CORRESPONDENCE MANAGEMENT	if Official Personnel Folder), including debriefing statements.		
	Security clearance listings, security equipment listings including security locks and similar matters.		
	Includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.		
	a. Instruction.	Destroy when superseded	
	b. All other material	Destroy when 2 years old.	