

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-560-03-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-560-12-003 supersedes item 1, 2, 4, 5, 7

DAA-0563-2019-0008 supersedes item 3.

DAA-0560-2017-0012 supersedes item 6

DAA-GRS-2016-0016-0002 supersedes item 8

Date Reported: 12/3/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-03-3</i>	
1. FROM (Agency or establishment) Department of Homeland Security		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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION Transportation Security Administration			
3. MINOR SUBDIVISION Office of Internal Affairs and Program Review (IAPR)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE 2-3-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 1 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 04/23/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached		
<i>cc Agency, NR, NARA, DUMD, DUMW</i>			

IAPR 1200 – OFFICE OF INTERNAL AFFAIRS AND PROGRAM REVIEW

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Office of Internal Affairs and Program Review.

Title	Description of Records	Disposition	Authority
IAPR 1200 GENERAL CORRESPONDENCE FILES	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.	Cut off at end of calendar year, hold additional 2 years then destroy .	GRS 23, Item 1
IAPR 1200.1 INVESTIGATIVE CORRESPONDENCE FILES	The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, official investigative case files or PSF but which have retrieval or reference value to the investigations program.	Cut off at end of calendar year, hold additional 2 years then destroy .	GRS 23, Item 1
IAPR 1200.2 CHRONOLOGICAL OR READING RECORDS	Office file copies maintained in office. Extra copies of correspondence, memorandums, notes, official informal reports, speeches, statements, telegrams and other documentations maintained.	NON RECORD Destroy when no longer needed for administrative purposes.	
IAPR 1200.3 TSA BROADCAST E- MAIL MESSAGES	Copies of TSA Broadcast e-mail messages maintained at Headquarters for informational purposes and filed chronologically by date of receipt.	REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS.	
IAPR 1200.4 LOCK COMBINATION FILES	(a) Documents such as forms, combination record or equivalent, used to record safe combinations and names of persons knowing combinations.	Destroy when superseded by a new form or list or upon turn-in containers.	GRS 18, Item 7(a)
	(b) Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.	Destroy 3 months following the last entry on the form. NOTE: Forms involved in investigations are retained until completion of the investigation.	GRS 18, Item 7(b)

IAPR 1200 - OFFICE OF INTERNAL AFFAIRS AND PROGRAM REVIEW

Title	Description of Records	Disposition	Authority
<p>IAPR 1200.5 CREDENTIALS FILES IDENTIFICATION CREDENTIALS AND RELATED PAPERS</p>	<p>Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and other identification credentials.</p>	<p>Destroy credentials 3 months after return to issuing office.</p>	<p>GRS 11, Item 4</p>
<p>1) IAPR 1200.6 OFFICIAL INVESTIGATIVE CASE FILES</p>	<p>Files containing records regarding internal investigations of applicants and employees. Files include correspondence, investigative reports, witness statements, personal history summaries, official messages, court documents, laboratory reports, photographs and documents concerning official administrative actions taken following an investigation. Data from these files are maintained in TSA's Internal Investigative Record System (IRS).</p>		
<p>(a) Case files for investigations NOT referred to another internal office or outside agency for further investigation and law enforcement.</p>		<p>Destroy 5 years after case is closed.</p>	<p>Superseded by: <u>N1-560-12-3/1A1</u> DATE (MM/DD/YYYY) <u>11/01/2014</u></p>
<p>(b) Case files for investigations referred to another internal office or outside agency for further investigation and law enforcement (e.g. the Chief Counsel's Office, FBI, ATF, and state and local police).</p>		<p>Maintain file in IAPR 5 years after case is closed. Transfer closed case to Federal Records Center. Destroy file 25 years after case is closed.</p>	<p>Superseded by: <u>N1-560-12-3/1A2</u> DATE (MM/DD/YYYY) <u>11/01/2014</u></p>
<p>2) IAPR 1200.7 INSPECTION CASE FILES</p>	<p>Office of Inspection Reports – (Original) Comprehensive reports of findings prepared in a prescribed format and created as a result of inspecting each component's operations and procedures. The file includes follow-up memoranda relating to the office inspection.</p>	<p>Destroy after completion of second succeeding office inspection or 6 years whichever is longer.</p>	<p>Superseded by: <u>N1-560-12-3/5A</u> DATE (MM/DD/YYYY) <u>11/01/2014</u></p>
<p>IAPR 1200.8 PROPERTY PASS FILES</p>	<p>Property pass files, authorizing removal of property or materials.</p>	<p>Destroy 3 months after expiration or revocation.</p>	<p>GRS 18, Item 12</p>

IAPR 1200 - OFFICE OF INTERNAL AFFAIRS AND PROGRAM REVIEW

Title	Description of Records	Disposition	Authority
3) IAPR 1200.9 PROGRAM MANAGEMENT FILES (Internal Affairs Directives)	(a) Official signed record copy (paper) of each approved IAPR internal directive (retained as basic documentation of IAPR policy, programs and procedures.)	<u>PERMANENT</u> Cut off when directive superceded or canceled. Keep inactive directives in office up to 4 years, then retire to Federal Records Center. Transfer to the National Archives in 5 year blocks, when the most recent record is 20 years old.	
4) IAPR 1200.10 HOTLINE COMPLAINTS	Contains documents relating to Hotline complaints which include internal forms, memos and correspondence with responsible officials, synopses of case, and copies of closing reports.	Break file upon completion of case. Keep inactive materials in office 3 years after file break, than retire to Federal Records Center. Destroy when 10 years old.	Superseded by: <u>N1-560-12-3/2</u> DATE (MM/DD/YYYY): <u>11/01/2014</u>
5) IAPR 1200.11 FACT FINDING AND NON SPECIALS REPORTS	Contains incident reports and other documents submitted to IAPR for alleged violations of transportation security laws and regulations where upon preliminary investigation was decided that the incident did not warrant opening an official investigation case file.	Destroy when no longer needed for legal or operational purposes.	Superseded by: <u>N1-560-12-3/3</u> DATE (MM/DD/YYYY): <u>11/01/2014</u>
6) IAPR 1200.12 TREND ANALYSIS FILES	Consist of correspondence, notes, draft background material, statistical data, summaries and other papers pertaining to current and future trends in transportation security developed by the Inspections Office	<u>PERMANENT</u> Cut off at end of the calendar year in which data reported. Retain in office up to 5 years after cut-off, then retire to Federal Records Center. Transfer to the National Archives in 5 year blocks, when the most recent record is 20 years old.	

Superseded by:
DAA - 0560 - 2017 - 0012/0001
 DATE (MM/DD/YYYY):
09/26/2017

IAPR 1200 - OFFICE OF INTERNAL AFFAIRS AND PROGRAM REVIEW

Title	Description of Records	Disposition	Authority
7) IAPR 1200.13 ANALYSIS AND REVIEW REPORTS	Program Analysis Worksheets Informational checklists used in the review of draft investigative reports and program reviews.	Cut off at the end of the calendar year in which the project is completed. Destroy when 20 years old.	Superseded by: <u>N1-560-12-3/4A</u> DATE (MM/DD/YYYY) <u>11/01/2014</u>
8) IAPR 1200.14 E-MAIL AND WORD PROCESSING DOCUMENTS	(a) Copies of records described in the above items 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/destroy within 180 days after the recordkeeping copy has been produced.	Superseded by: <u>OAA-GRS-2016-0016-0001</u> DATE (MM/DD/YYYY): <u>07/2017</u>
	(b) Copies of records described in the above items 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 Official Investigative Case Files (IAPR 1200.6) may be worthy of permanent retention if they significantly interpret TSA regulations, reflect significant developments, or attract extensive public attention. These files should be brought to the attention of NARA via a SF-115, Request for Records Disposition Authority, so they can be appraised and appropriate disposition authorized.