

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-03-6</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 withdrawn 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 Law Enforcement and Security Liaison <i>(CSO)</i> (LESL)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>4-23-04</i>	ARCHIVIST OF THE UNITED STATES- <i>John W. Paul</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, is not required; is attached; or has been requested.			
DATE <i>04/23/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur R. 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 GRS OR SUPERSEDED JOB CITATION	10.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		

Agency NA DWMD DWMD

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Office of Security**.

Title	Description of Records	Disposition	Authority
CSO 2800.1 ADMINISTRATIVE 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 fiscal year. Destroy when 2 years old.	GRS 23, Item 1
1) CSO 2800.2 CHRONOLOGICAL OR READING RECORDS	Extra copies of correspondence maintained in office that are cut off at the end of each calendar year.	Cut off at end of fiscal year. Destroy when no longer needed.	
CSO 2800.3 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.	Destroy when obsolete or superseded.	REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS
2) CSO 2800.4 INCIDENT REPORTS	Consists of narrative reports of incidents occurring during the Physical Security Specialist shift. Includes reports of investigative reports of criminal activities and reports of suspicious persons.	Cut off at end of involvement. Destroy 4 years after cut off.	
3) CSO 2800.5 INVESTIGATIVE FILES	General law enforcement cases of potential criminal investigations including theft of personal and government property. Assault on a person.		

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Title	Description of Records	Disposition	Authority
	<p>a. Investigations NOT referred to another internal office or outside agency for further investigation and law enforcement.</p>	<p>Cut off at end of fiscal year. Destroy 5 years after cut-off.</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 the case is closed. Transfer closed case to off-site storage. Destroy file 25 years after case is closed.</p>	
<p>4) CSO 2800.6 INTERAGENCY LIAISON CORRESPONDENCE</p>	<p>Files containing correspondence with domestic agencies, the State Department, and the military relating to transportation security issues and about interagency meetings and activities related to National Special Security Events or other special events.</p>	<p>Cut off at end of fiscal year. Destroy when 5 years old after cut off.</p>	
<p>5) CSO 2800.7 INTRA-AGENCY LIAISON CORRESPONDENCE</p>	<p>DHS/TSA internal referrals on transportation security and law enforcement coordination matters involving TSA organizations and DHS agencies.</p>	<p>Cut off at end of fiscal year. Destroy when 5 years old after cut off.</p>	

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Title	Description of Records	Disposition	Authority
6) CSO 2800.8 ASSOCIATIONS AND CONFERENCES SPECIAL EVENTS	Correspondence about memberships, and attendance at conferences. Meetings of National Special Security; Event (NSSE) Working Group; TSA support of NSSE's; and TSA support of other special events.	Cut off end of fiscal year. Destroy when 2 years old after cut off.	
CSO 2800.9 EMERGENCY PLANS	Case files accumulated by office responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.	GRS-18, Item 27
CSO 2800.10 FOIA ADMINISTRATIVE FILES	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.		
CSO 2800.10.1 FOIA Requests Files	Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested record, or copy thereof.		

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Title	Description of Records	Disposition	Authority
	<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>Destroy 2 years after date of reply.</p>	<p>GRS 14, Item 11(b)</p>
	<p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p>		
	<p>(a) Request not appealed.</p>	<p>Destroy 2 years after date of reply.</p>	<p>GRS 14, Item 11a(2)(a)</p>
	<p>(b) Request appealed.</p>	<p>Destroy as authorized under CSO 2800.10.2.</p>	<p>GRS 14, Item 11a(2)(b)</p>
	<p>(3) Denying access to all or part of the records requested.</p>		
	<p>(a) Request not appealed.</p>	<p>Destroy 6 years after date of reply.</p>	<p>GRS 14, Item 11a(3)(a)</p>
	<p>(b) Request appealed.</p>	<p>Destroy as authorized under OFSEC 2800.10.2</p>	<p>GRS 14, Item 11a(3)(b)</p>
	<p>b Official file copy of requested records.</p>	<p>Dispose in accordance with approved agency disposition instruction for the related records or with the related FOIA request, whichever is later.</p>	<p>GRS 14, Item 11b</p>
<p>CSO 2800.10.2 FOIA Appeals Files</p>	<p>Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the</p>		

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Title	Description of Records	Disposition	Authority
	<p>appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p>		
	<p>a. Correspondence and supporting documents (Excluding the file copy of the records under appeal if filed herein.)</p>	<p>Destroy 6 years after final determination by agency or 3 years after final adjudication by courts, or 6 years after the time at which a requester could file suit, whichever is later.</p>	<p>GRS-14, Item 12a</p>
	<p>b. Official file copy of records under appeal.</p>	<p>Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.</p>	<p>GRS-14, Item 12b</p>
<p>CSO-2800.10.3 FOIA Control Files</p>	<p>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request, name and address of requester.</p>		
	<p>a. Register or listings.</p>	<p>Destroy 6 years after date of last entry.</p>	<p>GRS-14, Item 13a</p>
	<p>b. Other files.</p>	<p>Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.</p>	<p>GRS-14, Item 13b</p>
<p>7) CSO 2800.10.4 FOIA Reports Files</p>	<p>a. Recurring reports and one-time information</p>	<p>Destroy when 2 years old.</p>	<p>GRS-14, Item 14</p>

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Title	Description of Records	Disposition	Authority
CSO 2800.11 PRIVACY ACT ADMINISTRATIVE FILES	requirements relating to the agency implementation of the Freedom of Information Act, excluding annual reports at the departmental or agency level.	PERMANENT. Store in agency and transfer directly to NARA when 5 years old, in 5 year blocks.	GRS 14, Item 26
CSO 2800.11.1 Privacy Act Request Files	Records relating to the general implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	GRS 14, Item 26
CSO 2800.11.1 Privacy Act Request Files	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.	Destroy 2 years after date of reply.	GRS 14, Item 21(a)(1)
CSO 2800.11.1 Privacy Act Request Files	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	Destroy 2 years after date of reply.	GRS 14, Item 21(a)(1)
CSO 2800.11.1 Privacy Act Request Files	(1) Granting access to all requested records.	Destroy 2 years after date of reply.	GRS 14, Item 21(a)(1)
CSO 2800.11.1 Privacy Act Request Files	(2) Responding to requests for nonexistent records; to	Destroy 2 years after date of reply.	GRS 14, Item 21(a)(1)

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Title	Description of Records	Disposition	Authority
	<p>requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a.) Requests not appealed.</p> <p>(b.) Requests appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests not appealed.</p> <p>(b) Request appealed.</p> <p>b. Official file copy of requested records</p>	<p>Destroy 2 years after date of reply.</p> <p>Destroy as authorized under CSO 2800.11.2.</p> <p>Destroy 5 years after date of reply.</p> <p>Destroy as authorized under CSO 2800.11.2.</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, Item 21(a)(2)(a)</p> <p>GRS 14, Item 21(a)(3)(b)</p> <p>GRS 14, Item 21a(3)(a)</p> <p>GRS 14a(3)(b)</p> <p>GRS 14b</p>
<p>CSO 2800-11.2 Privacy Act Amendment Case Files</p>	<p>Files relating to an individual's request to 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</p>		

Title	Description of Records	Disposition	Authority
	under 5 U.S.C. 552a(g).		
	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.	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.	GRS 14, Item 22a
	b. Requests to amend refused by agency. Includes individual's 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.	Dispose of in accordance with the approved disposition instructions for related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.	GRS 14, Item 22b
	c. 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, Item 22c

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Title	Description of Records	Disposition	Authority
<p>CSO-2800.11.3 Privacy Act Accounting of Disclosure Files</p>	<p>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.</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made whichever is later.</p>	<p>GRS 14, Item 23</p>
<p>CSO-2800.11.4 Privacy Act Control Files</p>	<p>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, name and address of requester.</p>	<p>a. Registers or listings Destroy 5 years after date of last entry.</p> <p>b. Other files Destroy 5 years after final action by the agency or final Adjudication by courts, whichever is later.</p>	<p>GRS 14, Item 24a</p> <p>GRS 14, Item 24b</p>
<p>CSO-2800.11.5 Privacy Act Reports Files</p>	<p>Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the report on new systems at all levels.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 14, Item 25</p>
<p>CSO-2800.12 CLEARANCE INVESTIGATION TRACKING SYSTEM</p>	<p>Electronic records containing the FBI fingerprint results on TSA employees and contractors.</p>	<p>This electronic record keeping system will be scheduled separately at a later date.</p>	

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Title	Description of Records	Disposition	Authority
<p>CSO – 2800.13 FINGERPRINT RESULTS DISTRIBUTION SYSTEM</p>	<p>File includes personal identification information to include name, DOB and SSN; FBI fingerprint results to include criminal charges; and case tracking and adjudication results.</p>	<p>This electronic records keeping system will be scheduled separately at a later date.</p>	
<p>CSO – 2800.14 BADGING/CREDENTIALS TRACKING SYSTEM</p>	<p>File includes personal identification information to include name, DOB and SSN; FBI fingerprint results to include criminal charges; and case tracking and adjudication results.</p>	<p>This electronic record keeping system will be scheduled separately at a later date.</p>	
	<p>Electronic records for identification cards issued to permanent and temporary TSA employee and contractors: law enforcement and administrative credentials issued to TSA employees.</p>		
	<p>File includes TSA tracking and control number; authorization for issue; issue and expiration dates; digital photographs; and personal identification information to include name, DOB and SSN.</p>		

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Title	Description of Records	Disposition	Authority
CSO 2800.15 CREDENTIALS	Contains identification credentials and related papers.	Destroy credentials 3 months after return to issuing office.	GRS 1, Item 4a
	a. Identification credentials including cards, badges, photographs, property, visitors passes, and other identification credentials.		
	b. Receipts, indices, listings, and accountable records.	Destroy after all listed credentials are accounted for.	GRS 11, Item 4b
8) CSO 2800.16 SECURITY MONITORING CAMERA RECORDS	Records include Video Home System (VHS) videocassettes or any other type of video images generated by the security monitoring cameras in routine surveillance operations.	Destroy 96 hours after date of security monitoring, unless required for Criminal/Civil Enforcement.	
9) CSO 2800.17 E-MAIL AND WORD PROCESSING DOCUMENTS	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	Delete/destroy within 180 days after the recordkeeping copy has been produced.	
	a. 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		

Title	Description of Records	Disposition	Authority
	used only to produce the recordkeeping copy.		
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Delete when dissemination, revision, or updating is complete.	