

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-03-10</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 withdrawn 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 Training and Quality Performance (TRNQP)			
4 NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5 TELEPHONE 571/227-2076	DATE 5-24-04	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, <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 06/02/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

cc Agency NWMD, NWMA, NWCS

TRN 1900—TRAINING AND QUALITY PERFORMANCE

This category is for general correspondence and related papers pertaining to policy, plans, and procedures related to Training and Quality Performance.

Title	Description of Records	Disposition	Authority
<p>TRNQ 1900 ADMINISTRATIVE FILES</p>	<p>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 2 years old.</p>	<p>GRS-23/1</p>
<p>Item 1. TRNQ 1900.1 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>N1-560-03-10/1</p>
<p>TRNQ 1900.2 TSA BROADCAST E-MAIL MESSAGES</p>	<p>Copies of TSA Broadcast e-mail messages maintained at Headquarters for informational purposes and filed chronologically by date of receipt.</p>	<p>REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS</p>	<p>N1-560-03-2, Item 13.</p>
<p>Item 2. TRNQ 1900.3 REPORTS AND STATISTICS</p>	<p>Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.</p>	<p>Cut off at end of fiscal year. Destroy when 3 years old.</p>	<p>N1-560-03-10/2</p>
<p>Item 3. TRNQ 1900.3.1 SUBSTANTIVE REPORTS</p>	<p>General and substantive reports, studies, progress reports, and reports of significant accomplishments. Case file special or one-time reports as needed.</p>	<p>Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. Destroy 15 years after cutoff.</p>	<p>N1-560-03-10/3</p>

~~TRN 1900~~ TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
Item 4. TRNQ 1900.4 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.	N1-560-03-10/4
TRNQ 1900.5 COMMITTEES, MEETINGS, AND CONFERENCES	Committees, meetings, and conferences relating to establishment, organization, membership, and policy of internal committees pertaining to Training and Quality Performance activities and functions. Subdivide committees and conferences, if necessary, and show name and date span of folder.	Destroy 2 years after termination of committee.	GRS 16/8a
	Case file record copy of minutes and related materials, including agendas and final reports.	Destroy when 3 years old	GRS 16/8b(1)
TRNQ 1900.5.1 CONFERENCE ARRANGEMENTS	Include such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.	Destroy when 3 years old.	GRS 16/8b(2)
TRNQ 1900.6 TRAINING PROGRAMS	General material relating to courses and programs sponsored by other Federal Agencies. NOTE: Specific training courses/programs should be case filed by course title under the appropriate tertiary below, and if necessary, subdivide by type of training, i.e., technical, managerial, supervisory, or clerical.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1/29b

~~TRN 1900~~ TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
TRNQ 1900.6.1 TSA TRAINING	a. General material relating to TSA training courses developed and/or sponsored by the Agency.	Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1/29a(1)
ITEM 5.	b. Master file of specific TSA training programs or courses developed by Agency offices including material, course description, and other pertinent material.	PERMANENT. Close File when course material is superseded. Transfer to NARA 5 years after close of file.	N1-560-03-10/5
ITEM 6.	c. All Other Copies of specific courses.	Destroy when superseded or no longer needed.	N1-560-03-10/6
TRNQ 1900.6.2 INTERAGENCY TRAINING	General and case file material relating to courses or programs sponsored by Agencies within the Department	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)
TRNQ 1900.6.3 FEDERAL AGENCY TRAINING	General and case file material relating to courses and programs sponsored by other Federal Agencies.	Destroy when 5 years old or 5 years after completion of specific training program, whichever is sooner.	GRS 1/29b
TRNQ 1900.6.4 FEDERAL FLIGHT DECK OFFICER TRAINING PROGRAM	General material, case file material, and correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
<p>TRNQ 1900.6.5 CREW MEMBER SELF DEFENSE TRAINING PROGRAM</p>	<p>General material, case file material, correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.</p>	<p>Destroy when 5 years old or 5 years after completion of specific training program.</p>	<p>GRS-1/29a(1)</p>
<p>TRNQ 1900.6.6 STATE TRAINING</p>	<p>General material relating to courses and programs sponsored by the States. Case file material State sponsored courses or programs.</p>	<p>Destroy when 5 years old or 5 years after completion of specific training program, whichever is sooner.</p>	<p>GRS-1/29b</p>
<p>TRNQ 1900.6.7 TRAINING INSTITUTIONS</p>	<p>General material and case file material relating to courses and programs sponsored by training institutions such as, universities, colleges, and private industry.</p>	<p>Destroy when 5 years, old or 5 years after completion of specific training program, whichever is sooner.</p>	<p>GRS-1/29b</p>
<p>Item 7 TRNQ 1900.7 TRAINING FACILITIES</p>	<p>Materials relating to available training facilities including equipment used for training purposes and room arrangement.</p> <p>EXCEPT: Purchase Orders, requisitions, and the like used to acquire facilities, see ACQ 300.4 for series description and retention series.</p>	<p>Cut off at end of fiscal year. Destroy when 3 years old.</p>	<p>N1-560-03-10/7</p>

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
Item 8. TRNQ 1900.8 GENERAL TRAINEE FILES	<p>Case files of individual employee training. Include copies of individual training plans, course records, request, authorization, and completion forms.</p> <p>EXCEPT: Official TSA files maintained in Official Personnel Folder (OPF).</p> <p>EXCEPT: Fiscal copies see FIN 1000.5.</p>	Destroy when 5 years, old or 5 years after completion of specific training program.	N1-560-03-10/8
TRNQ 1900.9 SCREENER TRAINEE FILES	<p>Case files of individual employee training including screener training. The file includes copies of individual training plans, course records, requests, authorizations, and completion forms.</p>		
Item 9.	a. Active employees	Destroy when 5 years old or 5 years after completion of specific training program.	N1-560-03-10/9
Item 10.	b. Terminated employees	Destroy 3 years after termination of employment.	N1-560-03-10/10
	<p>EXCEPT: Official TSA files maintained in Official Personnel Folder (OPF).</p> <p>EXCEPT: Fiscal copies see FIN.</p>		
Item 11. TRNQ 1900.10 AUDIOVISUAL	a. General material and correspondence relating audio-visual materials created within TSA including copies of that material filed with DHS and other Government agencies.	a. Cut off at end of fiscal year. Destroy 5 years after cut off.	N1-560-03-10/11

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
TRNQ 1900.11 PHOTOGRAPHS	Contains photographs and background material and activities related to the mission of TSA. Also, included is correspondence, requisitions, cost estimates, and clearances with other Government agencies.		
Item 12.	a. Photographs that document historical TSA personalities, events, and activities.	PERMANENT. Cut off file at end of fiscal year. Transfer 5-year accumulation to NARA with related finding aids 5 years after cutoff.	N1-560-03-10/12
	b. Photographs of routine awards ceremonies, social events, and activities not related to the mission of TSA.	Destroy when 1 year old.	GRS 21/1
	c. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of TSA.	Destroy 1 year after completion of training program.	GRS 21/3
Item 13. TRNQ 1900.12 SOUND RECORDS	a. Audio tapes, slides and cassettes of activities produced by and related to the mission of TSA.	PERMANENT. Cut off file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cut off.	N1-560-03-10/13
	Recording of meetings made exclusively for note taking or transcription. EXCLUDING recording of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use.	GRS 21/22

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
Item 14. TRNQ 1900.13 VIDEO RECORDINGS	a. Motion picture films and Video recordings. Agency generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical TSA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate, plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.	PERMANENT. Cut off file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cut off.	N1-560-03-10/14
	b. Programs acquired from outside sources for personnel and management training.	Destroy 1 year after completion of training program.	GRS 21/14
	c. Internal personnel and administrative training programs that do not reflect the mission of the agency.	Destroy 1 year after completion of training program.	GRS 21/17
	d. Routine scientific, medical, or engineering recordings.	Destroy when 2 years old or when no longer needed.	GRS 21/19
TRNQ 1900.14 Item 15. RADIO, TELEVISION, AND MOTION PICTURES	General correspondence, articles, statistical data, notes, and other documents pertaining to the Agency's relations with the media.	Cut off at end of fiscal year. Destroy 5 years after cut off.	N1-560-03-10/15
Item 16.	TSA produced Brochures and news/press releases not found elsewhere.	PERMANENT. Cut off file at end of year. Transfer 5 year accumulation with related finding aid to NARA 5 years after cut off.	N1-560-03-10/16

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
Item 17. TRNQ 1900.15 CONTROLLED CORRESPONDENCE	Copies of incoming/outgoing correspondence pertaining to all areas of responsibility of the Office of Training and Quality Performance and maintained by the correspondence manager.	Cut off at end of fiscal year, destroy when 3 years old.	N1-56-03-10/17
Item 18. TRNQ 1900.16 WEEKLY REPORTS	Copies of Office of Training and Quality Performance Weekly Reports submitted to the TSA Administrator for submission to the Secretary, Department of Homeland Security	Cut off at end of fiscal year, destroy when 2 years old.	N1-560-03-10/18
Item 19. TRNQ 1900.17 OFFICE OF TRAINING AND QUALITY PERFORMANCE POLICY MEMORANDUMS	Copies of all policy memorandums and guidance memorandums initiated in the Office of Training and Quality Performance.	PERMANENT. Cut off file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cut off.	N1-560-03-10/19
TRNQ 1900.18 FEDERAL AIR MARSHAL (FAM) TRAINING PROGRAM	General material, correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)
TRNQ 1900.19 LAW ENFORCEMENT OFFICERS TRAINING PROGRAM	General material, case file material, correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
TRNQ 1900.20 FEDERAL SECURITY DIRECTOR (FSD) TRAINING PROGRAM	General material, case file material, correspondence and reports relating to courses and programs sponsored by the TSA EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)
TRNQ 1900.21 ASSISTANT SECURITY DIRECTOR (AFSD) TRAINING PROGRAM	General material, case file material, correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)
TRNQ 1900.22 FREEDOM OF INFORMATION ACT RESPONSE	Copies of the Office of Training and Quality Performance reply to Freedom of Information Act requests.	Cut off files at end of year. Destroy 6 years after cut-off.	GRS 11/3
TRNQ 1900.23 REGULATORY INSPECTION TRAINING	General material, case file material, correspondence and reports relating to courses and programs sponsored by the TSA, EXCLUDING master files noted in 1900.6.1.	Destroy when 5 years old or 5 years after completion of specific training program.	GRS 1/29a(1)

TRN 1900—TRAINING AND QUALITY PERFORMANCE

Title	Description of Records	Disposition	Authority
TRNQ 1900.24 BUDGET INFORMATION	Budget Background Records. Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
	a. All other budget reports.	Destroy 3 years after the end of the fiscal year.	GRS-5/3
TRNQ 1900.25 ACCOUNTABLE OFFICERS' FILES	Contains contract, grant, MOU, inter and intra-agency agreements, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.	Destroy 6 years and 3 months after period covered by account.	GRS-6/1a
TRNQ 1900.26 TRAVEL	Copies of Travel Authorization and Travel Vouchers for Office of Training and Quality Performance Staff and background information pertaining to travel	Destroy 6 years after the period of account.	GRS-9/1a

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N1-560-03-10, Item 20.

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 Training and Quality Performance (TRNQP) 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.