

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-560-03-11</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 withdrawn 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 Civil Rights (CVLR)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>6-10-04</i>	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 <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 07/29/03	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 GRS OR SUPERSEDED JOB CITATION	10.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 NR NAMU

CVLR – 900 CIVIL RIGHTS

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

Title	Description of Records	Disposition	Authority
1) CVLR 900 PROGRAM SUBJECT CORRESPONDENCE FILES	Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing.	Destroy when 3 years old.	
2) CVLR 900.1 CHRONOLOGICAL AND READING FILE RECORDS	Copies of correspondence and publications relating to the Civil Rights Programs (including case law).	Destroy when 3 years old.	
CVLR 900.2 TSA BROADCAST E-MAIL MESSAGES	Copies of TSA Broadcast e-mail messages maintained at Headquarters for information purposes and filed chronologically by date of receipt.	Destroy when obsolete or superseded.	REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS
CVLR 900.3 ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM FILES	a. General Files. General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program.	Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.	GRS-1 Item 27(a)
	b. Case Files. Records documenting ADR proceedings. Files include correspondence, election forms, documentation of the settlement or discontinuance of the ADR case, and notes by ADR staff and/or mediators who worked on resolving the issue.	Destroy 3 years after settlement is implemented or case is discontinued.	GRS-1 Item 27(b)

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CVLR 900.4 INTERNAL AND EXTERNAL DISCRIMINATION COMPLAINT FILES	a. Originating agency's files containing informal complaints with related correspondence.	Destroy 4 years after resolution of case.	GRS-1 Item 25(a)
	b. Copies of formal complaint case files. Copies of decisions, request/records of hearings, Final Agency Decisions and other records. Cases resolved within the agency, by EEOC, or by a U.S. Court. Maintained by case number.	Destroy 1 year after resolution of case.	GRS-1 Item 25(b)
	a. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	Destroy when 2 years old.	GRS-1 Item 25(e)(2)
	b. EEO Compliance Reports, and other statistical reports related to the Civil Rights Programs.	Destroy when 3 years old.	GRS-1 Item 25(d)(2)
CVLR 900.5 EMPLOYMENT STATISTICS FILES	Employment statistics relating to race and sex. [Affirmative Employment (AE) Records]	Destroy when 5 years old.	GRS-1 Item 25(f)
CVLR 900.6 EEO GENERAL FILES	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS-1 Item 25(g)
3) CVLR 900.7 TRAINING MATERIALS	Publications and other materials developed to heighten awareness among TSA employees of EEO		

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issues.

a. Audiovisual Materials. Includes videos, posters, and brochures. **Destroy** when superceded or obsolete.

b. Textual Materials. Includes training packets. **Destroy** when superceded or obsolete.

**4) CVLR 900.8
FORUM
MATERIALS**

Records of meetings between TSA officials and the public to discuss and formulate TSA's policy towards and interactions with the public regarding civil rights issues. Includes briefing books distributed to TSA employees before a forum and any minutes or reports summarizing a forum and its outcome. **PERMANENT.** Retain in office for 5 years, then transfer to Federal Records Center. Transfer to the National Archives when 10 years old.

**5) CVLR 900.9
E-MAIL AND WORD
PROCESSING
DOCUMENTS**

a. Copies of records described in this schedule 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.

b. Copies of records described in this schedule used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **Delete** when dissemination, revision, or updating is complete.

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Title	Description of Records	Disposition	Authority
CVLR 900 CIVIL RIGHTS GENERAL FILES	Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing.	Destroy after 1 year.	
CVLR 900.1 CHRONOLOGICAL AND READING FILE RECORDS	Correspondence, publications law relating to the Civil Rights Programs [including case law]	REFER TO ADMIN 200.20 FOR DISPOSITION OF RECORDS	
CVLR 900.2 TSA BROADCAST E-MAIL MESSAGES	Copies of TSA Broadcast e-mail messages maintained at Headquarters for information purposes and filed chronologically by date of receipt.	REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS	
CVLR 900.3 PROGRAM SUBJECT CORRESPONDENCE FILES	Alternative Dispute Resolution (ADR) and External correspondence. Maintained in chron order. [non-case related] If a case is established these records will be transferred to the complaint case file.	Cut off at end of the fiscal year. Destroy in agency 3 years after cut off.	
CVLR 900.4 OFFICIAL DISCRIMINATION COMPLAINT CASE FILES	<ul style="list-style-type: none"> a. Originating agency's files containing informal complaints with related correspondence. b. Copies of formal complaint case files. Copies of 	<ul style="list-style-type: none"> Destroy 4 years after resolution of case. Destroy 1 year after resolution of case. 	<ul style="list-style-type: none"> GRS 1 Item 25(a) GRS 1 Item 25(b)

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Title	Description of Records	Disposition	Authority
	<p>decisions, request/records of hearings, Final Agency Decisions and other records. Cases resolved within the agency, by EEOC, or by a U.S. Court. Maintained by case number.</p> <p>c. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.</p> <p>d. EEO Compliance Reports. And other statistical reports related to the Civil Rights Programs.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 3 years old.</p>	
CVLR 900.6 EMPLOYMENT STATISTICS FILES	Employment statistics relating to race and sex. [Affirmative Employment (AE) Records]	Destroy when 5 years old.	GRS 1 Item 25(g)
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