REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Department of Homeland Security

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

6. AGENCY CERTIFICATION
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of its records and that the records proposed for disposal on the attached 6 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.

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   **See Attached**

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

DATE
07/29/03

SIGNATURE OF AGENCY REPRESENTATIVE
Arthur McCune Jr.

TITLE
Records Management Officer

(LEAVE BLANK)

JOB NUMBER N1-560-03-17

DATE RECEIVED 8/4/03

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request, including amendments, is approved except for items that may be marked □ disposition not approved or □ withdrawn in column 10.

ARCHIVIST OF THE UNITED STATES
6-10-04

STANDARD FORM SF 115 (REV. 3-91)

PREVIOUS EDITION NOT USABLE

Prescribed by NARA 36 CFR 1228

115-109
This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Office of Civil Rights.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description of Records</th>
<th>Disposition</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CVLR 900 PROGRAM SUBJECT CORRESPONDENCE FILES</td>
<td>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.</td>
<td>Destroy when 3 years old.</td>
<td>REFER TO ADMIN 100.11 FOR DISPOSITION OF RECORDS GRS I Item 27(a)</td>
</tr>
<tr>
<td>2) CVLR 900.1 CHRONOLOGICAL AND READING FILE RECORDS</td>
<td>Copies of correspondence and publications relating to the Civil Rights Programs (including case law).</td>
<td>Destroy when 3 years old.</td>
<td></td>
</tr>
<tr>
<td>CVLR 900.2 TSA BROADCAST E-MAIL MESSAGES</td>
<td>Copies of TSA Broadcast e-mail messages maintained at Headquarters for information purposes and filed chronologically by date of receipt.</td>
<td>Destroy when obsolete or superseded.</td>
<td></td>
</tr>
<tr>
<td>CVLR 900.3 ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM FILES</td>
<td>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.</td>
<td>Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.</td>
<td>GRS I Item 27(b)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>Destroy 3 years after settlement is implemented or case is discontinued.</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>CVLR—900.4</th>
<th>INTERNAL AND EXTERNAL DISCRIMINATION COMPLAINT FILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Originating agency's files containing informal complaints with related correspondence.</td>
</tr>
<tr>
<td>b.</td>
<td>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.</td>
</tr>
<tr>
<td>Destroy when 2-years old.</td>
<td>GRS—1 Item 25(c)(2)</td>
</tr>
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<tr>
<th>CVLR—900.5</th>
<th>EMPLOYMENT STATISTICS FILES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employment statistics relating to race and sex. [Affirmative Employment (AE) Records]</td>
</tr>
<tr>
<td>Destroy when 5-years old.</td>
<td>GRS—1 Item 25(f)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>CVLR—900.6</th>
<th>EEO GENERAL FILES</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Destroy when 3-years old, or when superseded or obsolete, whichever is applicable.</td>
<td>GRS—1 Item 25(g)</td>
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</tbody>
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<tr>
<th>3) CVLR 900.7</th>
<th>TRAINING MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Publications and other materials developed to heighten awareness among TSA employees of EEO</td>
</tr>
</tbody>
</table>

TSA Records Disposition Schedules 9-2
N1-560-03-11
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issues.


b. Textual Materials. Includes training packets.

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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JOB NUMBER
N1:560-03-11

DATE RECEIVED
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<td><strong>CVLR 900</strong></td>
<td>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.</td>
<td>Destroy after 1 year.</td>
<td></td>
</tr>
<tr>
<td><strong>CVLR 900.1</strong></td>
<td>Correspondence, publications law relating to the Civil Rights Programs [including case law]</td>
<td>REFER TO ADMIN 200.20 FOR DISPOSITION OF RECORDS</td>
<td></td>
</tr>
<tr>
<td><strong>CVLR 900.2</strong></td>
<td>Copies of TSA Broadcast e-mail messages maintained at Headquarters for information purposes and filed chronologically by date of receipt.</td>
<td>REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS</td>
<td></td>
</tr>
<tr>
<td><strong>CVLR 900.3</strong></td>
<td>Alternative Dispute Resolution (ADR) and External correspondence. Maintained in chron order. [non-case related]</td>
<td>Cut off at end of the fiscal year. Destroy in agency 3 years after cut off.</td>
<td></td>
</tr>
<tr>
<td><strong>CVLR 900.4</strong></td>
<td>a. Originating agency's files containing informal complaints with related correspondence.</td>
<td>Destroy 4 years after resolution of case.</td>
<td>GRS 1 Item 25(a)</td>
</tr>
<tr>
<td></td>
<td>b. Copies of formal complaint case files. Copies of</td>
<td>Destroy 1 year after resolution of case.</td>
<td>GRS 1 Item 25(b)</td>
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TSA Records Disposition Schedules 9-1
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<tr>
<td>CVLR 900.6 EMPLOYMENT STATISTICS FILES</td>
<td>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.</td>
<td>Destroy when 2 years old.</td>
<td></td>
</tr>
<tr>
<td>CVLR 900.7 EEO GENERAL FILES</td>
<td>c. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.</td>
<td>Destroy when 3 years old.</td>
<td>GRS 1 Item 25(d)(2)</td>
</tr>
<tr>
<td></td>
<td>d. EEO Compliance Reports. And other statistical reports related to the Civil Rights Programs.</td>
<td>Destroy when 3 years old.</td>
<td>GRS 1 Item 25(g)</td>
</tr>
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<td>Employment statistics relating to race and sex. [Affirmative Employment (AE) Records]</td>
<td>Destroy when 5 years old.</td>
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<td>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.</td>
<td>Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</td>
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