

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-03-15</i>	
1. FROM (Agency or establishment) <i>Department of Homeland Security</i> Department of Transportation		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 withdrawn 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 <i>Transportation Security Administration</i>			
3. MINOR SUBDIVISION <i>Office of the Administrator</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Arthur McCune, Jr.</i>	5. TELEPHONE <i>571/227-2076</i>	DATE <i>1-13-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>2</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 checked="" type="checkbox"/> has been requested.			
DATE <i>8/21/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</i>		TITLE <i>Records Management Specialist</i>
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 GRS OR SUPERSEDED JOB CITATION	10.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, NWM, NWMW</i>			

AD - 100 ADMINISTRATION

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

Title	Description of Records	Disposition	Authority
<p>1) AD 100 ADMINISTRATOR, DEPUTY ADMINISTRATOR, AND CHIEF OF STAFF EXTERNAL CORRESPONDENCE FILES</p>	<p>Contains correspondence with Congress, DHS Secretary, and DHS Administrators on transportation policies, TSA program planning and management as well as contact with state, local, professional and civic interests.</p>	<p><u>PERMANENT</u>. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	<p>Superseded by: DAA-0563-2013-0005-0003 DATE (MM/DD/YYYY): <u>07/17/2014</u></p>
<p>2) AD 100.1 ADMINISTRATOR, DEPUTY ADMINISTRATOR, AND CHIEF OF STAFF INTERNAL CORRESPONDENCE FILES</p>	<p>Includes directives, TSA broadcast e-mail messages reviewed by the Administrator, memorandums, and photographs.</p>	<p><u>PERMANENT</u>. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	<p>Superseded by: DAA-0563-2013-0005-0003 DATE (MM/DD/YYYY): <u>07/17/2014</u></p>
<p>AD 100.2 TSA BROADCAST E- MAIL MESSAGES</p>	<p>Copies of TSA Broadcast e-mail messages received via e-mail and 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>3) AD 100.3 E-MAIL AND WORD PROCESSING DOCUMENTS</p>	<p>(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 used only to produce the recordkeeping copy.</p>	<p>Delete/destroy within 180 days after the recordkeeping copy has been produced.</p>	<p>Superseded by: DAA-6RS-2016-0016-0002 DATE (MM/DD/YYYY): <u>07/20/2017</u></p>

AD - 100 ADMINISTRATION

Title	Description of Records	Disposition	Authority
	(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	Superseded by: DAA-GRS-2016-0016-0002 DATE (MM/DD/YYYY): <u>07/20/2017</u>

