

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-566-03-15</i>	
1. FROM (Agency or establishment) <i>Department of Homeland Security</i> <del>Department of Transportation</del>		<b>NOTIFICATION TO AGENCY</b>  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 withdrawn 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. 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>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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>**See Attached**</b>		
<i>cc Agency, NR, NWMD, 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><b>1) AD 100</b> 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><b><u>PERMANENT</u></b>. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	
<p><b>2) AD 100.1</b> 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><b><u>PERMANENT</u></b>. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	
<p><del><b>AD 100.2</b></del> <del>TSA BROADCAST E-</del> <del>MAIL MESSAGES</del></p>	<p><del>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.</del></p>	<p><del><b>REFER TO ADMIN 200.21 FOR DISPOSITION OF RECORDS.</b></del></p>	
<p><b>3) AD 100.3</b> 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><b>Delete/destroy</b> within 180 days after the recordkeeping copy has been produced.</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.	<b>Delete</b> when dissemination, revision, or updating is complete.	



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1. FROM (Agency or establishment) <i>Department of Homeland Security</i> <del>Department of Transportation</del>			DATE RECEIVED <i>9-3-2003</i>	
2. MAJOR SUBDIVISION  <i>Transportation Security Administration</i>			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.	
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	ARCHIVIST OF THE UNITED STATES
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DATE <i>8/21/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</i>		TITLE <i>Records Management Specialist</i>	
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Title	Description of Records	Disposition	Authority
<p><b>AD 100</b> ADMINISTRATION</p>	<p>General material and correspondence relating to the Office of the Administrator too broad in scope to be filed under one of the specific subjects below.</p>	<p>Cut off at the end of fiscal year. <b>Destroy</b> in agency 3 years after cutoff.</p>	
<p><b>AD 100.1</b> REFERENCE FILES</p>	<p>Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like.</p> <p>Note: Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.</p>	<p><b>Destroy</b> in agency when no longer needed.</p>	
<p><b>AD 100.2</b> ADMINISTRATOR, DEPUTY ADMINISTRATOR, AND CHIEF OF STAFF 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. The records document the high level activities for the Office of the Administrator.</p>	<p><b>PERMANENT.</b> Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	
<p><b>AD 100.3</b> TSA BROADCAST E- MAIL MESSAGES</p>	<p>Copies of TSA Broadcast e-mail messages maintained at Headquarters for informational purposes and filed</p>	<p><b>Destroy</b> when no longer needed.</p>	

**AD - 100 ADMINISTRATION**

**Title**

**Description of Records**

**Disposition**

**Authority**

chronologically by date of receipt.