REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)
		JOB NUMBER N1-560-04-03
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHIA ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 2/04/2004
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Transportation Security Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION		

4. NAME OF PERSON WITH WHOM TO CONFER Art McCune	5. TELEPHONE (571) 227-2076	DATE 7-12-04	ARCHIVIST OF THE UNITED STATES John W. Carl

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 __ 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.

DATE 02/24/04	SIGNATURE OF AGENCY REPRESENTATIVE Kalwan Jackson Jr. / Art McCune	TITLE Chief – Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED RETENTION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The AV OPS schedule is based on Line of Business functions. This SF 115 addresses routine records under one function and the function heading appears below for context. It may change once the AV OPS schedule is completed. **Function: Passenger/Baggage Security and Screening** These are records of the Operations Branch or others responsible for screening passengers, baggage, and cargo loaded on passenger planes in order to protect the public. This function is divided into the following subfunctions: • Policy, • Operations. (Note: the policy subfunction is not included in this request.)		

cc Agency, NR, NWMD, NWMW

NSN 7540-00-634-4084
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

INACTIVE - ALL ITEMS SUPERSEDED

AVOP 400. AVIATION OPERATIONS – FIELD OFFICE
(Note: All item numbers are subject to change.)

Title	Description of Records	Disposition	Authority

Subfunction: **Operations**

Records of checkpoint operations that screen passengers, baggage and cargo.

AVOP 400.51 (1) a. Records include screening equipment testing records, calibration logs, shift summary reports, screener schedules, provision of routine checkpoint supplies (gloves, forms, etc.) and related.

Operations Records: Passenger Screening, General

Disposition: Cut off at the end of the fiscal year. **Destroy** when 1 year old.

Authority:

(2) b. Passenger screening records including routine rosters, logs, abandoned property/currency reports (after entry into record keeping system), and all other related records for which an incident report is not required.

Destroy after 30 days.

c. Screening records at the checkpoint for which an incident report is required.

Transfer to AVOP 400.53

d. Audio-visual recordings of screening areas.

(3) 1. All videos that do not document an incident.

Destroy when 14 days old.

2. Videos that document an incident (like a security violation, possible tort, altercation, etc.) and TSA determines they are needed as evidence in a law enforcement investigation tort claim adjudication or for some other adjudication or proceedings.

Transfer images to a disc and include in the investigation or incident file.

(4) 3. Videos that document an incident (like a security violation, possible tort, altercation, etc.) and TSA Official determines they are **not** needed as evidence in a law enforcement investigation or for some other adjudication or proceedings.

Destroy 14 days after date of recording or date of determination whichever is later.

Note: TSA may want to retain certain checkpoint videos for training purposes. Once TSA makes that determination, the video should be transferred to the training office files and will be subject to a The Office of Workforce Performance & Training (WPT 1900) records disposition schedule.

AVOP 400.52 (5) Operations Records: Baggage, Cargo Screening, General	a. Records include equipment calibration logs, shift reports, provision of routine supplies, K-9 alerts, random item checks, screener schedules and related documentation.	**Destroy** when 1 year old.

Superseded by:

N1-560-12-2/7A
DATE (MM/DD/YYYY):
03/29/2013

(6) b. EDS/EDT machine alarms that upon resolution are determined not to pose a threat to the aircraft.

Destroy after 30 days.

Superseded by:

N1-560-12-2/7B
DATE (MM/DD/YYYY):
03/29/2013

c. EDS/EDT Machine alarms that upon resolution are determined to pose a threat to the aircraft and require an incident report.

Transfer to AVOP 400.53

Superseded by:

N1-560-12-2/7C
DATE (MM/DD/YYYY):
03/29/2013

d. Audio-visual recordings of baggage/cargo screening areas.

(7) 1. All videos that do not document an incident.

Destroy when 14 days old.

Superseded by:

N1-560-12-2/8A
DATE (MM/DD/YYYY):
03/29/2013

2. Videos that document an incident (like a security violation, possible tort, altercation, etc.) and TSA determines they are needed as evidence in a law enforcement investigation, tort claim adjudication or for some other adjudication or proceedings.

Transfer images to a disc and include in the investigation or incident file.

Superseded by:

N1-560-12-2/8B
DATE (MM/DD/YYYY):
03/29/2013

(8) 3. Videos that document an incident (like a security violation, possible tort, altercation, etc.) and TSA Official determines they are **not** needed as evidence in a law enforcement investigation or for some other adjudication or proceedings.

Destroy 14 days after date of recording or date of determination whichever is later.

Superseded by:

N1-560-12-2/8C
DATE (MM/DD/YYYY):
03/29/2013

Note: TSA may want to retain certain checkpoint videos for training purposes.

TSA Records Disposition Schedules   4-2

Once TSA makes that determination, the video should be transferred to the training office files and will be subject to a The Office of Workforce Performance & Training (WPT 1900) records disposition schedule.

AVOP 400.53 (9) Operations Records: Passenger, Baggage, Cargo Screening, Incident Reports

Records include incident reports, shift supervisor statements, local law enforcement reports, witness and participant statements, reports of items detected in baggage and similar reports and documents. Records used for investigations should be filed in AVOP 400.13.

Cut off records at the end of each fiscal year.

Destroy 3 years after cutoff.

Superseded by:

N1-560-12-2/9

DATE (MM/DD/YYYY):

03/29/2013

AVOP 400.54 (10) Passenger, Baggage, Cargo Screening: Statistical Reports

Records include reports made to management regarding passenger counts, number of incidents, abandoned property or currency, and similar statistical reports. If this information is maintained electronically, paper or electronic input records can be destroyed once accuracy is verified.

Cut off records at the end of each fiscal year.

Destroy five years after cutoff.

Superseded by:

N1-560-12-2/10

DATE (MM/DD/YYYY):

03/29/2013

AVOP 400.55 Electronic Mail and Word Processing

Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Superseded by:

DAA-6RS-2016-0016-0002

DATE (MM/DD/YYYY):

07/2017

(11) 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 that are used only to produce the recordkeeping copy.

Destroy/delete 180 days after the recordkeeping copy has been produced.

(12)b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is complete.