

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-560-04-4	
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 withdrawn 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 Communications and Public Information			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE 1-3-05	ARCHIVIST OF THE UNITED STATES <i>J.R.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>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 checked="" type="checkbox"/> has been requested.			
DATE 11/14/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. 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 GRS OR SUPERSEDED JOB CITATION	10.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		

CPI – 1700 COMMUNICATIONS & PUBLIC INFORMATION

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by the Office of Communication and Public Information.

	Title	Description of Records	Disposition	Authority
1.	CPI 1700 COMMUNICATIONS & PUBLIC INFORMATION FILES	Correspondence, and related materials documenting the administration of Information Systems and Public Information too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. Destroy 2 years after cut off.	
2.	CPI 1700.1 CHRONOLOGICAL OR READING RECORDS	Extra copy of outgoing correspondence arranged in chronological order and maintained in any Public Information office solely for convenience of reference. Does not include copies of incoming correspondence, which should be filed in the Program Subject Correspondence File.	Cut off at end of fiscal year. Destroy when 3 years old.	
3	CPI 1700.2 TSA BROADCAST E-MAIL MESSAGES	Messages and any attachments to the messages that are received or created in the office of Communication and Public Information and transmitted over the TSA Broadcast E-Mail Message system.		
3a.		a. TSA program and administrative policy messages meet the definition of Federal records	Destroy when determined that they are no longer needed for administrative, legal, audit, or operational purposes or when 5 years old, whichever is sooner.	
3b.		b. All other messages.	Destroy when no longer needed.	
4.	CPI 1700.3 PROGRAM MANAGEMENT FILES	Includes records, which relate to the on-going management of programs and routine projects within programs. Specific types of records include correspondence; memoranda; routine office procedures; and reports	Cut off at end of fiscal year. Transfer to FRC when 3 years old. Destroy in 5 years.	

CPI - 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
	relating to general policy and program matters, and other similar materials. Excludes: Policy statements, and directives, which are scheduled separately.		
5a. CPI 1700.4 REPORTS AND STATISTICS	Reports covering all subjects included under this primary category, and annual reports to Congress. Case file by type of report as necessary.	Cut off at end of fiscal year. Destroy when 3 years old.	
5b.	General and substantive reports, studies, progress reports, and reports of significant accomplishments. Case file special or one-time reports as needed.	Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. Destroy 15 years after cutoff.	
6. CPI 1700.5 PLANNING	General correspondence drafts, background material, annual work plans, budget estimates, and document relating to program planning.	Cut off at end of fiscal year. Destroy when 3 years old.	
7. CPI 1700.6 WORKING PAPERS	Notes, drafts, news clippings, general correspondence, memorandums, background material, and other related documents used in conducting public affairs programs.	Destroy when 3 years old.	
CPI 1700.7 COMMITTEES, MEETINGS, AND CONFERENCES	Committees, meetings, and conferences relating to establishment, organization, membership, and policy of internal committees pertaining to administrative management activities and functions. Subdivide committees and conferences, if necessary, and show name and date span of folder. Case file record copy of minutes and related materials, including agendas, and final reports.	Destroy 2 years after termination of committee.	GRS 16/8a

CPI – 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
<p>CPI 1700.8 POLICY</p>	<p>Consists of correspondence, drafts, organizational charts, brochures, articles, news releases statistical data, notes, reports, regulations, and other related documents pertaining to communication and public relations information policies.</p>		
<p>8a.</p>	<p>a. TSA initiated.</p>	<p>PERMANENT. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	
<p>8b.</p>	<p>b. DHS initiated.</p>	<p>Destroy when 5 years old or when superseded, whichever is later.</p>	
<p>CPI 1700.9 PHOTOGRAPHS</p>	<p>a. Contains photographs and background material of activities related to the mission of TSA.</p>	<p>PERMANENT. Cut off file every 5 years. Transfer 5-year accumulation to NARA 5 years after cut off.</p>	<p>Superseded by: JAA-563-2012-0002-0007 DATE (MM/DD/YYYY): <u>04/22/2014</u></p>
<p>9a.</p>	<p>b. Requisitions, cost estimates, and clearances with other Government agencies.</p>	<p>Destroy when 3 years old.</p>	
<p>9b.</p>	<p>b. Photographs of routine awards ceremonies, social events, and activities not related to the mission of TSA.</p>	<p>Destroy when 1 year old.</p>	<p>GRS 21/1</p>
	<p>c. Requests for photographs</p>	<p>Destroy when 3 months old.</p>	<p>GRS 14/1</p>
	<p>d. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of TSA.</p>	<p>Destroy 1 year after completion of training program.</p>	<p>GRS 21/3</p>

CPI – 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
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**CPI 1700.10
SOUND RECORDS**

Audiotapes, slides, and cassettes of activities related to the mission of TSA.

10a.

~~a. Consists of sound recordings related to Agency missions. Includes TSA developed radio programs or public service announcements; TSA sponsored radio news releases and information programs; records of public meetings or speeches, TSA sponsored conferences, guest speakers, testimony of TSA officials before Congress and other hearings; recordings relating to specific transportation security studies and efforts produced under grants; other recordings related to TSA programs; related finding aids and documentation necessary for the proper identification, retrieval, and use of the files, and any related script or transcript.~~

~~**PERMANENT.**
Break file every 5 years. Retire the original or the earliest generation of the sound recording and two duplicates to the National Archives in 5-year blocks after file break. Records may be transferred sooner if volume warrants.~~

~~Superseded by job / item number:~~

~~DAA-563-2012-0002-0010+0016~~

~~Date (MM/DD/YYYY):~~

~~04/22/2014~~

~~b. Recordings of meetings made exclusively for note taking or transcription. EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.~~

~~**Destroy immediately after record copy is generated.**~~

GRS 21/22

**CPI 1700.11
VIDEO**

11a.

**a. TSA PRODUCED
VIDEO RECORDS**

~~Video's produced by TSA, and reflective of historical events or evidence of the operation of the agency.~~

~~**PERMANENT:**
Transfer to NARA after 5 years.~~

11b.

b. VIDEO LIBRARY

~~Consists of video recordings acquired by TSA from outside sources (other than training videos) supporting or used to carry out Agency programs.~~

~~**Destroy when 5 years old or when no longer needed for reference, which ever is sooner.**~~

~~Superseded by job / item number:~~

~~DAA-563-2012-0002-0015+0017~~

~~Date (MM/DD/YYYY):~~

~~04/22/2014~~

CPI – 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
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**CPI 1700.12
BRIEFING
MATERIALS**

Materials prepared for the President, Vice-President, and the Secretary of Homeland Security on TSA and DHS policies and procedures.

PERMANENT. Cut off file every 5 years. Transfer 5-year accumulation with related finding aid to NARA 5 years after cut off.

Superseded by job / item number:

DAA-563-2018-0005-0002

Date (MM/DD/YYYY):

07/17/2014

**CPI 1700.13
BIOGRAPHIES**

Biographical Sketches. Contain, along with picture, summary of work experience, education, awards as well as title of present position occupied by key executives in TSA. Sketches are used for public affairs purposes and conferences.

Arrange alphabetically by name.

13a.

~~A. Record Copy.~~

PERMANENT. Place in inactive file upon separation from TSA. Cut off inactive file every 10 years and transfer to NARA.

13b.

~~B. All other copies.~~

Destroy 1 year after separation.

Superseded by job / item number:

DAA-563-2012-0002-0001 + 0002 .

Date (MM/DD/YYYY):

04/22/2014

**CPI 1700.14
TRANSPORTATION
SECURITY
ADMINISTRATION
NEWS (TSA NEWS)**

Contains photographs, articles pertaining to current airport events, viewpoints of employees, news in brief from Regions and division offices, excerpts from testimony or speeches made by the TSA Administrator and other material used to compile the TSA news, which is an official publication of TSA, published by and for its employees. Arranged chronologically.

14a

a. Record Copy

PERMANENT.

Transfer to FRC when 5 years old. Transfer to National Archives when 10 years old.

Superseded by job / item number:

DAA-563-2012-0002-0019 + -0021

Date (MM/DD/YYYY):

04/22/2014

CPI – 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
	<p align="center">b. All other copies.</p>	<p align="center">Destroy when no longer needed.</p>	<p align="center">Superseded by: DAA-563-2012-0002-0020+0021 DATE (MM/DD/YYYY): 04/22/2014</p>
<p>CPI 1700.15 PRESS RELEASES</p> <p>15a.</p> <p>15b.</p>	<p>Contain drafts, supporting data and final copies of press releases that provide information on policies and procedures that are TSA related. Arranged chronologically.</p> <p>a. Record copy of press releases.</p> <p>b. All other copies and related records.</p>	<p align="center">Superseded by job / item number: DAA-563-2012-0002-0005 + -0006 Date (MM/DD/YYYY): 04/22/2014</p> <p>PERMANENT. Transfer to FRC when 5 years old. Transfer to National Archives when 10 years old.</p> <p align="center">Destroy when no longer needed.</p>	
<p>CPI 1700.16 SPEECHES</p> <p>16a.</p> <p>16b.</p>	<p>Copies of speeches made by the present and former Administrators, Deputy and Associate Administrators on various subjects relating to TSA's mission. Background material, incoming requests and correspondence from the field office locations and private sector on security related subjects, conferences and other data pertaining to professional speechwriting and other public affairs services.</p> <p>a. Record copy</p> <p>b. All other copies</p>	<p align="center">Superseded by job / item number: DAA-563-2012-0002-0010 + -0011 Date (MM/DD/YYYY): 4/22/14</p> <p>PERMANENT. Transfer to National Archives when 15 years old.</p> <p align="center">Destroy when no longer needed.</p>	
<p>17. CPI 1700.17 VISITORS, REPRESENTATIVES, OR GUESTS</p>	<p>Material relating to foreign and domestic visitors. Includes material relating to technical assistance, foreign training programs, and other visitors to and from foreign</p>	<p align="center">Cut off at end of fiscal year. Destroy 3 years after cutoff.</p>	

CPI – 1700 COMMUNICATION & PUBLIC INFORMATION

Title	Description of Records	Disposition	Authority
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countries.

CPI 1700.18
E-MAIL AND
WORD
PROCESSING
DOCUMENTS

18

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.

Delete/destroy within 180 days after the recordkeeping copy has been produced.

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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 job / item number:

DAA-GRS-2013-0003-0012

Date (MM/DD/YYYY):

9/16/2014

NOTE: Some Communication and Public information reports and other records may be worthy of permanent retention if they significantly interpret TSA regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.