REQUEST FOR RECORDS DISPOSITION AUTHORITY			(LEAVE BLANK)		
		JOI	B NUMBER 71-560-0	4-5	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DAT	JOB NUMBER 71-560-04-5 DATE RECEIVED 3-29-2004		
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY		
Department of Homeland Security					
2. MAJOR SUBDIVISION					
Transportation Security Administration	on		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		
3. MINOR SUBDIVISION		ame			
Office of Revenue			vithdrawn□ in column 10.	oved of	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DAT	TE ARCHIVIST OF THE UNIT	TED STATES	
Arthur L. McCune, Jr.	571/227-2076	11-1	12-05 JORW. Ca		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for the proposed for disposal on the attached 6 page(s) retention periods specified; and that written conditions GAO manual for Guidance of Federal Agencies is not required; is attached; or	are not now needed for the currence from the General	e busine	ess of this agency or will not be need	ded after the	
DATE SIGNATURE OF AGENCY REPR		TITLE			
	Cuny		Records Management Division		
7. Item 8. DESCRIPTION OF ITEM AND I			9. GRS OR SUPERSEDED 10.	. ACTION TAKEN ARA USE ONLY)	
See Attached					

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

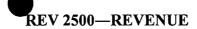
Title	Description of Records	Disposition	Authority
1) REV 2500 REVENUE GENERAL CORRESPONDENCE	Correspondence with airline industries and general consumers regarding questions and answers about fees and regulations as well as general office administration.	Cut off at end of fiscal year. Destroy 3 years after cutoff.	
2) REV 2500.1 AIR CARRIER CONTACT LIST	Air Carrier Contact List case files including correspondence, emails, data, financial status records, agreements, monthly fee statements, payment proposals, review of financial obligations to TSA, airline current liabilities, and audit reports regarding individual air carrier records (both foreign and domestic). Filed alphabetical by carrier. This item also applies to electronic information	Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. Destroy 25 years after cutoff.	
	(databases) gathered from the records listed for this item above.		
3) REV 2500.4 AUDIT REPORTS	Includes both Congressionally Mandated Independent Audit Reports (audits of airline cost information for determining security fees) and TSA Initiated Audits Reports (audits of airline compliance with security regulations).	Cut off at end of fiscal year in which audit completed. Destroy 6 years and 3 months after cutoff.	
4) REV 2500.7 FINANCIAL TRANSACTION REPORTS	Daily and monthly reports from a financial management database on fee payments made by airlines. Includes	Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 6 years and 3	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
	deposits, amount paid, and who made the payments.	months after cutoff.	
	Files should be maintained in a secure filing cabinet.		
5) REV 2500.8 AIRLINE BANKRUPTCY CLAIMS	TSA outstanding claims, present petitions, past petitions against airlines for unpaid security fees submitted to Department of Justice for action. Court proceeding files and airline case files.	Cut off at the end of fiscal year. Destroy 6 years and 3 months after cutoff.	
6) REV 2500.9 REVENUE FORECASTING REPORTS AND ANALYSIS	Copies of records estimating security fee collections. These files include: Forecasting—Airlines and passengers; Newspaper Articles; Revenue and Industry Presentations; Market Share; Bureau of Economic Analysis TSA Fees Classification; Forecasting Telephone Conversations; Overflight Fees; and U.S. Airline Fee's and Taxes.	Cut off at the end of fiscal year. Destroy 3 years after cutoff.	
7) RULEMAKING FILES	Copies of regulations imposing fees on air carriers, providing guidance on fee remittance, and reporting such financial activities. Also includes comments from airline carriers and the general public regarding the security fee regulations.	PERMANENT Cut off when superceded or obsolete. Transfer to National Archives 7 years after cutoff.	
8) FEE REMITTANCES	Contains information about how TSA distributes remittances to air carriers for security purposes as well as for wartime supplementals. Includes compensation plans, disbursement plans, and	PERMANENT Cut off when superceded or obsolete. Transfer to National Archives 7 years after cutoff.	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
	payment facts and figures.		
9) POLICY	a. Background files regarding REV programs' policy development including correspondence, drafts, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to policies for the Office of Revenue.	Cut off when superceded or obsolete. Destroy 25 years after cutoff.	
	b. Official signed policy statements.	PERMANENT Cut off when superceded or obsolete. Transfer to National Archives 7 years after cutoff.	
10) ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the 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.		
	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	Destroy/Delete within 180 days after the recordkeeping copy has been produced.	



Title	Description of Records	Disposition	Authority
	used only to produce the recordkeeping copy.		
	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.	