REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER 71-560-04-6
DATE RECEIVED 4-9-2004

1. FROM (Agency or establishment)
Department of Homeland Security

2. MAJOR SUBDIVISION
Transportation Security Administration

3. MINOR SUBDIVISION
Legislative Affairs

4. NAME OF PERSON WITH WHOM TO CONFER
Arthur L. McCune, Jr.

5. TELEPHONE
571/227-2076

DATE 2/19/04
ARCHIVIST OF THE UNITED STATES [Signature]

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 2/19/04
SIGNATURE OF AGENCY REPRESENTATIVE [Signature]
TITLE Chief, Records Management Division

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

**See Attached**

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
This category is for specific disposition guidelines in connection with Transportation Security Administration records created by the Office of Legislative Affairs.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description of Records</th>
<th>Disposition</th>
<th>Authority</th>
</tr>
</thead>
</table>
| 1) LEG 1500.1 
CONGRESSIONAL MEMBER FILES | Letters, memorandums, reports, bio sketches, news articles, and correspondence reflecting agency related issues. | Destroy when obsolete or superseded, or when 2 years old. | GRS-23 Item-5(b) |
| LEG 1500.2 
HILL PHONE INQUIRIES (HPI) | Records containing telephone inquires from Congress on TSA issues, which documents routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files. | Destroy when 1 year old. | |
| 2) LEG 1500.3 
CONGRESSIONAL CORRESPONDENCE | Contains closed 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. | Destroy 2 years after file is closed | |
| 3) LEG 1500.4 
HEARINGS AND BRIEFINGS | Contains memos, reports, minutes of meetings, and background materials for TSA in reference to Departmental, Congressional hearings, and Legislative briefings. Arranged by Congressional hearings and by date. | Destroy when 6 years old. | |

Note: File DHS hearings and briefings separate from Congressional and Legislative hearings and briefings.
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<tr>
<td><strong>LEG—1500.5</strong>&lt;br&gt;TSA BROADCAST E-MAIL MESSAGES</td>
<td>Copies of TSA Broadcast e-mail messages maintaining at Headquarters for informational purposes and filed chronologically by date of receipt.</td>
<td>Destroy when obsolete or superseded.</td>
<td>N1-560-03-02 Item-13</td>
</tr>
<tr>
<td>4) <strong>LEG 1500.6</strong>&lt;br&gt;E-MAIL AND WORD PROCESSING DOCUMENTS</td>
<td>a. Copies of records described in this schedule 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.</td>
<td>Delete/destroy within 180 days after the recordkeeping copy has been produced.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Copies of records described in this schedule used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</td>
<td>Delete when dissemination, revision, or updating is complete.</td>
<td></td>
</tr>
</tbody>
</table>