

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-6</i>	
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 withdrawn 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 Legislative Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur L. McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>8/31/2001</i>	ARCHIVIST OF THE UNITED STATES <i>Leis Bellad</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 <i>2</i> 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>2/19/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr</i>	TITLE Chief, Records Management Division	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

cc Agency NR NUNW

LEG 1500—LEGISLATIVE AFFAIRS

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

Title	Description of Records	Disposition	Authority
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	Destroy when obsolete or superseded, or when 2 years old.	
LEG 1500.2 HILL PHONE INQUIRIES (HP)	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 incorporate into organized files.	Destroy when 1 year old.	GRS 23 Item 5(b)
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.		

LEGA 1500—LEGISLATIVE AFFAIRS

Title	Description of Records	Disposition	Authority
LEG 1500.5 TSA BROADCAST E-MAIL MESSAGES	Copies of TSA Broadcast e-mail messages maintaining at Headquarters for informational purposes and filed chronologically by date of receipt.	Destroy when obsolete or superseded.	N1-560-03-02 Item 13
4) LEG 1500.6 E-MAIL AND WORD PROCESSING DOCUMENTS	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.	Delete/destroy within 180 days after the recordkeeping copy has been produced.	
	b. Copies of records described in this schedule used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Delete when dissemination, revision, or updating is complete.	

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	
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 Legislative Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur L. McCune, Jr.	5. TELEPHONE 571/227-2076	DATE	ARCHIVIST OF THE UNITED STATES
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 2/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>	TITLE Chief, Records Management Division	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

LEG 1500—LEGISLATIVE AFFAIRS

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

Title	Description of Records	Disposition	Authority
LEG 1500 LEGISLATIVE AFFAIRS	General material and correspondence relating to Legislative Affairs too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. Destroy when 2 years.	
LEG 1500.1 CHRONOLOGICAL OR READING RECORDS	Office file copies maintained in office. Extra copy of outgoing correspondence, letters, memorandums, reports, and other records which are pertinent to routing internal administrative and housekeeping activities and not the particular function for which the holding office exists.	Cut off at end of fiscal year. Destroy when 3 years old.	
LEG 1500.2 TSA BROADCAST E- MAIL MESSAGES	Copies of official TSA Broadcast e-mail messages maintained at Headquarters for information purposes and filed chronologically by date of receipt.	Destroy when obsolete or superseded.	
LEG 1500.3 PROGRAM SUBJECT CORRESPONDENCE FILES	Letters, memorandums, reports, constituent inquires, and other correspondence reflecting the functions and activities of legislative information.	Cut off at end of the fiscal year. Destroy in agency 3 years after cut off.	
LEG 1500.4 HILL PHONE INQUIRIES (HPI)	Hill Phone Inquires (HPI) contains telephone inquires from Congress on TSA issues. These inquires include: Name of caller, time of call, nature of the call, actions required and disposition of the inquiry.	a. Inquiries answered internally. Destroy when 1 year old.	

LEGA 1500—LEGISLATIVE AFFAIRS

Title	Description of Records	Disposition	Authority
LEG 1500.5 CONGRESSIONAL CORRESPONDENCE	b. Inquiries answered outside of the Office of Legislative Affairs. Contains informal Congressional correspondence inquiries directed to the Office of Legislative Affairs in reference to matters effecting transportation policies, TSA program planning and management.	Destroy upon confirmation that inquiries have been resolved. Cut off at end of the fiscal year. Destroy at the end of the current congressional session.	
LEG 1500.6 LEGISLATIVE HISTORY FILES	Note: For formal congressional correspondence, See AD 100.2 for series description and disposition. Case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to TSA consisting of draft proposals, supporting papers, and comments reflecting TSA's position, and related indexes.	Transfer to FRC 5 years after enactment. Destroy 10 years after enactment.	
	b. Legislation directly and significantly affecting the TSA.	PERMANENT. Transfer to FRC when inactive. Offer to NARA 10 years after receipt by FRC.	
LEG 1500.7 LEGISLATIVE PROPOSAL FILES	Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft	Cutoff at the end of the fiscal year. Transfer to Federal Records Center when 3 years old. Destroy when 5 years	GRS 1 Item 25(a)

LEGA 1500—LEGISLATIVE AFFAIRS

Title	Description of Records	Disposition	Authority
	proposals, supporting papers, and comments setting forth TSA's positions, and related indexes.	old.	
	a. Records of proposals that are enacted.	Transfer to legislative history files and dispose of accordingly.	
	b. Records of proposals not enacted.		
	(1) Proposals initiated by TSA and those initiated outside TSA relating to aviation matters.	Transfer to FRC 5 years after close of case.	
	(2) All others	Destroy 4 years after close of case.	
LEG 1500.8 LEGISLATIVE REFERENCE FILES	Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.	Destroy when no longer needed for current agency business.	
LEG 1500.9 HEARINGS AND BRIEFINGS	Contains memos, reports, minutes of meetings, and background materials for TSA in reference to Departmental, Congressional hearings, and Legislative briefings. Note: File DHS hearing and briefings separate from Congressional and Legislative hearings and briefings.	PERMANENT. Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.	