

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-7</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  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 withdrawn 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 International Affairs (INAF)			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur McCune, Jr.	5. TELEPHONE  571/227-2076	DATE <i>4/10/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warriner</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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  04/19/04	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Arthur L. McCune Jr.</i>	TITLE <b>Records Management Officer</b>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>**See Attached**</b>		

*cc NR 71-560-04-7*

800 - INTERNATIONAL PROGRAMS

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
<p><b>800</b> <b>General Records</b></p>			
<p><b>800.0.1</b> <b>Unscheduled</b></p>	<p>Comprised of <u>programmative records</u>, as defined by the program office's scope and responsibilities, that are maintained by the program office and not otherwise covered by an approved Records Disposition Schedule. Programmative records are defined as unique records generated or maintained for record or information by a specific program office.</p> <p><b>NOTE:</b> Typically used when new programs are developed that result in the creation of records not covered elsewhere by an approved disposition authority.</p>	<p>Contact the Office of Information Management Programs to schedule unscheduled records.</p>	
<p><b>800.0.2</b> <b>Scheduled</b></p>	<p>Comprised of <u>administrative records</u> relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day to day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.</p> <p><b>NOTE:</b> Office administrative records described above are records retained by an originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative records containing such records as copies of documents submitted to the Office of International Programs.</p>	<p><b>Destroy</b> when 2 years old.</p>	<p><b>GRS-23/1</b></p>
<p><b>800.1</b> <b>Advisement and Policy Coordination</b></p>	<p>Records include the development and coordination of policies on international transportation security issues and advisement on foreign policy matters. Also included are</p>	<p><b>PERMANENT.</b> Cut off at the end of the calendar year. Transfer to NARA 10</p>	

800 - INTERNATIONAL PROGRAMS

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	studies reflecting the planning, direction and coordination of the evaluation of international aviation programs and the development of international aviation policy.	years after cutoff.	<i>Pending NARA approval of disposition.</i>
<b>800.2</b> <b>Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files</b>	Documents produced and accumulated in connection with the development and presentation of the position of TSA and the United States on ICAO or other international civil aviation organization matters, and to implementation of recommendations, including minutes of Air Navigation and other committee papers, reports and related correspondence and documents. (=	See <b>5000.1 (GRS 26) Committee and Conference Files</b> for appropriate disposition.	
<del>800.2.1</del> Superseded by: DAA-0560-2017-0007-0001 DATE (MM/DD/YYYY) <u>11/11/2018</u>	<del>Coordinating Offices. Includes</del> <del>correspondence generated and collected by</del> <del>offices responsible for coordinating on IGIA</del> <del>and ICAO matters.</del>	<del>PERMANENT. Cut</del> <del>off at the end of the</del> <del>calendar year.</del> <del>Transfer to NARA</del> <del>when 40 years old.</del>	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
800.2.2	All Others Offices.	Destroy when 1 year old.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
800.3 <b>Foreign Assistance Country Files</b>	Case files consisting of correspondence, reports, loans, and supply support agreements, and related papers documenting the administration of aviation technical assistance programs to individual foreign countries by TSA. Files and duplicates of country files can be maintained at the Headquarters or field offices.	Destroy closed case files when 10 years old.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
800.4 <b>International Agreements, Assistance and Cooperation</b>	Files related to TSA-led agreements, technical assistance analysis and cooperation with foreign countries or international air carriers. The files include the final approved agreement, background materials such comments and drafts, and materials developed for implementing the agreement with TSA.		
<del>800.4.1</del>	<del>Official Agreement and Final Technical Analysis.</del>	<del>PERMANENT. Cut</del> <del>off at the end of the</del>	<b>DO NOT DESTROY</b>

800 - INTERNATIONAL PROGRAMS

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<p>Superseded by job / item number:  <u>DAA-0563-2013-0006-0002</u>                      Date (MM/DD/YYYY):  <u>12/02/2014</u></p>	<p>calendar year in which the agreement ends. Transfer to NARA 10 years after cut off.</p>	<p><b>DESTROY</b>                      Pending NARA approval of disposition.</p>
6.	<p><del>800.4.2</del> <b>Implementation and Background Materials.</b>                      Superseded by job / item number:  <u>DAA-0563-2013-0006-0003</u>                      Date (MM/DD/YYYY):  <u>12/02/2014</u></p>	<p>Cut off at the end of the calendar year. <b>Destroy</b> when 10 years old.</p>	<p><b>DO NOT DESTROY</b>                      Pending NARA approval of disposition.</p>
800.5	<p><b>Records related to Activities with Foreign Countries/International Air Carriers</b></p> <p>These files detail various interactions TSA overseas field representatives have with international organizations, foreign countries, international air carriers and individual subject matter experts. These activities include sending experts to meetings of international organizations, administering the foreign airport assessment program, on-site inspections, foreign participant training and consultation and the participation in international, multilateral, and bilateral transportation security matters.</p>		
7.	<p><del>800.5.1</del> <b>Foreign Airport Assessment Program.</b>  <del>800.5.1-a</del> Inspections resulting in negative action.                      Superseded by job / item number:  <u>DAA-0563-2013-0006-0002</u>                      Date (MM/DD/YYYY):  <u>12/02/2014</u>                      800.5.1-b All others.</p>	<p><del>PERMANENT.</del> Cut off at the end of the calendar year in which the inspection took place. Transfer to NARA 10 years after cut off.                       Cut off at end of the calendar year in which the inspection took place. <b>Destroy</b> 10 years after cut off.</p>	<p><b>DO NOT DESTROY</b>                      Pending NARA approval of disposition.</p>
9.	<p>800.5.2 <b>All other activities.</b></p>	<p>Cut off at the end of the calendar in which the event took place. <b>Destroy</b> 10 years after cut off.</p>	<p><b>DO NOT DESTROY</b>                      Pending NARA approval of disposition.</p>

**800 – INTERNATIONAL PROGRAMS**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>800.6</b> <b>Electronic Mail and Word Processing System Copies</b>	Electronic copies of records that are created on electronic mail 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.		
10. <b>800.6.1</b>	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.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	
11. <b>800.6.2</b>	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	