

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-9</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 withdrawn 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 Office of Model Workplace Program (MWPP)			
4. NAME OF PERSON WITH WHOM TO CONFER Barry D. Walters		5. TELEPHONE 571/227-1139	DATE <i>3/10/06</i> ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>
6. AGENCY CERTIFICATION (3.15.06) 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 06/07/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barry D Walters</i>		TITLE Director, Office of Information Management Programs
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		
<i>cc Agency NWMD MWPP</i>			

2700 – MODEL WORKPLACE PROGRAM

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
<p>2700 General Records</p>			
<p>2700.0.1 Unscheduled</p>	<p>Comprised of <u>programmatic 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. Programmatic records are defined as unique records generated or maintained for record or information by a specific program office.</p> <p>NOTE: 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>DO NOT DESTROY</p> <p><i>Action needed to request disposition authority.</i></p>
<p>2700.0.2 Scheduled</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>NOTE: 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 Model Workplace Program.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 23/1</p>
<p>2700.1 Workshop Programs</p>	<p>Contains information concerning workshops, conferences, meetings to include Agendas, Program Development, Attendees lists,</p>	<p>Destroy when obsolete or superseded.</p>	<p>DO NOT DESTROY</p>

2700 – MODEL WORKPLACE PROGRAM

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	Evaluation Forms and Materials for: 1. Conflict Management Essentials Workshop 2. Conflict Coaching Workshop 3. ICMS Orientation Workshop 4. Peer Panel Facilitation Workshop 5. Jumpstart Workshop 6. Phase I Alignment Workshop 7. CAT-X Workshops		Pending NARA approval of disposition.
2. 2700.2 Mediation Files	Consist of Mediation services for non-EEO complaints including parties involved, Mediation Case Forms, Agreements to Mediate, Confidentiality Agreements, Mediation Reports on whether a settlement was reached, and Mediation Certifications.	Cut off at end of fiscal year. Destroy 5 years after cut off.	DO NOT DESTROY Pending NARA approval of disposition.
2700.3 Electronic Mail and Word Processing System			
3. 2700.3.1	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.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	DO NOT DESTROY Pending NARA approval of disposition.
4. 2700.3.2	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is completed.	Destroy/delete when dissemination, revision, or updating is completed.	DO NOT DESTROY Pending NARA approval of disposition.