

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 withdrawn 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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMP</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.

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MWPP – 2700 MODEL WORKPLACE PROGRAM

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Model Workplace Program**.

Title	Description of Records	Disposition	Authority
MWPP 2700 GENERAL CORRESPONDENCE	General correspondence relating to Model Workplace Program 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 old.	GRS 23/1
MWPP 2700.1 ADMINISTRATIVE FILES	Containing documents related to the overall operation of the team, including statistical information, program evaluations, program literature, contract information, training and education announcement.	Cut off at end of fiscal year. Destroy when 2 years old.	
MWPP 2700.2 CHRONOLOGICAL OR READING RECORDS	Office file copies maintained in office consisting 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 after 1 year	
MWPP 2700.3 WORKPLACE AND CUSTOMER SERVICE RECORDS	Policy recommendations, findings, reports and issue papers regarding workplace-related and customer service issues, investigations and inquires. Includes publicized results of investigations, weekly, monthly, semi-annual and annual reports.	PERMANENT. Cut off at end of calendar year. Transfer to FRC when, 3 years old. Offer to NARA when 10 years old.	
MWPP 2700.4 MARKETING	Brochures, Sentinel Articles, presentations, briefing materials.	Destroy when obsolete or superseded.	
MWPP 2700.5 POLICY	Consists of correspondence, memorandums, directives, reports, and other documents related to Model Workplace policies.	Destroy when 5 years old or when superseded or obsolete, whichever is later.	

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Title	Description of Records	Disposition	Authority
MWPP 2700.6 PROGRAM RECORDS	Workshops, conferences, meetings. Materials from training to include ICMS 1100.	Destroy when superseded or obsolete.	GRS 9/3a
	Travel arrangements to workshops.	Cut off at end of fiscal year. Destroy 6 years after cut off.	
MWPP 2700.7 STUDIES/ RESEARCH ON MODEL WORKPLACE	Information on reports of Best Practices in industry and government related to Model Workplace Program.	Destroy when superseded or obsolete	
MWPP 2700.8 MEDIATION RECORDS	Mediation Services-parties, whether a settlement was reached and evaluation forms.	Destroy when superseded or obsolete	
MWPP 2700.9 CONFLICT COACHING	Conflict Coaching-appointed coaches, training records, evaluation forms, authority for coaching, standards of conduct signed by coaches.	Destroy when superseded or obsolete	
MWPP 2700.10 COMMUNICATION	Website Toolkit-information on best practices, templates, glossaries, articles, and links.	Destroy when superseded or obsolete	
MWPP 2700.11 EMAIL AND WORD PROCESSING DOCUMENTS	(a) Copies that have no further administrative value after the copy for the file is made. Includes 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 record keeping copy.	Delete/ destroy within 180 days after the copy for the file copy has been produced.	
	(b) Copies used for dissemination revision, or updating that are maintained in addition to the record keeping copy.	Delete when dissemination, revision, or updating is complete.	

MWPP - 2700 MODEL WORKPLACE PROGRAM.

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ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES: Electronic copies of records 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 other items in this GRS 24 schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.