

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-560-04-013

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **09/29/2021**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

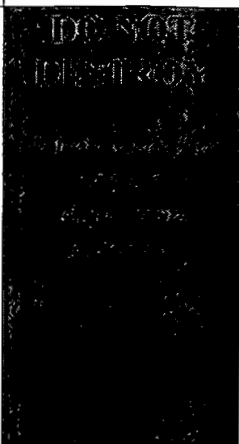
SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 17 is superseded by DAA-0563-2019-0003-0001.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-13</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 withdrawn 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 Transportation Security Policy (OTSP)			
4 NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr	5 TELEPHONE 571/227-2076	DATE <i>5/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 02/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr</i>		TITLE Records Management Officer
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 NWD, NWD, NWD, etc.</i>			

2100 – TRANSPORTATION SECURITY POLICY

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
<p>2100 General Records</p>			
<p>2100.0.1 Unscheduled</p>	<p>Comprised of programmatic records, 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>2100.0.2 Scheduled</p>	<p>Comprised of administrative records 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 Office of Transportation Security Policy.</p>	<p>Destroy when 2 years old</p>	<p>GRS 23/1</p>
<p>2100.1 Transportation Security Policy and Development</p>	<p>2100.1.1 General Transportation Security Policy</p>	<p>PERMANENT Cut off at end of</p>	<p>N1-560-04-13 Item 1</p>

2100 – TRANSPORTATION SECURITY POLICY

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<p>Copies of Congressional correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counter terrorism, field offices, information systems, overseas operations, physical security, procedures, technology, threats, and other related subjects</p> <p>2100.1.2 Specific Transportation Security Policy Records include standard operating procedures, general rules and regulations, policy memorandums, security directives, program plans, sensitive reports, security measures, security standards and other substantive documents related to specific categories of security policy development</p> <p>2100.1.2-a Mass Transit Security Includes security policy development of passenger movement and infrastructure of mass transit, rail, bus and ferries</p> <p>2100.1.2-b Aviation Security Program Includes security policy development related to the Aviation Security Program including the staffing, training and equipping of the men and women of the federal security work force and also includes passenger screening, registered traveler, screening at checkpoints, screening of footwear, behavioral assessment, policy on video surveillance, cargo and baggage screening, freight, use of canine screening, policy on international travelers, in-air transit and security at repair and maintenance facilities</p> <p>2100.1.2-c Rail Security Includes security policy development of rail passengers, rail cargo, rail infrastructure and conveyances</p>	<p>calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p>PERMANENT Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p>PERMANENT Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p>PERMANENT Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p>	<p></p> <p>N1-560-04-13 Item 2</p> <p>N1-560-04-13 Item 3</p> <p>N1-560-04-13 Item 4</p>

2100 – TRANSPORTATION SECURITY POLICY

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<p>2100.1.2-d Postal and Shipping, and Maritime Security Includes security policy development of prevention and protection programs covering postal and shipping security across the nation's transportation system, specifically large, high-volume document and parcel shipping companies. Also included is policy development of the shipment of maritime cargo.</p> <p>2100.1.2-e Pipeline Security Program Includes security policy development for pipeline infrastructure and the security of movement of hazardous materials through the national pipeline infrastructure.</p> <p>2100.1.2-f Highway and Motor Carrier Security Includes security policy development of the movement of people, goods and services through the highway transportation infrastructure which includes highways, roads, intermodal terminals, bridges, tunnels, trucks, buses and maintenance facilities.</p> <p>2100.1.2-g Cross Modal Security Program Includes security policy development for surface transportation security programs that include national response preparedness, assessment and plans, improvement of transportation domain awareness, and technology integration.</p> <p>2100.1.2-h Transportation Information Systems Security Correspondence and other documentation on policy development of information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects.</p>	<p><u>PERMANENT</u> Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p><u>PERMANENT</u> Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p><u>PERMANENT</u> Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p><u>PERMANENT</u> Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cutoff</p> <p>Cut off at end of calendar year Destroy 5 years after cut off</p>	<p>N1-560-04-13 Item 5</p> <p>N1-560-04-13 Item 6</p> <p>N1-560-04-13 Item 7</p> <p>N1-560-04-13 Item 8</p> <p>N1-560-04-13 Item 9</p>
<p>2100.2 Emergency Action</p>	<p>2100.2.1 Emergency Action Program</p>	<p>Cut off at end of</p>	<p>N1-560-04-13 Item 10</p>

2100 – TRANSPORTATION SECURITY POLICY

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
Plans and Special Events	<p>Policy development on emergencies, evacuations and relocation covering background and development work, publication of regulations and handbooks, meetings, general policy papers</p> <p>2100.2.2 Special Events Policy development of guidance for the physical security of special events that TSA hosts covering conferences, guard orders, guests and participants lists, meetings requests for security assets, technical training for the event, escort requests and other related subjects</p>	<p>calendar year Destroy 5 years after cut off</p> <p>Cut off at end of calendar year Destroy 5 years after cut off</p>	N1-560-04-13 Item 11
2100.3 Case Files	Topical files created for a one-time issue guidance and policy development		
2100.3.1	<p>Historical Cases Cases attracting media or Congressional interest Reports to Congress are maintained indefinitely as the office of record Certain other reports and extensive correspondence may also be considered "office of record" reports, such as GAO and DHS OIG audits and reviews</p>	<p>PERMANENT Cut off at end of calendar year Transfer to FRC 5 years after cut off Transfer to NARA 10 years after cut off.</p>	N1-560-04-13 Item 12
2100.3.2	<p>Research and Development Precedents Contains only historical or technologically significant cases for reference for policy making Records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP) and supporting documents, drawings specifications, evaluation reports, and related correspondence</p> <p>2100.3.2-a All other Research and Development cases</p>	<p>PERMANENT Cut off at end of calendar year Transfer to NARA 10 years after cut off</p> <p>Cut off when superseded or obsolete Destroy 5 years after cut off</p>	N1-560-04-13 Item 13 N1-560-04-13 Item 14
2100.3.3	<p>Threat Case Files Correspondence, reports, and other documentation on terrorist, criminal and other specific threats or actions taken against individuals or property Materials are used for policy formulation and trend analysis</p>	<p>PERMANENT Cut off at end of calendar year Transfer to NARA 10 years after cut off</p>	N1-560-04-13 Item 15

2100 – TRANSPORTATION SECURITY POLICY

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
2100.3.4	All Other Cases	Cut off at end of calendar year Destroy 5 years after cut off	N1-560-04-13 Item 16
2100.4 Security and Intelligence Boards	Records of reports and related documentation from security and intelligence related formally constituted Boards For example, TSA Policy Executive Steering Committee	PERMANENT Cut off at end of calendar year. Transfer to NARA 10 years after cut off.	N1-560-04-13 Item 17
2100.5 Security Violations	Correspondence, memoranda, telegrams, OF 117, Notice of Security Violation and OF 118, Record of Violation on security violations covering classified materials, security regulations, and other related subjects-		
2100.5.1	Alleged Violation Cases: Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations-	Destroy 5 years after close of case-	GRS 18 Item 24(a)
2100.5.2	All Other Files: EXCLUDES documents placed in Official Personnel Folders-	Destroy 2 years after completion of final action-	GRS 18 Item 24(b)
2100.6 Office of Inspector General Inspection (OIG) Audit Files	Copies inspection, security oversight, and audit reports, documents relating to tasking actions involving OIG report recommendations, and report of coordinating actions and responses to recommendations Note: Final OIG reports and official TSA comments on reports and recommendations are maintained as the formal recordkeeping copy at OIG	Cut off at end of calendar year. Destroy 5 years after cut off	N1-560-04-13 Item 18
2100.7 Privacy Act Files			
2100.7.1	Request Files: Includes files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original requests, copy of reply thereto, and all related supporting documents, which may		

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	<p>2100.6.1-a Correspondence Documents—EXCLUDES official file copy of the records requested if filed herein</p> <p>2100.6.1-a(1) Granting access to all requested records</p> <p>2100.6.1-a(2) Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees</p> <p>2100.6.1-a(2)(a) Requests NOT appealed</p> <p>2100.6.1-a(2)(b) Requests appealed</p> <p>2100.6.1-a(3) Denying access to all or part of the records requested</p> <p>2100.6.1-a(3)(a) Requests NOT appealed</p> <p>2100.6.1-a(3)(b) Requests appealed</p> <p>2100.6.1-b Official File Copies of Requested Records</p>	<p>Destroy 2 years after date of reply</p> <p>Destroy 2 years after date of reply</p> <p>Destroy as authorized under 2100.6.2.</p> <p>Destroy 5 years after date of reply</p> <p>Destroy as authorized under 2100.6.2.</p> <p>Dispose of in accordance with approved TSA disposition instructions for the related records or with the related Privacy Act request, whichever is later</p>	<p>GRS 14/21(a)(1)</p> <p>GRS 14/21a(2)(a)</p> <p>GRS 14/21a(2)(b)</p> <p>GRS 14/21a(3)(a)</p> <p>GRS 14/21a(3)(b)</p> <p>GRS 14/21b</p>
<p>2100.7.2</p>	<p>Amendment Request Files: Relates to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2), to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3), and to any civil action brought by the individual</p> <p>Amendment Case Files against the refusing agency as</p>		

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	<p>provided under 5 U.S.C. 552a(g)</p> <p>2100.6.2-a Amendment Requests Granted—Related to agency agreed amendment requests—Includes individual's requests to amend, and/or review refusal to amend copies of agency's replies thereto, and related materials-</p> <p>2100.6.2-b Amendment Requests Refused—Related to agency refused amendment requests—Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record and related materials-</p> <p>2100.6.2-c Amendment Requests Appeals—Related to appeals to amendment requests refused—Includes all files created in responding to appeals under Privacy Act for refusal by any agency to amend a record</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later-</p> <p>Dispose of in accordance with the approved disposition instructions for related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later-</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 3 years after final adjudication by courts whichever is later-</p>	<p>GRS 14/22a</p> <p>GRS 14/22b</p> <p>GRS 14/22c</p>
<p>2100.7.3</p>	<p>Privacy Act Accounting: Includes disclosure files maintained under the provisions of 5 U.S.C. 552a(e) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable-</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the</p>	<p>GRS 14/23</p>

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CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
		disclosure for which the accountability was made whichever is later	
2100.7.4	<p>Privacy Act Controls: Includes files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, name and address of requester</p> <p>2100.6.4 a Registers or Listings</p> <p>2100.6.4 b Other Files</p>	<p>Destroy 5 years after date of last entry</p> <p>Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later</p>	<p>GRS 14/24a</p> <p>GRS 14/24b</p>
2100.7.5	Privacy Act Reports: Includes files, recurring reports, and on-time information requirements relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the report on new systems at all levels	Destroy when 2 years old	GRS 14/25
E-MAIL AND WORD PROCESSING DOCUMENTS	<p>a) 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.</p> <p>(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>	<p>Delete/destroy within 180 days after the recordkeeping copy has been produced</p> <p>Delete when dissemination, revision, or updating is complete</p>	<p>N1-560-04-13 Item 19</p> <p>N1-560-04-13 Item 20</p>