

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-14</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 withdrawn 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 Security Technology (SECTEC)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>6/10/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta W. ...</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 02/26/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bush H. Owen for Art. McCune</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 GRS OR SUPERSEDED JOB CITATION	10.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		

cc Agency name number were

2600 – SECURITY TECHNOLOGY

CODES & TITLES	DESCRIPTION	DISPOSITION	AUTHORITY
<p>2600.0 General Records</p>			
<p>2600.0.1</p>	<p>Unscheduled: 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 align="center">DO NOT DESTROY</p> <p align="center"><i>Do not destroy request disposition authority</i></p>
<p>2600.0.2</p>	<p>Scheduled: 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 Office of Security Technology.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 23/1</p>
<p>2600.1 Joint Planning and</p>	<p>Files include correspondence, memorandums, briefings, studies, and other documents</p>	<p>Destroy when 5 years old.</p>	<p>N1-560-04-14 Item 1</p>

Effective 01/06/06 – Remove and Destroy Previous Editions

2600 – SECURITY TECHNOLOGY

CODES & TITLES	DESCRIPTION	DISPOSITION	AUTHORITY
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Development	regarding the Joint Planning and Development Office (JPDO).		
2600.2 Operational Integration	Files include correspondence, memorandums, briefings, studies, results, study grants, and other documents pertaining to Operational Integration and Test and Evaluation including electronic baggage screening, checkpoint, access control, aircraft/conveyance, cargo, maritime & land.	Destroy when superseded or obsolete.	N1-560-04-14 Item 2
2600.3 Programs Planning and Management (PPM)	Files include correspondence, memorandums, briefings, studies, results, study grants, and other documents pertaining to PPM including electronic baggage screening, checkpoint, access control, aircraft/conveyance, cargo, maritime & land.	Cut off at end of fiscal year. Destroy when 10 years after cut off.	N1-560-04-14 Item 3
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>N1-560-04-14 Item 4</p> <p>N1-560-04-14 Item 5</p>

SECTEC – 2600 SECURITY TECHNOLOGY

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

Title	Description of Records	Disposition	Authority
SECTEC 2600 ADMINISTRATIVE FILES	Correspondence, letters, memorandums, reports, and other records which are pertinent to routing internal administrative and housekeeping activities.	Destroy when 2 years old.	
SECTEC 2600.1 CONGRESSIONAL RELATIONS	Copies of Congressional correspondence and replies on matters within the scope of CTO. <i>perm?</i>	Destroy when 2 years old.	GRS 23 Item 1
SECTEC 2600.2 EXTERNAL RELATIONS	Routine correspondence, reports, and related documents pertaining to activities promoting and protecting the Nation's transportation security systems.	Destroy when 2 years old.	
SECTEC 2600.3 FREEDOM OF INFORMATIONAL ACT (FOIA)	Files created in response to requests for information pertaining to Office of Security Technology documents under the Freedom of Information Act (5 U.S.C. 552), consisting of copy of original request, copy of the reply thereto, and all related supporting documents.		
	.1 Correspondence and supporting documents granting access to all the requested records.	Destroy 2 years after date of reply	GRS 14 Item 11 (a)(1)
	.2 Correspondence and supporting documents	Destroy 2 years after date of reply.	GRS 14 Item 11(a)(2)(b)

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
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responding to requests for nonexistent records; to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

.3 Correspondence and supporting documents denying access to all or part of the records requested.

Destroy 6 years after date of reply.

GRS 14 Item 11(a)(3)(b)

**SECTEC 2600.4
INTERAGENCY
RELATIONS**

Memorandums of Understanding/Agreement, correspondence, memorandums, reports, and other records that document interactions with the following agencies:

PERMANENT.
Transfer to FRC when 4 years old or earlier if inactive. Offer to NARA when 9 years old.

.1 Office of the Inspector General

Cut off at end of fiscal year. **Destroy 3 years** after cut off.

.2 General Accounting Office

Cut off at end of fiscal year. **Destroy 3 years** after cut off.

**SECTEC 2600.5
UNASSIGNED**

**SECTEC 2600.6
PUBLIC RELATIONS**

copies of files.
.1 Information Release Files. Records documenting the public consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.

Cut off at the end of the fiscal year. **Destroy 2 years** after cut off.

*Where are original?
Are they perm?*

.2 Information Request Files. Requests for information and

Destroy when 3 months old.

GRS 14 Item 1

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
	copies thereto, involving to administrative actions, no policy decisions, and no special compilations or research, and requests for transmittals of publications, photographs, and other informational literature.		
	.3 Acknowledgement Files. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply	Destroy 3 months after acknowledgement and referral.	GRS 14 Item 2
	.4 Press Service Files. Press service teletype news and similar materials.	Destroy when 3 months old.	GRS 14 Item 3
SECTEC 2600.7 CTO INVOLVEMENT IN JOINT PLANNING AND DEVELOPMENT OFFICE ACTIVITIES	Files include correspondence, memorandums, briefings, studies, and other documents regarding the Joint Planning and Development Office (JPDO).	Destroy when 5 years old.	
SECTEC 2600.8 OPERATIONAL INTEGRATION	<i>copies of directives</i> Files include correspondence, memorandums, briefings, studies, results, study grants, and other documents pertaining to Operational Integration and Test and Evaluation including:	Destroy when superseded or obsolete.	
	<ul style="list-style-type: none"> .1 Electronic Baggage Screening .2 Checkpoint .3 Access Control .4 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 		

Where are originals? Are they perm?

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
SECTEC 2600.9 PROGRAMS PLANNING AND MANAGEMENT (PPM)	<p>Files include correspondence, memorandums, briefings, studies, results, study grants, and other documents pertaining to Program Planning and Management including:</p> <ul style="list-style-type: none"> .1 Electronic Baggage Screening .2 Checkpoint .3 Access Control .4 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at end of fiscal year. Destroy when 10 years old.</p>	<p>o</p>
SECTEC 2600.10 RESOURCE MANAGEMENT	<p>Files include correspondence, briefings, studies, and other documents pertaining to Resource Management including:</p> <ul style="list-style-type: none"> .1 Budget .2 Personnel .3 Travel 	<p>Cut off at end of fiscal year. Destroy 5 years after cut off.</p>	
SECTEC 2600.11 BUDGET (WORKING FILES)	<ul style="list-style-type: none"> .1 Budget Correspondence Files. .2 Copies of Reimbursable Agreement Files. Case files relating to reimbursable agreements entered into with CTO to furnish supplies, equipment, and services relating to Transportation Security, consisting of memorandums of agreement; project implementation orders; obligation, expenditure and billing documents; and related correspondence. .3 Copies Annual Budget Estimate Files. Record copies 	<p>Destroy when 2 years old.</p>	<p>GRS 5 Item 1</p>
		<p>Cut off at end of fiscal year. Destroy 5 years after cut off.</p>	
		<p>Cut off at end of fiscal year. Destroy</p>	

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
	of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.	5 years after cut off.	
	a. Record copies of estimates (comprised of appropriation language sheets, charts, statements, related schedules and data) consolidated, or maintained at the CTO level.	Cut off at end of fiscal year. Destroy 5 years after cut off.	
	b. All other records.	Destroy when no longer needed for reference.	
	.5 Budget Working Files. Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers include in file copies of budget estimates described in 3.	Cut-Off files at close FY involved. Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
<p>SECTEC 2600.12 STRATEGIC PLANNING AND QUALITY ASSURANCE</p>	<p>Files include correspondence, memorandums, briefings, studies, surveys and results, and other documents relating to Strategic Planning and Quality Assurance (SPQA) including:</p> <ul style="list-style-type: none"> .1 Strategic Plans .2 Quality Manual .3 Audit Results .4 Performance Measures 	<p>Destroy when 5 years old or when obsolete, whichever is later.</p>	
<p>SECTEC 2600.13 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM</p>	<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 within 180 days after the recordkeeping copy has been produced.</p> <p>Delete when dissemination, revision, or updating is complete.</p>	

SECTEC – 2600 SECURITY TECHNOLOGY

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

Title	Description of Records	Disposition	Authority
SECTEC 2600 ADMINISTRATIVE FILES	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.	GRS 23/1
SECTEC 2600.1 COMMITTEES, CONFERENCES AND MEETINGS	Correspondence, memorandums, reports, supporting data and other records pertaining to the planning and creation of committees, meetings and conferences.	DESTROY 2 years after termination of committee.	GRS 16/8a
SECTEC 2600.2 INTERAGENCY RELATIONS	Memorandums of Understanding/ Agreement, correspondence, memorandums, reports, and other records document that document interaction with the following agencies: .1 Office of Inspector General .2 General Accounting Office etc.	Cut off at the end of the fiscal year. DESTROY when 5 years old.	
SECTEC 2600.3 PUBLIC RELATIONS	Correspondence and documents regarding public relations.	Cut off at the end of the fiscal year. DESTROY when 2 years old.	
SECTEC 2600.4 CONGRESSIONAL RELATIONS	Copies of Correspondence, memorandums, reports, testimony and other records in the following areas: .1 Letters to Congress .2 Reports to Congress .3 Congressional Hearings	Cut off at end of fiscal year. Transfer to FRC 7 years after cut off. DESTROY when 15 years old.	

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
SECTEC 2600.5 FREEDOM OF INFORMATION ACT	Files created in response to requests for information under the FOIA consisting of original request and a copy of all responsive documents provided to FOIA office.	a. DESTROY 2 years after date of reply b. DESTROY 6 years after date of reply c. DESTROY 6 years after final determination by agency	GRS 14/11a(1) GRS 14/11a(3)(a) GRS 14/11a3(b)
SECTEC 2600.6 BUDGET AND ACCOUNTING	Files contain purchase orders, invoices of all types, annual and quarterly reports, and all related material pertaining to the budget execution.	Cut off at end of fiscal year. DESTROY in agency 5 years after the close of the FY covered by the budget.	
SECTEC 2600.7 PROGRAM PLANNING & MANAGEMENT	Files include all correspondence, memorandums, briefings, studies and other documents regarding PPM. <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	Cut off at the end of fiscal year. DESTROY when 10 years old.	

SECTEC - 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
<p>SECTEC 2600.8 RESEARCH & DEVELOPMENT (R&D)</p>	<p>Files include all correspondence, memorandums, briefings, studies and other documents regarding R&D.</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at the end of fiscal year. DESTROY when 10 years old.</p>	
<p>SECTEC 2600.9 OPERATIONAL INTEGRATION</p>	<p>Files include all correspondence, memorandums, briefings, studies and other documents regarding OI.</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at the end of fiscal year. DESTROY when 10 years old.</p>	

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
<p>SECTEC 2600.10 TECHNOLOGY DEPLOYMENT & MAINTENANCE</p>	<p>Files include all correspondence, memorandums, briefings, studies and other documents regarding STDO.</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at the end of fiscal year. DESTROY when 10 years old.</p>	
<p>SECTEC 2600.11 STRATEGIC PLANNING & QUALITY ASSURANCE</p>	<p>Files include all correspondence, memorandums, briefings, studies and other documents regarding Strategic Planning & Quality Assurance (SPQA).</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at the end of fiscal year. DESTROY when 10 years old.</p>	
<p>SECTEC 2600.12 COMMUNICATIONS</p>	<p>Files include all correspondence, memorandums, briefings, studies and other similar documents.</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at end of fiscal year. DESTROY when 10 years old.</p>	

SECTEC – 2600 SECURITY TECHNOLOGY

Title	Description of Records	Disposition	Authority
<p>SECTEC 2600.13 VENDOR RECORDS</p>	<p>Files include correspondence, memorandums, briefings, studies and other documents regarding vendor proposals.</p> <ul style="list-style-type: none"> .1 Checked Baggage .2 Checkpoint .3 CBRN (Chemical, Biological, Radiological, Nuclear) .4 Access Control .5 Aircraft/Conveyance .6 Cargo .7 Maritime & Land 	<p>Cut off at end of fiscal year. DESTROY when 10 years old.</p>	
	<p>Evaluations of Vendor Proposal Files:</p>		
	<p>1. Solicited Proposals:</p> <p>Transactions equal to or more than \$100,000 and all construction contracts exceeding \$2,000.</p>	<p>DESTROY 6 years and 3 months after closeout or final payment.</p>	
	<p>2. Unsolicited Proposals:</p> <p>Unsolicited proposals and related review files and correspondence.</p>	<p>Cut off at end of fiscal year. DESTROY when 3 years old.</p>	
<p>SECTEC 2600.14 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p>	<p>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.</p>		

SECTEC - 2600 SECURITY TECHNOLOGY

Title Description of Records Disposition Authority

a. Copies that have no further administrative value after the record keeping 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 record keeping copy.

DESTROY/delete within 180 days after the record keeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

DESTROY/delete when dissemination, revision, or updating is completed.