

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-560-04-16</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 withdrawn 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 Maritime and Land Security (MLSEC)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>3/17/04</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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/26/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur 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 GRS OR SUPERSEDED JOB CITATION	10.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		

86 3/17/04 - Copies sent to [unclear] of [unclear] [unclear] AIR

MLSEC 1600 – MARITIME AND LAND SECURITY

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

Title	Description of Records	Disposition	Authority
MLSEC 1600 GENERAL REFERENCE FILES	Records that relate to the office's internal administration or housekeeping activities 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 other materials that do not serve as unique documentation of the programs of the office.	Cut off at the end of fiscal year. Destroy when 2 years old.	GRS 23/1
1) MLSEC 1600.1 MANAGEMENT AND ADMINISTRATION	Memorandums, weekly reports, manuals, organization charts, delegation orders and other records, which establish or describe the organization and structure of TSA and MLSEC including delegation of authority and the roles of offices and positions within the agency.	Cut off at the end of the fiscal year. Destroy 5 years after cutoff.	
MLSEC 1600.2 UNASSIGNED			
MLSEC 1600.3 COMMITTEES, CONFERENCES AND MEETINGS			
2) MLSEC 1600.4 MANAGEMENT SYSTEMS	Reference files containing correspondence, memorandums, directives, reports, and other records documenting TSA and MLSEC systems and management activity.	Destroy when 5 years old or when superseded or obsolete, whichever is later.	

MLSEC 1600- MARITIME AND LAND SECURITY

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Maritime and Land Security.

Title	Description of Records	Disposition	Authority
MLSEC 1600.5-6 UNASSIGNED			
3) MLSEC 1600.7 PLANNING AND ANALYSIS	Reference files containing copies of documents (including correspondence, memorandums, directives, reports, and other documents) related to planning and analysis of TSA operations.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
MLSEC 1600.8-16 UNASSIGNED			
4) MLSEC 1600.17 PERSONNEL MANAGEMENT	Reference files containing copies of correspondence, memorandums, performance agreements, reports, personnel forms, and other documents related to personnel management. Official personnel files maintained by TSA Office of Human Resources.	Destroy 3 years after termination of employment.	
5) MLSEC 1600.18 EMPLOYMENT	Reference files containing copies of memorandums, personnel files, forms, and policy related to the recruitment and termination of employees. Working files only: Official personnel files maintained by TSA Office of Human Resources.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
6) MLSEC 1600.19 EMPLOYEE PERFORMANCE	Reference files containing copies of memorandums, evaluation reports, employee handbooks, forms, and directives related to employee performance.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
7) MLSEC 1600.20 EMPLOYEE RELATIONS AND SERVICES	Reference files containing copies of memorandums, forms, directives, personnel files, and other documents of employee relations and services. Working files only: Official personnel files maintained by TSA Office of Human Resources.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	

MLSEC 1600– MARITIME AND LAND SECURITY

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Maritime and Land Security.

Title	Description of Records	Disposition	Authority
8) MLSEC 1600.21 EMPLOYEE BENEFITS	Reference files containing copies of memorandums, forms, directives, personnel files, and other documents related to employee benefits.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
9) MLSEC 1600.22 REAL PROPERTY MANAGEMENT	Reference files containing copies of documents related to real property management.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
10) MLSEC 1600.23 PERSONAL PROPERTY MANAGEMENT	Reference files containing copies of documents related to property management.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
11) MLSEC 1600.24 INFORMATION TECHNOLOGY	Reference files containing copies of correspondence, memorandums, directives, reports, and other documents related to information technology.	Destroy when 5 years old or when superseded or obsolete, whichever is applicable.	
MLSEC 1600.25-54 UNASSIGNED			
MLSEC 1600.55 INTERMODAL EXERCISES	Files include Table Top Exercise and exercises involving other stakeholders and other substantive documents related to Intermodal Exercises.	DISPOSITION NOT AUTHORIZED	
MLSEC 1600.56-60 UNASSIGNED			
12) MLSEC 1600.61 RULEMAKING	The Transportation Security Administration rulemaking files contain notices, advance notices of proposed rulemaking; notices of proposed rulemaking; comments received in response to notices; petitions for rulemaking and consideration; denials of petitions and reconsideration; records of additional rulemaking proceedings;	PERMANENT. Cut off when file closed. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 10 years after cutoff.	

MLSEC 1600- MARITIME AND LAND SECURITY

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Maritime and Land Security.

Title	Description of Records	Disposition	Authority
MLSEC 1600.62 UNASSIGNED	and final rules as published. The docket also contain research studies transcripts or notes of public meetings, slides, photographs, truck hardware and other related material. Audiovisual materials are located in the supplemental information files which are maintained with the docket files.		
13) MLSEC 1600.63 REGULATIONS (CFR) FILES	Contain correspondence, background material, public information, memorandums of law, revisions to regulations related to Maritime and Land Security policies and procedures, and comments on proposed policies and procedure, and comments on proposed codification of instructional memorandums and proposed documents.	PERMANENT. Cut off when file closed. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 10 years after cutoff.	
MLSEC 1600.64-79 UNASSIGNED			

MLSEC 1600– MARITIME AND LAND SECURITY

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Maritime and Land Security.

Title	Description of Records	Disposition	Authority
14) MLSEC 1600.80 EMAIL AND WORD PROCESSING DOCUMENTS	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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.	Delete/destroy within 180 days after the record keeping copy has been produced. Delete when dissemination, revision, or updating is complete.	