### NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

#### **Schedule Number: N1-560-04-017**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/21/2025

#### **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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Items 1, 4, 9, 12, 15, 16, 17, 18A, 18B

#### SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 is superseded by DAA-0560-2017-0021-0001

Item 3 is superseded by DAA-0560-2017-0021-0007

Item 5 is superseded by DAA-0560-2017-0021-0010

Item 6 is superseded by DAA-0560-2017-0021-0002

Item 7 is superseded by DAA-0560-2017-0021-0003

item 8 is superseded by DAA-0560-2017-0021-0004

Item 10 is superseded by DAA-0560-2017-0021-0005

Item 11 is superseded by DAA-0560-2017-0021-0006

Item 13 is superseded by DAA-0560-2017-0021-0014

Item 14A is superseded by DAA-0560-2017-0021-0008

Item 14B is superseded by DAA-0560-2017-0021-0009

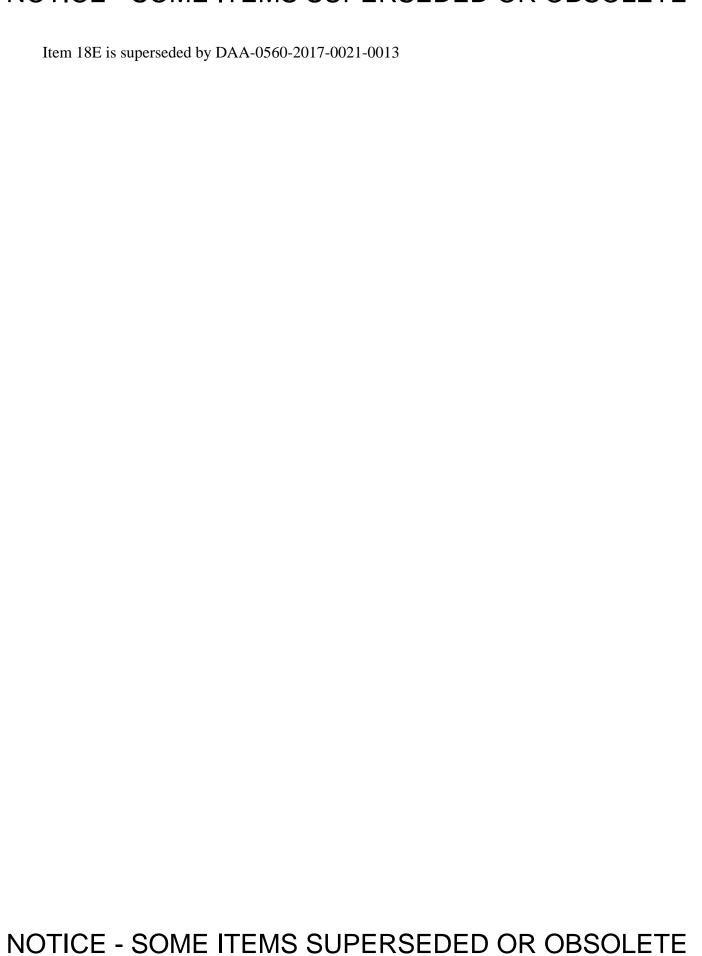
Item 18C is superseded by DAA-0560-2017-0021-0011

Item 18D is superseded by DAA-0560-2017-0021-0012

## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 1/21/2025 N1-560-04-017

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE



As of 1/21/2025 N1-560-04-017

REQUEST FOR RECORDS DISPOSITION AUTHORITY					(LEAVE BLANK)			
		1 /		JOE	3 NUMBE	7 NI-560-	04-17	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					DATE RECEIVED 5-21-2004			
1. FROM (Agency or establishment)					NOTIFICATION TO AGENCY			
Department of Homeland Security								
2. MAJOR SUBDIVISION								
Transportation Security Administration					ccordance s	with the provisions	of 44 ILS C	
3. MINOR SUBDIVISION					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 □disposition not approved □ or □withdrawn□ in column 10.			
Office of Occupational Safety, Health and Environment (OSHE)								
4. NAME OF PERSON WITH WHOM TO CONFER 5.			5. TELEPHONE	DAT	E	AROHIVIST OF THE	UNITED STATES	
Arthur McCune, Jr.			571/227-2076	1-1	12-05	Con W.	Carl	
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 6 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,								
	□ is not r	equired;   is attached; or	□ has been requested.					
DATE SIGNATURE OF AGENCY REPRESENTATIVE			RESENTATIVE	ITLE	Records	Management C	Officer	
04/21/04 Cuthur & Mc Cune &			· Cline 81					
7. Item No.		8. DESCRIPTION OF ITEM AND	PROPOSED DISPOSITION			DR SUPERSEDED B CITATION	10. ACTION TAKEN (NARA USE ONLY)	
		See Attached**					-	
115-109		PREVIOUS EDITION	NOT USABLE	<del></del>	STAND	DARD FORM SF	115 (REV. 3-91)	

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

This category is for specific disposition guidance in connection with Transportation Security Administration records created by Office of Occupational Safety, Health and Environment

Title
OSHE 2400.1
<b>ADMINISTRATION</b>
GENERAL

Description of Records
Records accumulated that relate
to the internal administration or
housekeeping activities of the
OSHE Office. In general these
records include staffing
procedures, communications,
expenditure of funds, day to
day administration of office
personnel, including training
and travel; supplies and office
services.

Disposition Authority
Destroy when 2 years GRS 23/1
old.

1) OSHE 2400.2 ORGANIZATION, AUTHORITIES AND FUNCTIONS Documents relating to the establishment and changes in the organization, functions and delegations of authority, including organizational charts, functional structure documents and operating/business plans with staff comments.

Cut off when superseded or obsolete. **Destroy** 5 years after cutoff.

2) OSHE 2400.3 PROGRAM MANAGEMENT (POLICY AND PLANNING) Records relating to policy development, planning formulation, and oversight of OSHE policies, including directives, bulletins, policy interpretation memos, correspondence relating to the interpretation of policy, and official signed policy documents.

Cut off when INACTIVE AND ITEMS SUPERSEDED Superseded or obsolete.

Destroy 5 years after cutoff.

Superseded sec attached

OSHE 2400.3.2 Program Managemen

Program Management (Committees, Councils and Meetings) Records created by OSHE committees, including agenda, minutes, final reports and related records documenting the accomplishments of the committees, EXCLUDING those maintained by the sponsor or Secretariat.

Cut off at end of calendar year. Destroy 3 years after cutoff.

GRS 16/8/b(1)

**Disposition** Authority Title **Description of Records NOTE:** Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to the National Archives.] superseded secaltable Occupational Safety, Health 3) OSHE\_2400.3.3 and Environment Reports as calendar year. Destroy Program Management (OSHE Reports) required, including the Annual 7 years after cutoff. Report and other Administrative Reports. Cut off when contract 4) OSHE 2400.3.4 Documentation relating to the procurement of contracted terminated. Destroy 7 Program Management years after cutoff. support services for the (Contract Support Services) occupational safety, health and program, includes signed contracts and correspondence. year Destroy Secolistic fler cut off. 5) OSHE\_2400.4 Documents relating to PROGRAM performance standards, measurement and evaluation of 7 years after cut off. **EVALUATION** occupational safety, health and environment programs. superseded see attached INACTIVE - 42L ITEMS SUPERSEDED Cut off at end of 6) OSHE 2400.5 Correspondence, study reports WORKPLACE and other documents related to calendar year. Transfer to FRC 5 years after **OPERATIONS** safe workplace operations, eutoff. Destroy 30 including job hazard analysis, vears after cutoff per compliance monitoring and assessments. 29 CFR 1910.1020. 7) OSHE 2400.5.3 Technical documentation, INACTIVE CONSTITUTION OF THE SECURITY Superseded sec attached Superseded "see altached Workplace Operations specifications, data sheets, superseded or obsolete. Destroy 1 year after (Technical Information) procedures, correspondence and reports pertaining to operations cutoff. safety. INACTIVE - ADD ITEMS SUPERSEDED 8) OSHE 2400.5.4 Reports, correspondence, Cut off when Workplace Operations guidance documents relating to superseded or obsolete. (Hazardous Materials) hazard communications Destroy 1 year after programs. cutoff

TSA Records Disposition Schedules N1-560-04-17

OSHE 2400.6 FIRST AID

1. 1. 4

24-2

Guidance and other documents

relating to first aid issues to

Destroy 1 year after Disposition superseded. Disposition authority

Title **Description of Records Disposition** include minor injuries, that do required. not require follow up care. Cut off at end of 9) OSHE Documentation and 2400.7 calendar year. Transfer INDUSTRIAL correspondence relating to **HYGIENE** environmental, occupational to FRC 5 years after cut off. Destroy 30 years and industrial hygiene programs after cutoff per 29 CFR including radiation issues,

> hearing, respiratory protection, 1910.1020. INACTIVE - AL ITEMS SUPERSEDED

TO) OSHE\_2400.8 Correspondence, reports and ANALYSIS AND information obtained relating to **PREVENTION** occupational safety, health and **PROGRAMS** incident investigations.

and air quality.

Cut off at end of superseded calendar year. Destroy see alta hed 30 years after cutoff per 29 CFR 1910.1020.

Authority

INACTIVE ARE ITEMS SUPERSEDED

11) OSHE 2400.8.2 Analysis and **Prevention Programs** (Injuries and Illnesses)

(Investigations)

Reports, correspondence, forms and other documentation on occupational injuries and illnesses.

Cut off at end of Superseded calendar year. Destroy see a Hacket of 30 years after cutoff per 29 CFR 1910.1020.

OSHE 2400.8.3 BLOODBORNE **PATHOGENS POST EXPOSURE PROGRAM** 

This file contains medical records of Transportation Security-Administration (TSA) employees who become incidentally exposed to blood or other potentially infectious materials.

These medical-records include but are not limited to: a copy of all results of examinations, medical testing, and follow up procedures; a copy of the information provided to the health-care professional; TSA Form 2402, Post Exposure Evaluation and Follow-Up; TSA Form 2403, Healthcare Professional's Written Opinion; TSA Form 2404, Post Exposure Prophylaxis Checklist; CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of

Title

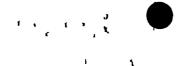
**Description of Records** 

Pay/Compensation; and a copy of any other medical examination and evaluation records as determined by the nature of the employee's exposure.

Arrange by employee's name, and maintain in accordance with Privacy Act provisions until record is transferred to the EMF.

Disposition

Authority





Title

Description of Records
NOTE: Transfer the medical
records to the Office of Human
Resources Management. The
medical records shall be
maintained in the Employee
Medical File (EMF) in
accordance with 5 CFR 293,
Subpart E.

**Disposition** 

**Authority** 

(1) Transferred employees

See 5 CFR Part 293, Subpart E for instructions. NOTE: 5 CFR Part 293, Subpart E states that-when an employee transfers to another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF. The EMF is to be addressed only to the gaining agency's designated manager (medical, health, safety, or personnel officer, or other-designee) of the EMF.

GRS 1/21a(1)

(2) Separated employees

Transfer to NPRC, St. GRS 1/21a(2)
Louis, MO, 30 days
after separation. NPRC
will destroy 75 years
after birth date of
employee; 60 years
after date of the earliest
document in the folder,
if the date of birth
cannot be ascertained;
or 30 years after latest
separation, whichever
is later.

b. Temporary or short-term records as defined in the

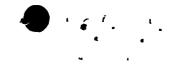
Destroy 1 year after separation or transfer of

GRS 1/21b



SYSTEM

(DOCUMENTATION)



Title Disposition **Description of Records Authority** Federal Personnel Manual employee. (FPM). NOTE: Originals are kept at-incident locations. Cut off at end of 12) OSHE 2400.8.4 Correspondence, reports and calendar year. Destroy information received on Analysis and occupational safety and health 30 years after cutoff **Prevention Programs** (Workers aspects of workers per 29 CFR 1910.1020. Compensation) compensation claims. **Disposition** OSHE 2400.9 Correspondence, reports, and other documentation related to authority SAFETY the creation implementation and **INFORMATION** required.

maintenance of a Safety

Information System.

[If system is

Title **Description of Records Disposition** Authority OSHE 2400.9.2 Electronic database of Cut off when **Disposition** SAFETY occupational safety, health and superseded or authority environment information. **INFORMATION** obsolete. Destroy 2 required. **SYSTEM** years after cut off. Destroy attached (DATABASE) 13) OSHE 2400.10 Correspondence, reports and **OPERATIONS** documents created or received calendar year. Destroy 5 years after cutoff. **SUPPORT** relating to field operations support, including information requests, and correspondence with other DHS and TSA organizations. 14) OSHE 2400.11 a. Reports, correspondence and documentation of occupational **EMPLOYEE** calendar year. Destroy **COMPLAINTS** safety, health and environment 30 years after cutoff, complaints submitted by TSA per 29 CFR 1910.1020. supersedel See hed employees. Cut off following that b. Investigation reports and documentation of employee decision that investigation is closed. alleged allegations of reprisals. Destroy 5 years after cutoff. 15) OSHE 2400.12 Correspondence, publications, Cut off at end of plans, briefing materials and OSHE TRAINING calendar year. Destroy objectives relating to the 5 years after cutoff. establishment of occupational safety, health and environment training courses for TSA employees. Copies of correspondence Cut off at end of 16) OSHE 2400.13 relating to administration and **EMERGENCY** calendar year. Destroy **PREPAREDNESS** operation of the emergency 2 years after cutoff. planning program. Brochures, presentations, and 17) OSHE 2400.14 **Destroy** when MARKETING other publications created in superseded or obsolete. support of occupational safety, health and environment programs. Cut off at end of OSHE 2400.15 Correspondence, memoranda **Disposition** 

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TSA Records Disposition Schedules

N1-560-04-17

Title **Description of Records Disposition** PUBLIC SAFETY and documents relating to calendar year. Destroy public-safety in TSA controlled 2 years after cutoff. space. OSHE-2400.16-19 **UNASSIGNED** Records regarding the 18) OSHE 2400.20 collection of solid hazardous **ENVIRONMENTAL** WORKPLACE waste material (as defined in Subpart D of 40 CFR, Part 261) **OPERATIONS** as a result of passenger and baggage screening at airport

checkpoints. Files may include test results, waste analyses, or other determinations made in accordance with §262.40.

a. Investigation case files.

Cut off at end of calendar year in which case closed. Transfer to Federal Records Center 1 year after cutoff. Destroy 10 years cutoff.

**Authority** 

Supersedel See attached

authority

required.

b. Airport copies of Biennial Report and Exception Report. **Destroy** 3 years from the due date of the report.

c. Manifests including Land Disposal Restriction (LDR) Certificates.

shipped.

d. Hazardous Waste Personnel Designor Seyears Training Records.

following cinpleyee termination/resignation.

e. Laboratory Analyses

Destroy 5 years from the date of the analysis.

19) Electronic Mail and Word Processing System Copies

Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records

TSA Records Disposition Schedules

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N1-560-04-17



**Title** 

Description of Records covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition

**Authority** 

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.

**Destroy/Delete** within 180 days after the recordkeeping copy has been produced.

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

Delete when dissemination, revision, or updating is complete.

INACTIVE superseded	Superseded by/when
N1-560-05-17	DAA-0560-2017-0021-0001
Item 2 (OSHE 2400.3)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0007
Item 3 (OSHE 2400.3.3)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0010
Item 5 (OSGE 2400.4)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0002
Item 6 (OSGE 2400.5)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0003
Item 7 (OSGE 2400.5.3)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0004
Item 8 (OSGE 2400.5.4)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0005
Item 10 (OSGE 2400.8)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0006
Item 11 (OSGE 2400.8.2)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-00114
Item 13 (OSGE 2400.10)	02/13/2019
N1-560-05-17	DAA-0560-2017-0021-0008
Item 14a (OSGE 2400.11)	02/13/2019

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N1-560-05-17 DAA-0560-2017-0021-0009 Item 14b (OSGE 2400.11) 02/13/2019

N1-560-05-17 DAA-0560-2017-0021-0011 Item 18c (OSGE 2400.20) 02/13/2019

N1-560-05-17 DAA-0560-2017-0021-0012 Item 18d (OSGE 2400.20) 02/13/2019

N1-560-05-17 DAA-0560-2017-0021-0013 Item 18e (OSGE 2400.20) 02/13/2019