

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-06-1</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION  Transportation Security Administration			
3. MINOR SUBDIVISION  Agency Wide			
4. NAME OF PERSON WITH WHOM TO CONFER  A. Lawan Jackson	5. TELEPHONE  571/227-2068	DATE  <i>5/2/06</i>	ARCHIVIST OF THE UNITED STATES  <i>Allen Weinstation</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>7</u> page(s) are not needed now 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 checked="" type="checkbox"/> <del>has been requested</del> .			
DATE  9/28/05	SIGNATURE OF AGENCY REPRESENTATIVE  Troy K. Manigault	TITLE  Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	5000 - Common Use **See Attached Sheets**		

*cc Agency Only*

COMMON USE

CODES & TITLES	DESCRIPTION	DISPOSITION	AUTHORITY
<p>5000 General Records</p>			
<p>5000.0.1 Unscheduled</p>	<p>Comprised of <b>commonly used records</b> that may be maintained by any program office and not otherwise covered or identified by an approved Records Disposition Schedule. Common Use records are defined as those with broad TSA-wide application, such as those impacting and involving two or more programs. These records are also generated and maintained by those offices with broad and general TSA application not specific to one specific program office.</p> <p><b>NOTE:</b> Typically used when new TSA requirements are developed or records requirements are identified that result in the creation of records not covered elsewhere by an approved disposition authority. Records may already be covered by a General Records Schedule.</p>	<p>Contact the Office of Information Management Programs to schedule unscheduled records.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Action needed to request disposition authority</i></p>
<p>5000.1 Committee and Conference Files</p>			
<p>5000.1.1</p>	<p><b>Internal Agency Committees.</b></p> <p><b>5000.1.1 a</b> Internal agency committees unrelated to TSA's mission. Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with organizing events, selecting of interior furnishing, overseeing volunteer activities or employee recreational activities.</p> <p><b>5000.1.1 b</b> Internal agency committees related to TSA's mission. Committees established by agency authority (not by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of TSA, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans. Included are records created relating to the</p>	<p><b>Destroy/delete</b> when no longer needed for administrative purposes.</p> <p>These records are potentially permanent and must be scheduled by submission of an SF 115 to NARA. Contact the Office of Information Management Programs to schedule records.</p>	<p><b>GRS 26/1a</b></p> <p><b>GRS 26/1b</b></p>

COMMON USE

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	<p>agenda, minutes, final reports and related records documenting accomplishments of official boards and committees.  <i>See 5000.1.4 for example.</i></p>		
<p><b>5000.1.2</b></p>	<p><b><del>Advisory Commissions, Committees, Councils, Boards and other groups established under the Federal Advisory Committee Act (FACA)</del></b></p> <p><b><del>5000.1.2 a.</del></b> Files documenting the Commission's establishment, membership, policy, organizational deliberations, findings, and recommendations, including such records as:</p> <ul style="list-style-type: none"> <li>• <del>original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components</del></li> <li>• <del>agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed</del></li> <li>• <del>one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files</del></li> <li>• <del>correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission</del></li> <li>• <del>substantive records relating to</del></li> </ul>	<p><b><u>PERMANENT.</u></b>  <b><del>Transfer to FRC</del></b>  <del>when 4 years old or earlier. Transfer to NARA when 10 years old.</del></p>	<p><b>GRS 26/2a</b></p>

COMMON USE

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	<p>research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).</p> <ul style="list-style-type: none"> <li>• questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).</li> <li>• Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act</li> </ul> <p><b>5000.1.2-b</b> Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as</p> <ul style="list-style-type: none"> <li>• correspondence, reference and working files of Commission staff (excluding files covered by Item IIA)</li> <li>• audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events</li> <li>• other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.</li> <li>• extra copies of records described in Item IIA, e.g. copies of meeting agenda and minutes distributed to commission members and staff,</li> </ul>	<p><b>Destroy on the termination of the Commission or when no longer needed for agency business.</b></p>	<p><b>GRS 26/2b</b></p>

COMMON USE

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	files accumulated by agencies on interagency bodies other than the secretariat or sponsor.		
5000.1.3	<del>Committee Management Records:</del> Includes records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.	<del>Destroy/delete when 6 years old.</del>	<del>GRS 26/4</del>
5000.1.4	<b>Internal Agency Committees</b> related to advisory, interagency, and international committees sponsored by TSA, and accumulated by the Transportation Security Agency Committee Management Officer.	<b>PERMANENT.</b> <b>Transfer to FRC</b> when 4 years old or earlier. <b>Transfer to NARA</b> when 10 years old.	<b>N1-560-06-1</b> <b>Item 1</b>
5000.1.5	<b>Government in the Sunshine Act Records:</b> Includes records created to comply with the provisions of the Act. Includes transcriptions and minutes of closed meetings, electronic records for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act.	<b>PERMANENT.</b> <b>Transfer to FRC</b> when 4 years old or earlier. <b>Transfer to NARA</b> when 10 years old.	<b>N1-560-06-1</b> <b>Item 2</b>
5000.2 Email and Word Processing Documents			
5000.2.1	<b>Non-Valued Administrative Copies:</b> Includes 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>Delete/destroy</b> within 180 days after the record keeping copy has been produced.	<b>N1-560-06-1</b> <b>Item 3</b>
5000.2.2	<b>Dissemination, Revision and Update Copies:</b> Related to copies that are maintained in addition to the record keeping copy.	<b>Delete</b> when dissemination, revision, or updating is complete.	<b>N1-560-06-1</b> <b>Item 4</b>
5000.3	General correspondence drafts, background	Cut off at end of	<b>N1-560-06-1</b>

COMMON USE

CODES & TITLES	DESCRIPTION	DISPOSITION	AUTHORITY
5. <b>Planning</b>	material, annual work plans, and documents relating to program planning.  <b>Note:</b> Does not apply to Operations Policy or Strategic Management and Analysis.	fiscal year. <b>Destroy</b> when 3 years old.	<b>Item 5</b>
6. <b>5000.4 Program Policy and Guidance</b>	Programmatic policies and guidance, and related letters, memoranda and other correspondence used to develop, support, implement, revise or cancel/supersede such records that deal wholly and exclusively with that program office. (Excludes policy and guidance disseminated TSA-wide.)  <b>Note:</b> Does not apply to Operations Policy, Revenue, Communication and Public Information, Training and Quality Performance or Strategic Management and Analysis.	<b>Destroy</b> when obsolete or superseded.	<b>N1-560-06-1 Item 6</b>
7. <b>5000.5 Reading Files, Reference Files and Chronological Files</b>	Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.	Cut off at end of calendar year. <b>Destroy</b> when superseded or obsolete.	<b>N1-560-06-1 Item 7</b>
8. <b>5000.6 General Reports and Statistics</b>	Includes reports, statistical and similar records that deal wholly and exclusively with that program office.	Cut off at end of fiscal year. <b>Destroy</b> when 3 years old.	<b>N1-560-06-1 Item 8</b>
9. <b>5000.7 Substantive Reports and Statistics</b>	Includes reports, statistical and similar records that deal with significant programmatic matters with TSA-wide impact.	Cut off at end of fiscal year. <b>Transfer</b> to FRC 10 years after cutoff. <b>Destroy</b> 15 years after cut off.	<b>N1-560-06-1 Item 9</b>
10. <b>5000.8 Marketing and Customer Outreach and Education</b>	Includes brochures, "Sentinel" articles, presentations, education briefing materials, outreach materials and all other marketing materials.  <b>Note:</b> Does not apply to Communication and Public Information, Civil Rights, Ombudsman, Training and Quality Performance, Internal Affairs and Program Review and Legislative Affairs.	<b>Destroy</b> when superseded or obsolete. Cut off at end of fiscal year.	<b>N1-560-06-1 Item 10</b>
<b>5000.9 Look Combination Files</b>			

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5000.9.1	<del>Access Records:</del> Includes forms and combination records or equivalents, used to record safe combinations and names of persons knowing combinations.	<del>Destroy</del> when superseded by a new form or list or upon turn-in of containers.	GRS 18/7(a)
5000.9.2	<del>Combination Forms:</del> Related to forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.	<del>Destroy</del> 3 months following the last entry on the form. <del>Note:</del> Forms involved in investigations are retained until completion of the investigation.	GRS 18/7(b)
11. 5000.10 Standard Operating Guidance and Manuals	Includes Standard Operating Procedures (SOPs), Standard Operating Instructions (SOIs), and other guidance and manuals developed by or for TSA employees' and contractors' use that govern procedures or detail instructions for agency or programmatic operations, whether unique or agency-wide. <b>Note:</b> Does not apply to Airport Operations.	Cut off when superseded or obsolete. <b>Destroy</b> 5 years after cut off.	N1-560-06-1 Item 11
12. 5000.11 Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), Service Level Agreements (SLAs) and Statements of Work (SOWs)	Documents that describe intra-agency agreements, understandings or related contractual arrangements/exchanges pertaining to program and function planning and/or operations.  <b>Note:</b> Does not apply to International Affairs.	<b>Destroy</b> 5 years after the conclusion, completion or termination of the MOA, MOU, SLA or SOW.	N1-560-06-1 Item 12
5000.12 Supervisors <sup>2</sup> Personnel Files	Correspondence, forms and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Review annually and <del>Destroy</del> superseded or obsolete documents, or <del>Destroy</del> file relating to an employee within 1 year after separation or transfer.	GRS 1/18a
5000.13 Employee Performance Files			
5000.13.1	<b>Non-SES appointees (as defined in 5 U.S.C. 4301(2)):</b>		

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	<p><i>5000.13.1 a</i> Appraisal of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.</p> <p><i>5000.13.1 b</i> Performance records superseded through an administrative, judicial or quasi-judicial procedure.</p> <p><i>5000.13.1 c</i> Performance related records pertaining to a former employee.</p> <p><i>5000.13.1 c(1)</i> Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.</p> <p><i>5000.13.1 c(2)</i> All other performance plans and ratings.</p> <p><i>5000.13.1 d</i> All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.</p> <p><i>5000.13.1 e</i> Supporting documents.</p>	<p><b>Destroy</b> after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.</p> <p><b>Destroy</b> when superseded.</p> <p>Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b f this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 5000.13.1 e(2) of this schedule.</p> <p><b>Destroy</b> when 4 years old.</p> <p><b>Destroy</b> 4 years after date of appraisal.</p> <p><b>Destroy</b> 4 years after date of appraisal.</p>	<p><b>GRS 1/23a(1)</b></p> <p><b>GRS 1/23a(2)</b></p> <p><b>GRS 1/23a(3)(a)</b></p> <p><b>GRS 1/23a(3)(b)</b></p> <p><b>GRS 1/23a(4)</b></p> <p><b>GRS 1/23a(5)</b></p>
<p>13. <b>5000.14 Special Events</b></p>	<p>Copies of correspondence, memorandums and reports on all aspects of physical security for special events that the Agency hosts covering conferences, guard orders, guests and participants</p>	<p>Cut off at end of fiscal year. <b>Transfer</b> to records center 1 year after cut off.</p>	<p><b>NI-560-06-1 Item 13</b></p>



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	lists, meetings, requests for security requirements, technical security, training, escort requests and other subject.	<b>Destroy</b> 3 years after cut off.	
14. <b>5000.15 Communication and Customer Service</b>	Documents include customer complaints and complements, agency responses (as appropriate).  <b>Note:</b> Does not apply to Communication and Public Information, Civil Rights, Ombudsman, Training and Quality Performance, Internal Affairs and Program Review and Legislative Affairs.	Cut off annually when obsolete or issue is completed. <b>Destroy</b> 2 years after cut off.	<b>N1-560-06-1 Item 14</b>
<b>5000.16 Schedules of Daily Activities</b>	Calendars, appointment books, schedules, logs, dairies, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.		
<b>5000.16.1</b>	<b>Substantive Records:</b> Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials.  <b>Note:</b> High level officials include the heads of departments and independent agencies; their deputies and assistances, the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistant, and administrative assistants; and career federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.	<b>Destroy/delete</b> when 2 years old	<b>GRS 23/5a</b>
<b>5000.16.2</b>	<b>Routine Records:</b> Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	<b>Destroy/delete</b> when no longer needed for convenience of reference.	<b>GRS 23/5b</b>

COMMON USE

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<b>5000</b> <b>General Records</b>			
<b>5000.0.1</b> <b>Unscheduled</b>	<p>Comprised of <b>commonly used records</b> that may be maintained by any program office and not otherwise covered or identified by an approved Records Disposition Schedule. Common Use records are defined as those with broad TSA-wide application, such as those impacting and involving two or more programs. These records are also generated and maintained by those offices with broad and general TSA application not specific to one specific program office.</p> <p><b>NOTE:</b> Typically used when new TSA requirements are developed or records requirements are identified that result in the creation of records not covered elsewhere by an approved disposition authority. Records may already be covered by a General Records Schedule.</p>	Contact the Office of Information Management Programs to schedule unscheduled records.	<p><b>DO NOT DESTROY</b></p> <p><i>Action needed to request disposition authority.</i></p>
<b>5000.1</b> <b>Committee and Conference Files</b>			
<b>5000.1.1</b>	<b>Internal Agency Committees.</b>		
	<b>5000.1.1-a</b> Internal agency committees unrelated to TSA's mission.	<b>Destroy/delete</b> when no longer needed for administrative purposes.	<b>GRS 26/1a</b>
	<b>5000.1.1-b</b> Internal agency committees related to TSA's mission.	These records are potentially permanent and must be scheduled by submission of an SF 11 to NARA. Contact the Office of Information Management Programs to schedule records.	<b>GRS 26/1b</b>
<b>5000.1.2</b>	<b>Committee Records not created by the Sponsor or Secretariat.</b>		
	<b>5000.1.2-a</b> Agenda, minutes, final reports, and related records documenting the accomplishments of the advisory boards and committees, EXCLUDING those maintained by the sponsor or	<b>Destroy</b> when 3 years old.	<b>GRS 26/3</b>

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5000.1.3	Secretariat. <b>Committee Management Records:</b> Includes records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.	Destroy/delete when 6 years old.	GRS 26/4
5000.1.4	<b>Government in the Sunshine Act Records:</b> Includes records created to comply with the provisions of the Act. Includes transcriptions and minutes of closed meetings, electronic records for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act.	<b>PERMANENT.</b> Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.	N1-560-03-02 Item 4
5000.2 Email and Word Processing Documents			
5000.2.1	<b>Non-Valued Administrative Copies:</b> includes 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.	Delete/destroy within 180 days after the record keeping copy has been produced.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
5000.2.2	<b>Dissemination, Revision and Update Copies:</b> Related to copies that are maintained in addition to the record keeping copy.	Delete when dissemination, revision, or updating is complete.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
5000.3 Planning	General correspondence drafts, background material, annual work plans, and documents relating to program planning.	Cut off at end of fiscal year. Destroy when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
5000.4	Programmatic policies and guidance, and related	Destroy when	<b>DO NOT</b>

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<b>Program Policy and Guidance</b>	letters, memoranda and other correspondence used to develop, support, implement, revise or cancel/supersede such records that deal wholly and exclusively with that program office. (Excludes similar policy and guidance disseminated TSA-wide.)	obsolete or superseded.	<b>DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>5000.5 Reading Files, Reference Files and Chronological Files</b>	Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like. Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.	Cut off at end of calendar year. <b>Destroy</b> when superseded or obsolete.	N1-560-03-02 <b>Item 14</b>
<b>5000.6 General Reports and Statistics</b>	Includes reports, statistical and similar records that deal wholly and exclusively with that program office.	Cut off at end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>5000.7 Substantive Reports and Statistics</b>	Includes reports, statistical and similar records that deal with significant programmatic matters with TSA-wide impact.	Cut off at end of fiscal year. <b>Transfer</b> to FRC 10 years after cutoff. <b>Destroy</b> 15 years after cut off.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>5000.8 Marketing and Customer Outreach and Education</b>	Includes brochures, "Sentinel" articles, presentations, education briefing materials, outreach materials and all other marketing materials.	<b>Destroy</b> when superseded or obsolete. Cut off at end of fiscal year.	N1-560-03-04 <b>Item 7a</b>
<b>5000.9 Lock Combination Files</b>			
<b>5000.9.1</b>	<b>Access Records:</b> Includes forms and combination records or equivalents, used to record safe combinations and names of persons knowing combinations.	<b>Destroy</b> when superseded by a new form or list or upon turn-in of containers.	GRS 18/7(a)
<b>5000.9.2</b>	<b>Combination Forms:</b> Related to forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing,	<b>Destroy</b> 3 months following the last entry on the form.	GRS 18/7(b)

COMMON USE

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	and routine checking of the security of the container, such as locking doors and windows, and activating alarms.	<b>Note:</b> Forms involved in investigations are retained until completion of the investigation.	
<b>5000.10 Standard Operating Guidance and Manuals</b>	Includes Standard Operating Procedures (SOPs), Standard Operating Instructions (SOIs), and other guidance and manuals developed by or for TSA employees' and contractors' use that govern procedures or detail instructions for agency or programmatic operations, whether unique or agency-wide.	Cut off when superseded or obsolete. <b>Destroy</b> 5 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>5000.11 Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), Service Level Agreements (SLAs) and Statements of Work (SOWs)</b>	Documents that describe intra-agency agreements, understandings or related contractual arrangements/exchanges pertaining to program and function planning and/or operations.	<b>Destroy</b> 5 years after the conclusion, completion or termination of the MOA, MOU, SLA or SOW.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>5000.12 Supervisors' Personnel Files</b>	Correspondence, forms and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Review annually and <b>Destroy</b> superseded or obsolete documents, or <b>Destroy</b> file relating to an employee within 1 year after separation or transfer.	<b>GRS 1/18a</b>
<b>5000.13 Employee Performance Files</b>			
<b>5000.13.1</b>	<b>Non-SES appointees (as defined in 5 U.S.C. 4301(2)):</b>		
	<b>5000.13.1-a</b> Appraisal of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.	<b>Destroy</b> after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or	<b>GRS 1/23a(1)</b>

COMMON USE

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	<p><b>5000.13.1-b</b> Performance records superseded through an administrative, judicial or quasi-judicial procedure.</p> <p><b>5000.13.1-c</b> Performance-related records pertaining to a former employee.</p> <p><b>5000.13.1-c(1)</b> Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.</p> <p><b>5000.13.1-c(2)</b> All other performance plans and ratings.</p> <p><b>5000.13.1-d</b> All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.</p> <p><b>5000.13.1-e</b> Supporting documents.</p>	<p>reduction-in-grade notice.</p> <p><b>Destroy</b> when superseded.</p> <p>Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 5000.13.1-c(2) of this schedule.</p> <p><b>Destroy</b> when 4 years old.</p> <p><b>Destroy</b> 4 years after date of appraisal.</p> <p><b>Destroy</b> 4 years after date of appraisal.</p>	<p><b>GRS 1/23a(2)</b></p> <p><b>GRS 1/23a(3)(a)</b></p> <p><b>GRS 1/23a(3)(b)</b></p> <p><b>GRS 1/23a(4)</b></p> <p><b>GRS 1/23a(5)</b></p>
<p><b>5000.14</b> <b>Special Events</b></p>	<p>Copies of correspondence, memorandums and reports on all aspects of physical security for special events that the Agency hosts covering conferences, guard orders, guests and participants lists, meetings, requests for security requirements, technical security, training, escort requests and other subject.</p>	<p>Cut off at end of fiscal year. <b>Transfer</b> to records center 1 year after cut off. <b>Destroy</b> 3 years after cut off.</p>	<p><b>N1-560-03-7</b> <b>Item 18</b></p>
<p><b>5000.15</b> <b>Communication and Customer Service</b></p>	<p>Documents include customer complaints and complements, agency responses (as appropriate).</p>	<p>Cut off annually when obsolete or issue is completed. <b>Destroy</b> 2 years after</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA</i></p>

COMMON USE

CODES & TITLES	DESCRIPTION	DISPOSITION	AUTHORITY
Proposed modification from 400.5, NI-560-03-7, Item 3		cut off.	<i>approval of disposition.</i>
5000.16 Schedules of Daily Activities	Calendars, appointment books, schedules, logs, dairies, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.		
5000.16.1	<p><b>Substantive Records:</b> Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials.</p> <p><b>Note:</b> High level officials include the heads of departments and independent agencies; their deputies and assistances, the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistant, and administrative assistants; and career federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.</p>	Destroy/delete when 2 years old	GRS 23/5a
5000.16.2	<b>Routine Records:</b> Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy/delete when no longer needed for convenience of reference.	GRS 23/5b