

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-560-06-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/28/06 [3/8/06]	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
1. MAJOR SUBDIVISION Transportation Security Administration			
2. MINOR SUBDIVISION Federal Air Marshal Service (FAMS)			
3. NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	4. TELEPHONE NUMBER (703) 487-3157	DATE 2/3/06	ARCHIVIST OF THE UNITED STATES <i>Alma Weinstein</i>
5. 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>3</u> page(s) are not needed now for the business for 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 3-1-06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Bibbs</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<u>Public Relations Files</u> Contains correspondence documenting public recognition or cooperation with outside agencies and the private or public sector on behalf of the FAMS. Arrangement: Chronologically. DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.		
2.	<u>Congressional Correspondence Files</u> Contains routine congressional correspondence received and referred to by the FAMS for reply. Arrangement: Alphabetically. DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 5 years old.		
3.	<u>Congressional Affairs Files</u> a. Contains transcripts from Congressional inquiries or hearings, testimonies and public hearing records from FAMS executives.		

DISPOSITION: PERMANENT. Cut off at end of the particular Congress (i.e., 106th, 107th).
Transfer to the National Archives 10 years later.

- b. Contains reports provided to Congressional committees (i.e. hiring reports, Air to Ground Communication reports, Airport Operation reports, etc.)

DISPOSITION: PERMANENT. Cut off at end of the particular Congress (i.e., 106th, 107th).
Transfer to the National Archives 10 years later.

4. **Cooperation and Liaison with State, Local, and Other Government Files**

Contains correspondence relating to liaison activities or assistance provided by the FAMS to state, local, and other government agencies.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 5 years old.

5. **Joint Terrorism Task Force (JTTF) Files**

Contains correspondence relating to the activities of the FAMS on the JTTFs.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 15 years old.

6. **International Training Request Files**

Contains correspondence from international countries requesting assistance from FAMS to train their Air Marshals.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 5 years old.

7. **Cooperation and Liaison with Air Carrier Files**

Contains correspondence from the Director or Deputy Director to various Airline Pilot Associations. Includes letters acknowledging participation in FAMS meetings and conference.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.

8. **Investigations (General) Files**

Contains correspondence from the Director or Deputy Director to the Immigration and Customs Enforcement or Transportation Security Administration requesting an investigation be conducted on a FAMS employee. Includes incoming correspondence containing information or allegations that are of an investigative nature.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 10 years old.

9. **Office of the Inspector General (OIG) Files**

Contains documents relating to FAMS responses to OIG Audits. Includes copies of OIG Audit Reports, background materials and official responses.

Arrangement: Chronologically.

DISPOSITION: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 10 years old.

10. **Electronic Mail and Word Processing Copies**

Consist of electronic copies of records created using electronic mail or word processing applications that are maintained for updates, revisions, or disseminations.

- a. Copies that have no further administrative value after the recordkeeping copy has been produced. Includes copies maintained by individuals in personal files, personal electronic mail directories, or to their directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY.
Destroy/delete when the recordkeeping copy has been produced.

- b. Copies used for disseminations, revisions, or updates that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY.
Destroy/delete when dissemination, revision, or updating is completed.