

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-06-7</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 withdrawn 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			
4. NAME OF PERSON WITH WHOM TO CONFER A. Lawan Jackson	5. TELEPHONE 571-227-2068	DATE <i>12-11-06</i>	ARCHIVIST OF THE UNITED STATES <i>-WITHDRAWN-</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>9/1/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Troy K. Manigault	TITLE <i>Troy K. Manigault</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Transportation Security Administration – Unscheduled Items See Attached		

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CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
200.3.3	Property Systems Management: Records and documentation associated with the maintenance and upkeep of the property management system of record database administration, help desk and configuration control.	Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
200.4.2	Design and Construction		
	200.4.2-a Program of Requirements (PORs): Space and construction standards for field locations.	Destroy when superseded.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
200.4.3	Headquarters Building Services		
	200.4.3-a Specifications, Plans and Drawings: Related to TSA's headquarters buildings including construction documents, space assignments, and locator plans. Specifications of installed above standard equipment. 200.4.3-c Leases: Includes, leases, statement of work, contract documents and other related documents, such as Supplemental Lease Agreements and Tenant Improvement Allowance Authorizations for the build out of space and all associated financial documentation.	Destroy 5 years after document has been superseded. Destroy 5 years after expiration of document term.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i> DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
600.3.1	Ethics Advice Correspondence and "Intake" Forms: Summarizing advice provided orally.		
	600.3.1-a Official File Copy (Maintained chronologically)	Cut off annually at end of calendar year. Destroy 6 years after date of cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
	600.3.1-b Ethics Subject or Significant Individual File	Cut off annually at end of calendar year.	DO NOT

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		Destroy 6 years after date of cut off.	DESTROY <i>Pending NARA approval of disposition.</i>
600.7 Dispute Resolution			
600.7.2	Disputes: Related to contract disputes before the Office of Dispute Resolution for Acquisition (ODRA). Includes documents relating to the adjudication of contractor disputes relating to contract performance before ODRA.	Place in inactive file when contract dispute is completed and the TSA administrator has adopted the recommended decision or when the dispute is terminated. Cut off inactive files annually. Destroy 8 years after date of cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1100.1 Human Capital Strategic Planning	Records describing and implementing TSA's integrated approaches to aligning human capital to support the vision and accomplish TSA's mission and goals, and defining how TSA employs, deploys, develops and evaluates its workforce to achieve desired business results. Records describing activities used in short-and long-range planning for human capital requirements, including forecasting future workforce requirements and succession planning.	Destroy when superseded or obsolete.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1100.3 Employment			
1100.3.3	Uniform Services Employment Reemployment Rights Act (USERRA): Copies of orders of assignment, military histories, position descriptions, letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to TSA.	Destroy 1 year after returning from active duty.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1100.5 Compensation, Pay Band Administration, Occupational Clusters			

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CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
<i>1100.5.3</i>	Position Management Studies/Evaluations: Position management and classification study and evaluation files, correspondence and reports on specific positions, occupations/occupational clusters, or organizational components prepared by personnel management and/or subject matter specialists.	Destroy when superseded or obsolete.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
<i>1100.5.4</i>	Pay Setting/Pay Increases/Pay Retention: Records created in response to requests for an authorization of special rates, including request, background papers and data establishing need, and response approving or denying request.	Destroy 3 years after date of approval or denial of request.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
<i>1100.9</i> Work Life Programs			
<i>1100.9.1</i>	Employee Assistance Program (EAP)	Destroy 6 years after date of last entry.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
<i>1100.9.2</i>	EAP Case Files	Destroy 6 years after date of last entry.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
<i>1100.10</i> Transportation Security Executive Service (TSES)	Records describing and implementing programs, procedures and services supporting position and employees in TSA's senior-level executive positions.	Destroy when superseded or obsolete.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
<i>1200.1</i> Investigations			

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1200.1.1	Investigative Correspondence Files: The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, official investigative case files or Personnel Security Folder but which have retrieval or reference value to the investigations program.	Cut off at end of calendar year, hold additional 2 years then destroy .	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1600.1 Operations			
1600.1.1	Liaison Operations: Related to records concerning the establishment and continued maintenance of program-related and mission-related partnerships and stakeholder contacts, both internal and external. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. Destroy when 15 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1600.1.2	Response Preparedness: Related to records used to support timely and effective transportation security responses across non-aviation modes, in part, through program implementation; recommending regulatory, statutory and policy improvements; addressing system shortcomings; performing internal process troubleshooting and interagency liaison. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1600.1.3	Cargo Security: Related to cargo records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1600.1.4	Passenger Security: Related to passenger records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>

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1600.1.5	Infrastructure Security: Related to infrastructure records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1800.4 Risk Management Policy and Procedures	This directive provides policies for the Transportation Security Administration Risk Management Program.		
1800.4.1	Criticality Assessment: The TSA Criticality tool evaluates and prioritizes transportation assets and facilities. The results of the analysis identify which assets are relatively more important to protect from attack. The TSA tool was developed leveraging work completed by DHS Information Analysis and Infrastructure Protection (IAIP) Directorate. The tool will be deployed within each transportation mode to facilitate decision-making and resource allocation within each operating unit.	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year point.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1800.4.2	Threat Assessment: The TSA Threat Assessment approach, is a systematic, facilitated approach used to develop relevant threat scenarios for transportation assets and facilities. Threat scenarios are developed for each transportation mode that is then vetted through the TSA Intelligence Service. These generic scenarios are a required piece of the TSA vulnerability assessment methodology. These scenarios may be customized for an individual facility or vessel, but all generic scenarios must be addressed.	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year point.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1800.4.3	Vulnerability Assessment: TSA intends to use two tools in support of analyzing transportation vulnerabilities. The Transportation Risk Assessment and Vulnerability Evaluation (TRAVEL) tool is used in a comprehensive TSA-led, facilitated, on-site, assessment of a transportation asset. The TSA Self Assessment Risk Model (TSARM) tool	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>

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	guides the user through a series of security-related questions in order to develop a comprehensive security baseline of a transportation entity. The user is then prompted to assess the baseline security system effectiveness in response to specific threat scenarios. The effectiveness is then reassessed based upon the additional of countermeasures in response to conditions of heightened threat.	point.	
1900.9 Surveys	General material and correspondence relating surveys created within TSA including copies of those materials, filed with DHS, and other Government agencies. Includes promotional aids and publication materials.	PERMANENT Cut off file every 5 years. Transfer 5-year accumulation with related findings aid to NARA 5 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1900.10 Career Development	Major career development tools and marketing documents.	Cut off at end of fiscal year. Destroy when 3 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1900.11 Online Learning Center (OLC)	General and case file material, and correspondence and reports relating to development, maintenance, and support of the TSA OLC. EXCLUDING Master Files noted under <i>1900.1</i> .	Destroy when 5 years old or 5 years after completion of specific training program.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1900.12 Workforce Data Management			
1900.12.1	General Materials: Related to TSA employees and their use for informational and reference purposes. Records can be used for workforce analysis and to support performance and training programs.	Cut off at the end of each fiscal year. Destroy when 5 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1900.12.2	Electronic and Database Records: Related to TSA employees and their use for	Cut off at the end of each fiscal year.	DO NOT

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	informational and reference purposes. Records can be used for workforce analysis and to support performance and training programs.	Destroy when 5 years old.	DESTROY <i>Pending NARA approval of disposition.</i>
1900.13 Quality Assurance	Files related to and containing reports of all quality assurance evaluations of general training, screener training and re-certification, transportation security training and re-qualifications. INCLUDES hard copies/paper records and systems/electronic records.	PERMANENT Cut off files at end of fiscal year. Transfer 5-year accumulation to NARA 5 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
1900.14 Training Logs	These records include staff certification and on the job training logs.	Destroy when 5 years old or 5 years after completion of specific training program.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2100.2 Case Files	Cases or topical files that reflect TSA activities, and attract media or Congressional interest.		
2100.2.2	All Other Cases	Cut off at end of calendar year. Destroy 5 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2200.4 Alien Flight	Files relating to program development, program management, space build out, certification requirements, and non-classified program information and reports.	Cut off at the end of the fiscal year. Destroy 3 years after cutoff.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2200.5 Registered Traveler and Armed Law Enforcement Officer (LEO) Files	Files relating to the Registered Traveler Pilot Program including correspondence, reports, concept papers, studies, and program evaluations.	Cut off at the end of the fiscal year. Destroy 3 years after cutoff.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>

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2200.6 Aviation and Intelligence Program	Files relating to the execution of all aviation industry programs, including a range of general aviation programs, supporting background checks on commercial aviation workers, and managing background checks on alien flight students.	Cut off at the end of the fiscal year. Destroy 5 years after cutoff.	<p align="center">DO NOT DESTROY</p> <i>Pending NARA approval of disposition.</i>
2200.8 Transportation Workers Identification Credentials (TWIC) Administration			
2200.8.1	Credentialing Activities and Credentialing Concepts: Includes records pertaining to, and chartered to establish the Credential Process Office (CPO), and Credentialing Task Force.	Cut off at the end of the fiscal year. Destroy 15 years after cutoff.	<p align="center">DO NOT DESTROY</p> <i>Pending NARA approval of disposition.</i>
2200.8.2	Working Group Records: Includes / involves DHS and TWIC programs.	Cut off at end of the fiscal year. Destroy 3 years after cutoff.	<p align="center">DO NOT DESTROY</p> <i>Pending NARA approval of disposition.</i>
2200.10 Crew Vetting Program Records			
2200.10.1	Security Threat Assessment: Includes records pertaining to personal information about persons authorized to be cockpit and cabin crewmembers on all TSA-regulated passenger and all cargo flights and non-crew members on all cargo flights. Records also include information in Master Crew Lists for all crew members and non-crewmembers.	Destroy when 2 years old.	<p align="center">DO NOT DESTROY</p> <i>Pending NARA approval of disposition.</i>
2200.10.2	Air Carriers Records: These records contain significant correspondence and information submitted by the air carriers regarding information related to crew members.	Destroy when 2 years old.	<p align="center">DO NOT DESTROY</p> <i>Pending NARA approval of disposition.</i>

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2200.10.3	Policy Documentation: These are Security Directives (SD) and Emergency Amendment (EA) records, which include information regarding specific threats to aviation security related to crewmembers on flight to, from, and over-flying the United States.	Destroy when superseded or obsolete.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2300.2 Policy Support and Analysis			
2300.2.1	No Fly/Selectee: Inquiries and correspondence from the public regarding No Fly/Selectee relief procedure.	PERMANENT Transfer to FRC when 4 years old. Transfer to NARA when 10 years.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2300.4 Contact Center Inquiries			
	2300.5.2a Dated and/or received between September 11, 2001 through September 11, 2002.	PERMANENT Transfer to FRC when 4 years old. Transfer to NARA when 10 years.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2400.2 Workplace Operations			
2400.2.2	Inspection Documents: Includes correspondence, reports and other documentation relating to inspections of TSA operations conducted by the Occupational Safety and Health Administration.	Cut off at end of calendar year. Destroy 5 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2400.3 First Aid	Guidance and other documents relating to first aid issues to include minor injuries, that do not require follow up care.	Destroy 1 year after superseded.	DO NOT DESTROY <i>Pending NARA</i>

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			<i>approval of disposition.</i>
2400.7 Safety Information System			
2400.7.1	<p>System Development, Implementation and Maintenance Records: Correspondence, reports, and other documentation related to the system.</p> <p>NOTE: Documentation that relates to permanent of unscheduled master files and databases is not authorized for destruction by the GRS.</p>	<p>Destroy/delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is need to protect legal rights, whichever is latest.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
2400.7.2	<p>Electronic Database Records: Electronic records that support administrative house keeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction in an agency specific records schedule.</p>	<p>Delete electronic version when the agency determines it is no longer needed for administrative, legal, audit or other operational purposes.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
2400.9 Public Safety	Correspondence, memoranda and documents relating to public safety in TSA controlled space.	<p>Cut off at end of calendar year. Destroy 2 years after cut off.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
2400.11 Environmental Management and Planning			
2400.11.1	<p>Environmental Management Systems: Policies, procedures, support documents, and letters which outline the development and implementation of TSA's system.</p>	<p>PERMANENT Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
2400.11.2	Affirmative Procurement and Recycling	Destroy when	DO NOT

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	Program: Policies, procedures, support documents, and letters which outline the development and implementation of TSA's program.	superseded or obsolete.	DESTROY <i>Pending NARA approval of disposition.</i>
2400.11.3	Environmental Reviews: Includes reviews of major TSA actions that could pose a significant risk to the natural or human environment.	Cut off at end of calendar year. Destroy when 5 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2400.11.4	Environmental Incident Investigations: Includes related investigations, correspondence, reports and information obtained.	Cut off at end of calendar year. Destroy 10 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2400.12 Environmental Workplace Operations			
	<u>2400.12.1-e Abandoned or Found Hazardous Materials:</u> Includes documentation records of small amounts of hazardous materials abandoned at screening checkpoints or found in baggage.	Cut off at end of calendar year. Destroy 3 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2400.12.2	Environmental Management System: Includes plans, procedures, documentation, and correspondence which outline the development and implementation of a TSA "appropriate facility's" system.	PERMANENT Transfer to FRC when 5 years old. Offer to NARA when 10 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
2800.6 Personnel Security Case Files	Records include hard and electronic copies of investigations and clearances for TSA employees (e.g., Screeners, Non-Screeners, PP5* and other contractors, and private industry persons). Includes all persons investigated and/or who receive a security clearance from TSA as required by Federal		

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	<p>regulations. Also includes copies of requests for investigations; investigations case papers and questionnaires; investigation processing forms, investigation results forms; correspondence; administrative actions forms/letters; appeals process documentation; SF 312, <i>Nondisclosure Agreement</i>; final results notification and requests for file review and results.</p> <p><i>* Pilot Programs at Five Airports: i.e., San Francisco, CA, Kansas City, MO, Rochester, NY, Jackson Hole, WY, and Tupelo, MS.</i></p>		
	<p>2800.6.2-a <u>NOT hired</u> contractors, private industry personnel and contract screeners.</p>	<p>Destroy 120 days after investigation is closed.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
	<p>2800.6.2-b <u>Ineligible</u> contractors, private industry personnel and contract screeners.</p>	<p>Destroy 1 year after adjudication is completed.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
<p>3500.1 Law Enforcement Field Operations</p>	<p>Records include information related to criminal investigations including how and when to conduct an investigation. Records also include information related to specific criminal investigation involving, Aviation, Rail, Maritime, Pipeline, Mass transit, and Highway.</p>	<p>Destroy when superseded or obsolete.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
<p>3500.2 Management Inquiries</p>	<p>Investigations directed by management on criminal matters and specific case files. These records include required course of fire re-qualifications scores, ammunition inventories, and proof of receipts.</p>	<p>Destroy when superseded or obsolete.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of disposition.</i></p>
<p>3500.3 National Special Security Events (NSSEs)</p>	<p>Records include Law enforcement support of NSSEs and assignments made.</p>	<p>Destroy when 2 years old or when no longer needed.</p>	<p>DO NOT DESTROY</p> <p><i>Pending NARA approval of</i></p>

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			<i>disposition.</i>
3500.4 Exemptions	Records include exemptions granted to other law enforcement agencies.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.5 Law Enforcement Officers (LEOs)			
3500.5.1	LEOs Crisis Management Training: Local training received and given to other law enforcement entities by Law Enforcement personnel.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.5.2	LEOs Crisis Management Exercises: Exercises scenarios, actual exercises, and after-action reports.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.5.3	LEOs Flying Armed: Record of local training completed by federal state and local law enforcement officers.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.5.4	State/Local LEO Deputation Program: Agencies participating in the program, number of officers deputized, local training provided, any actions taken or arrests made, number of prosecutions.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6 Security Assessments			

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3500.6.1	Man-Portable Air Defense System (MANPADS): Documents associated with evaluating vulnerabilities of selected infrastructure to threat of MANPADS attacks.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6.2	MANPADS Mitigation Plans: Mitigation Plan Documents associated with plans to deter MANPADS attacks.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6.3	Joint Vulnerability Assessments: Documents associated with comprehensive threat-based evaluation of security posture vulnerabilities.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6.4	Joint Vulnerability Assessments: Documents associated with comprehensive threat-based evaluation of security posture vulnerabilities.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6.5	Mobile Support Team: Documents associated with law enforcement assessments field support initiatives and operations.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.6.6	Outreach/Education Initiatives: Documents associated with field outreach and education activities related to vulnerability assessments, threat assessments, and counter-terrorism.	Destroy when 2 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.7 Federal Flight Deck			

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Officers (FFDOs)			
3500.7.1	FFDO Operations: Documentations of the operational requirements of the FFDO program. Congressional/industry inquiries which are routed through the Executive Secretariat.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.7.2	FFDO Firearms: Inventory of firearms issued to pilots in the FFDO program, record of survey for lost and stolen weapons assigned to FFDOs.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.7.3	FFDO Dashboard Automated System: Documentation on data requirements in automated system, system changes, and access.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.7.4	FFDO Contracts, Placement of Safes and Usage.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.7.5	Incidents Involving FFDOs: Records include investigations and resolution of incidents involving FFDOs.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.8 Law Enforcement Liaison			
3500.8.1	Federal, State, Information: Related to logistical advance support provided to the Assistant Secretary or other key TSA	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY

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	officials.		<i>Pending NARA approval of disposition.</i>
3500.8.2	Local Law Enforcement Liaisons: Records include information related to liaison contacts and substantive issues related to these contacts.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.8.3	Joint Terrorism Task Force (JTTF): Records include information related to interaction with national or regional joint terrorism task forces.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.8.4	Law Enforcement Associations: Records include information related to liaison contacts and substantive issues related to these contacts.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.8.5	Law Enforcement Reimbursement Agreements with State and Local Law Enforcement Agencies: Program guidance on the approval and execution of Reimbursement Agreements for State and local law enforcement presence at screening checkpoints.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.9 Assistant Federal Security Director – Law Enforcement (AFSD-LE)			
3500.9.1	AFSD-LE Orientation and Training: Program details of OLE performed orientation/training of AFSD-LEs in roles and responsibilities.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>

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3500.9.2	AFSD-LE Equipment: Record of non-standard equipment issued to AFSD-LES.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.9.3	AFSD-LE Body Armor: Documentation of body armor considered, specifications, and inventory of issued armor.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.9.4	AFSD-LE Vehicles: Law Enforcement (LE) requirements; Home to work justification; LE vehicle equipment requirements (radios, sirens emergency lights), and vehicle markings.	Destroy when 3 years old or when no longer needed.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.10 Aviation Security Law Enforcement	Locally created or enhanced law enforcement rules and regulations, of policy memorandums, directives, and other documents related to TSA law enforcement. Records include local guidance on how laws pertaining to TSA areas of responsibilities are to be enforced.	Cut off annually when regulations are obsolete or superseded.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.10.1	Continuation of Operations (COOP): Documents related to maintaining existing capabilities to support the continuity of the TSA headquarters and critical operational functions should an incident occur requiring the relocation of headquarters personnel to a secure location.	Transfer to FRC 2 years after cut off. Destroy 7 years after cut off.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.10.2	Law Enforcement Briefings and Presentations: Presentations and briefing documents on law enforcement organization, operations and future plans.	Destroy when superseded or obsolete.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>

Transportation Security Administration - Unscheduled Items

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
3500.10.3	Law Enforcement General Correspondence: Non-controlled incoming correspondence and responses to questions on TSA law enforcement activities.	Destroy when 2 years old.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3500.11 Security /Major Incident Records	Security/Major Incident Records: Includes reports and records related to incidents that involved a terrorist, explosion, or other event that causes significant loss of life or property. Also included are cases that result in national and/or regional media attention, have public and/or Congressional interests, and cases that lead to substantive change in agency policies and procedures.	PERMANENT Cut off at end of fiscal year in which the investigation is closed. Transfer to the FRC in 5-year blocks when the oldest record in block is retained 5 years after cutoff. Transfer to NARA in 5-year blocks when oldest record in block is retained 10 years after cutoff".	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3700.5	Privacy Policy: Includes correspondence, memoranda, and TSA policy related to policy development and programs specifics.		
3700.5.1	Significant documents	PERMANENT Transfer to FRC in 3-year blocks. Transfer to NARA after 5 years.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>
3700.5.2	All Other Documents	Destroy when 5 years old or superseded or obsolete whichever is later.	DO NOT DESTROY <i>Pending NARA approval of disposition.</i>