

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-08-1</i>	
1 FROM (Agency or establishment) Department of Homeland Security		DATE RECEIVED <i>2/28/08</i>	
2 MAJOR SUBDIVISION Transportation Security Administration		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 withdrawn 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	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER A Lawan Jackson	5 TELEPHONE 571/227-2068	DATE <i>4-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>3</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 : has been requested			
DATE <i>2/6/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records Retention Schedule for Unscheduled Items See Attached Motor Vehicles Design and Construction Building Services Contract Files Dispute Resolution	GRS 10, Item(s) 2, 3 and 4	

200 – ADMINISTRATIVE MANAGEMENT: Property Management

Item 1 — Motor Vehicle Case Files: Includes management, maintenance, and motor vehicle operation records associated with vehicles owned and/or leased by the agency; correspondence and reports concerning gas and oil consumption, inventories, cost and expense data; such forms as GSA Form 1152, *Motor Vehicle Assignment Records*, SF 82, *Agency Report of Motor Vehicle Data*, TSA Form 209, *Motor Vehicle Utilization Record*, TSA Form 212, Preventative Maintenance Schedule or their equivalent or successor forms; vendor documents, certificates of origin, and vehicle registration; and related records.

Disposition. **DESTROY** 4 years after vehicle ownership transfers by donation, exchange or sale.

Note: This item supersedes GRS 10, Items 2, 3 and 4. The Motor Vehicle Accident Files are maintained separate from the Motor Vehicle Case File.

200 – ADMINISTRATIVE MANAGEMENT: Real Estate Services

Item 2 — Program of Requirements: Includes field-related space and construction standards for field locations.

Disposition. **DESTROY** when superseded or obsolete.

Item 3 — Building Specifications, Plans and Drawings: Includes Headquarters-related construction documents, space assignments, locator plans, and related documents such as specifications of installed-above-standard equipment.

Disposition. **DESTROY** 5 years after superseded or obsolete.

Item 4 — Building Leases: Includes leases, statements of work, contracts and related records such as Supplemental Lease Agreements and Tenant Improvement Allowance Authorizations for the build out of space and all associated financial documentation.

Disposition. **DESTROY** 5 years after expiration/termination.

Item 5 — Fitness Center Membership: Includes membership forms, correspondence and related records pertaining to employee fitness center memberships, such as member applications, fees and payment documents, class registrations, and comment cards.

Disposition. **DESTROY** 6 years after member's last Center access.

~~**Item 6** — Disputes and Protest Resolutions: Includes litigation disputes and protests arising out of proposed contracting or procurement activities, and associated contracts and related documents, such as successful proposals exceeding the simplified acquisition threshold for other than construction, documents associated with bidder and contractor protests on solicitations issued or contracts entered into by TSA, as well as GAO requests for reports on the protests, administrative reports, and related records.~~

~~**NOTE:** This item supersedes N1-560-03-01, Item 8.*~~

~~Disposition: Cut off at end of calendar year in which contract dispute or protest terminated, or TSA decision adopted. **DESTROY** 8 years after cut off.~~

Nothing Else Follows