

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>91-560-10-1</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10	
2 MAJOR SUBDIVISION <b>Transportation Security Administration (TSA)</b>			
3 MINOR SUBDIVISION <b>N/A</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Anthony Ferguson <i>or</i> Troy Manigault</b>	5 TELEPHONE <b>(571) 227-1564/1170 TSARecords@dhs.gov</b>	DATE <i>10/26/2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>2</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 type="checkbox"/> has been requested			
DATE <i>4/22/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Troy K. Manigault</b> <i>[Signature]</i>	TITLE <b>Director, Office of Information Management Programs (Acting Records Management Officer)</b>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>TSA Functional Group: 5000-Common Use</b>  <b><u>New Record Items:</u></b> <ul style="list-style-type: none"> <li>• Contact Information</li> <li>• Surveys</li> <li>• Hand Receipts</li> <li>• Appointments and Designations</li> <li>• Access Requests</li> </ul> <p align="center"><b>**See Attached Sheets**</b></p>		

TSA File Code - 5000.20

1 **Record Item:** Contact Information

**Description:** Includes booklets, contact lists, and similar that contain names, titles, physical addresses, e-mail addresses, web addresses and telephone numbers and similar contact information for individuals and organizations

**Disposition:** TEMPORARY **Destroy/delete** when obsolete or superseded

TSA File Code - 5000.21

2 **Record Item:** Surveys

**Description:** Includes materials and correspondence relating to the development and delivery of proposals and plans, target audiences, methodologies and questionnaires, data collection tools, etc , on a range of matters such as, but not limited to, communication, effectiveness, interest, participation, performance, and satisfaction Excludes general and/or substantive reports and the like that may document survey findings and recommended or executed actions or decisions involving transportation security or law enforcement programs

**A: Record Item:** Management Surveys

**Description:** The purpose of the surveys is to gather data that will be used to improve operations and management

- Administrative Per email 12-2-10*
- 1 ~~Internal~~ - Surveys targeting agency employees on such matters as employee interests, activity participation, organizational performance, job satisfaction, training effectiveness, etc

**Disposition:** TEMPORARY Cut off at end of the calendar year in which final report, study, research, or analysis ended **Destroy** 3 years after cutoff

- Operational Per email 12-2-10*
- 2 ~~External~~ Surveys targeting non-agency employees (e g , contractors, stakeholders, the public) on such matters as program interests, activity participation, organizational performance, customer satisfaction, training effectiveness, etc , excluding those that collect personally identifiable information (PII)

**NOTE:** Surveys proposing to collect PII from the public must be scheduled separately and must be approved for TSA prior to use

**Disposition:** TEMPORARY Cut off at end of the calendar year in which final report, study, research, or analysis ended **Destroy** 7 years after cutoff

TSA File Code - 5000.24

3 **Record Item:** Hand Receipts

**Description:** Includes original forms and similar documentation used to record routine hand to hand transfers or the issuance and receipt of property, materials or other general items not covered elsewhere by an approved property management schedule

**Disposition:** TEMPORARY **Destroy** immediately following return of receipted item or transfer to person returning property

**TSA File Code – 5000.25**

4 **Record Item:** Appointments and Designations

**Description:** Includes forms, memoranda, letters, and similar documents used to assign specific rolls, such as collateral duties, that are not covered elsewhere by an approved program schedule Excludes position descriptions and similar formal human resources records covered by the General Records Schedule

**Disposition:** TEMPORARY Cutoff annually when cancelled / terminated **Destroy** 3 years after cutoff

**TSA File Code – 5000.26**

5 **Record Item:** Access Requests

**Description:** Includes forms, memoranda, letters and similar documents used to record access requests and authorization determinations for electronic information systems, facilities, or other controlled access points, not covered elsewhere by an approved program schedule

**Disposition:** TEMPORARY Cutoff annually when cancelled / terminated **Destroy** 3 years after cutoff