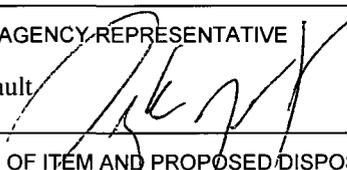


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-11-1</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions 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 withdrawn 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 <b>1/3/11</b>	ARCHIVIST OF THE UNITED STATES 
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 <b>12/28/2010</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Troy K Manigault</b> 	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 2800 – Security</b>  <b><u>New Record Item:</u></b> <ul style="list-style-type: none"> <li>• WVPP Case Files</li> </ul> See attached TSA schedule for the Workplace Violence Prevention Program (WVPP) programmatic records		

## Workplace Violence Prevention Program (WVPP)

WVPP is dedicated to the prevention and mitigation of any incident of workplace violence. The program relies on a two-pronged approach to achieve this goal, including training the workforce to identify, avoid, and report potential incidents of workplace violence, and a focus on identifying, assessing, and managing individuals who pose the risk of violence toward the workplace.

National case files are created by the National WVPP Manager and are similar to discipline and adverse action (DAA) case files, however, they are not covered as DAA records in the GRS. The similarity in DAA case files include the nature of their proposed actions, supporting documentation, witness statements, employee responses, as well as related hearing notices, reports and decisions. Thus, the DAA disposition was considered in part for scheduling these records, wherein DAA case files are approved for destruction no sooner than 4 years, but no later than 7 years after case is closed per GRS 1/30 b. WVPP proposes a 7 years fixed disposition that is expected to meet agency business needs given there is no defining statute, regulation or governing departmental or agency directive to the contrary.

Local case files are created by Workplace Violence Prevention (WVP) Coordinators and comprise such content as drafts and working papers and potentially final documents when closed/resolved locally or submitted to the National WVPP Manager for action (closing). The local case files are similar to general reports, which are approved for destruction 3 years after their fiscal year cutoff per N1-560-06-1 Item 8. WVPP proposes a 3 year disposition that is expected to meet agency business needs in the absence of any defining statute, regulation or governing departmental or agency directive to the contrary.

### WVPP Case Files

#### 1. National WVPP Case Files

Includes incident communications, photographs, reports, statements, and related documentation pertaining to agency-wide program prevention and/or action activities, efforts and similar records involving employees and the public for national program maintenance by the designated National WVPP Manager.

Disposition **Temporary**. Cut off closed cases annually **Destroy** 7 years after cut off.

#### 2. Local WVPP Case Files

Includes, optionally, copies of national case file content submissions and related program documentation not applicable to or necessary for inclusion in the national case file that are otherwise appropriate, approved and/or directed by the National WVPP Manager for local maintenance by the designated WVP Coordinators.

Disposition **Temporary**. Cut off closed cases annually **Destroy** 3 years after cut off.