Schedule Number: N1-560-12-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by GRS 2.4 item 140 (DAA-GRS-2016-0015-0019) and item 141 (DAA-GRS-2016 0015-0020)

Date Reported: 07/23/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION
WASHINGTON, DC 20408

<table>
<thead>
<tr>
<th>REQUEST FOR RECORDS DISPOSITION AUTHORITY</th>
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<tbody>
<tr>
<td>JOB NUMBER</td>
<td>N1-540-12-1</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>10-25-2011</td>
</tr>
</tbody>
</table>

1. FROM (Agency or establishment)
Department of Homeland Security (DHS)

2. MAJOR SUBDIVISION
Transportation Security Administration (TSA)

3. MINOR SUBDIVISION
N/A

4. NAME OF PERSON WITH WHOM TO CONFER
   - Anthony Ferguson
   - Ivan King

5. TELEPHONE
   - (571) 227-1564/5041
   - TSARespects@dhs.gov

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 2 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,

☐ is not required, ☐ is attached, or ☐ has been requested

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/17/2011</td>
<td>Troy K. Manigault</td>
<td>Director, Office of Information Management Programs</td>
</tr>
</tbody>
</table>

7. Item No

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   - TSA Functional Group: 1100 – HUMAN RESOURCES
   - New Record Items:
   - Family Medical Leave Act (FMLA) Program,
1100 – HUMAN RESOURCES

Background: The Family Medical Leave Act (FMLA), Public Law 103-3, grants family and temporary medical leave under certain circumstances. FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Title 29, Code of Federal Regulations, Part 2616, Subpart E, Record-keeping Requirements, § 825 500, provides that employers must keep records for no-less-than three (3) years. It also offers that records may be maintained and preserved on microfilm, or other basic source document of an automated data processing memory, consistent with specific provisions, including adequate protection, available viewing equipment, and clear and identifiable reproductions. Records kept in computer form must be made available for transcription or copying.

FMLA Program: Comprises a variety of agency program management and employee documentation created and collected, and maintained by the agency in order to track requests and monitor approvals for agency compliance, sharing and reporting among other Federal oversight authorities and agencies, as appropriate and consistent with the provisions of the Family Medical Leave Act (FMLA).

Item 1 FMLA Program Files – Includes agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management.

Disposition Temporary Cut off annually Destroy/delete 3 years after cutoff or when superseded, as appropriate.

Item 2 FMLA Employee Case Files – Includes records pertaining to agency approvals and monitoring associated with individual employee requests covered under the FMLA provisions, such as the employee applications, medical documentation, copies of leave applications and personnel actions, and similar records containing employee identifying data (e.g., payroll, notices, benefits and disputes) necessary to complete and process FMLA actions.

Disposition Temporary Cut off when case is closed Destroy/delete 3 year after cutoff.