

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-3</i>	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		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 withdrawn 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 (TSA)			
3. MINOR SUBDIVISION N/A			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony Ferguson <i>or</i> Ivan King	5. TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE <i>12/13/2011</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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/1/11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Troy K. Manigault	TITLE Director, Office of Information Management Programs (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 GRS OR SUPERSEDED JOB CITATION	10.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)
	TSA Functional Group: 1200 - Inspection TSA is seeking media neutrality for the previously approved items listed and approval for one new item. <p style="text-align: center;">**See Attached Sheet**</p>		

Item 1 Investigations

- a. Official Investigative Case Files (Employees and Non-Employees): Includes correspondence, investigative reports, witness statements, personal history summaries, official messages, court documents, laboratory reports, photographs and documents concerning official administrative actions taken following an internal investigation of applicants and employees.
- a(1). Investigative Case Files Not Referred: Includes investigations not referred to another internal office or outside agency for further investigation and law enforcement.

Disposition: Temporary. Cutoff at the end of the calendar year in which case is closed. **Destroy/delete** 5 years after cutoff.

Superseded Authority: N1-560-03-3, Item 1a

- a(2). Investigative Case Files Referred: Includes investigations referred to another internal office or outside agency for further investigation and law enforcement (e.g., TSA Office of Chief Counsel, FBI, BATF, state and local police, etc.).

NOTE: For Enforcement Investigative Reports, see **600 - Legal** schedule.

Disposition: Temporary. Cutoff calendar year in which case is closed. **Destroy/delete** 25 years after cutoff.

Superseded Authority: N1-560-03-3, Item 1b

Item 2 Hotline Complaints — Includes forms, memos, correspondence with responsible officials, synopsis of case, copies of closing reports and similar documentation related to hotline complaints.

Disposition: Temporary. Cutoff at the end of the calendar year in which case is closed. **Destroy/delete** 10 years after cutoff.

Superseded Authority: N1-560-03-3, Item 4

Item 3 Fact Finding and Non-Special Reports — Includes incident reports and other related documentation submitted for alleged violations of transportation security laws and regulations where upon preliminary investigation was decided that the incident did not warrant opening an official investigation case file.

Disposition: Temporary. **Destroy/delete** immediately when no longer needed for legal or operational purposes.

Superseded Authority: N1-560-03-3, Item 5

Item 4 Program Analysis

- a. Analysis and Review Reports: Includes program analysis worksheets and informational checklists used in the review of draft investigative reports and program reviews.

Disposition: Temporary. Cut off at the end of the calendar year in which project is completed. **Destroy/delete** 20 years after cutoff.

Superseded Authority: N1-560-03-3, Item 7

- ~~b. Trend Analysis: Includes correspondence, notes, draft background material, statistical data, summaries and other papers pertaining to current and future trends in transportation security developed by the Inspections Office.~~

~~Disposition: **PERMANENT**. Cut off at end of calendar year in which data reported. **Transfer** to the NARA in 5-year blocks, when the most recent record is 20 years old.~~

~~Superseded Authority: N1-560-03-3, Item 7~~

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Item 5 Inspection Case Files

- * a. Office of Inspection Reports: Includes comprehensive reports of findings and follow-up memoranda created as a result of inspection or other internal review of each component's operations and procedures.

Disposition: Temporary. **Destroy/delete** after completion of second succeeding office inspection or 6 years, whichever is longer.

Superseded Authority: N1-560-03-3, Item 2