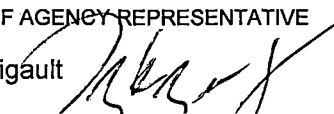


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-6</i>	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 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 withdrawn 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 TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 2/1/12	SIGNATURE OF AGENCY REPRESENTATIVE 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 GRS OR SUPERSEDED JOB CITATION	10.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: 100 – TSA Management <u>New Record Items</u> <ul style="list-style-type: none"> • Senior Leadership Administrative Records <p><i>**See Attached Sheet**</i></p> <p>WITHDRAWN</p>		

Item 1.

Senior Leadership Administrative Records: Includes but not limited to schedules, invitations, visits, trip books, calendars, logs, diaries, agendas, and other administrative records documenting the activities of the Administrator, Deputy Administrator, Chief of Staff, Assistant Administrators and equivalents, and similar senior-level executive positions responsible for the oversight and leadership of a major organizational Headquarters office.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer to NARA 10 years after cutoff.

WITHDRAWN

WITHDRAWN