
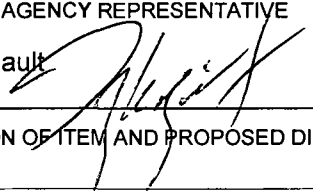


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-7</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security (DHS)</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions 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 withdrawn 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 or Ivan King</b>	5 TELEPHONE <b>(571) 227-1564/5041 TSARecords@dhs.gov</b>	DATE <b>9 Jan 14</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>1/23/2012</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Troy K Manigault</b> 	TITLE <b>Director, Office of Information Management Programs (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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 100 – TSA Management</b>  TSA is seeking media neutrality for the previously approved items listed  <p style="text-align: center;"><b>**See Attached Sheets**</b></p>		

## 100 – TSA Management

### Item 1

**Correspondence Management** – Includes instructions regarding correspondence practices and mail routing, forms used in recording and controlling mail, and reports on mail and correspondence

a Instructions

Disposition TEMPORARY **Destroy** when superseded

Superseded Authority N1-560-03-2, Item 9a

b All Other Materials

Disposition TEMPORARY **Destroy** when 2 years old

Superseded Authority N1-560-03-2, Item 9b