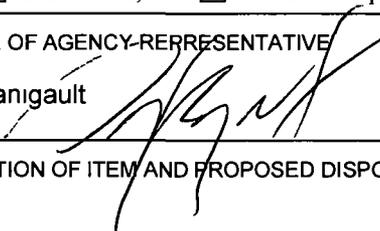


REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-11</i>	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 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 withdrawn 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>9 Jun 14</i>	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 3/19/12	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 200 – Administrative Management <u>New Item</u> <ul style="list-style-type: none"> Personal Property Management Systems <p align="center">**See Attached Sheets**</p>		

Personal Property Management Systems: Systems provide automated capabilities that include, but are not limited to, documenting and tracking the acquisition, maintenance, utilization, transfer, excess, donation, sale, and abandonment or destruction of personal property throughout the property use and/or lifecycle

Item 1 Master File/Database

Property Inventory and Asset Management Records — Includes, but not limited to, descriptions, property number, serial numbers, values, transfers, locations, makes, models, systems administrators, authorized users, and other related logistics, ownership and financial details

Disposition Temporary Cut off at the end of the calendar year of final disposition of property
Destroy/delete 3 years after cutoff

Item 2 ~~Outputs~~

Routine Reports — Includes, but not limited to, inventory, statistical, narrative and other standardized reports created on a routine basis

Disposition Temporary Cut off at the end of the calendar year **Destroy/delete** 3 years after cutoff

GRS 20, item 5