

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-13</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 withdrawn 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 <i>Anthony Ferguson or Ivan King</i>	5. TELEPHONE <i>(571) 227-1564/5041 TSARecords@dhs.gov</i>	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <i>4/2/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Troy K. Manigault</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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~~

~~**New Record Items:**
Historian Program~~

- ~~• Historian Program Files~~
- ~~• Historian Inventory Files~~
- ~~• Museum Materials~~

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Background: The Historian Program is conceived to oversee the agency establishment and management of the substantive efforts necessary to capture relevant historical products documenting the activities, events and personalities associated with the establishment and continued existence of TSA, including such documentary evidence as artifacts, memorabilia, photographs, audio and/or video documentaries.

Historian Program: Comprises information created and collected to record and track program activities, such as collection, identification, handling and display of artifacts and documentation deemed to be of historical value, including, but not limited to, copies of select papers and books, audio and video files, digital and paper photographs, and significant artifacts and memorabilia identified by the program officials.

Item 1. **Historian Program Files** – Includes agency research documents, requests for historical records, artifacts and memorabilia, program collection/loan records, donor acknowledgments and releases, and similar originals or copies of documentation evidencing program administration, such as agency event plans, proposals and presentation of historian exhibits. Exhibit records may include program approvals/authorizations, event funding and expense reports, event communications and notices, event agendas and schedules, event photographs and surveys, event incident reports, and/or other originals or copies of documentation that pertain to the preparation and/or execution of an exhibition event.

Disposition: **Permanent.** Cut off annually in year created. **Transfer** to NARA after cutoff.

Item 2. **Historian Inventory Files** – Includes all manner of listings, spreadsheets and similar program records used to catalogue and track the agency inventory of historical records, artifacts and memorabilia. Inventories may include detailed or summary identifications that provide the total permanent holdings, as well as itemized temporary holdings identified for events or exhibits, loan or transfer, disposal/destruction, or reported as damaged, lost or stolen.

Disposition: **Temporary.** Cut off annually in year superseded. **Destroy/delete** 3 years after cutoff.

Item 3. **Museum Materials** – Includes originals and copies of selected audios, transcripts, videos, photos and negatives, and similar medium documenting the oral, written and/or visual history of the agency, whether created or copied for agency historical preservation and/or museum display/presentation. Examples may cover such subjects matter as personal interviews, special activities/programs, and similar events of significance.

a. **Historian Files** – Comprise final record copy/official files for record.

Disposition: **Permanent.** Cut off annually in year created. **Transfer** to NARA in 5-year blocks after file break.

b. **Library Files** – Comprise copies and drafts for reference.

Disposition: **Temporary.** Cut off annually in year created. **Destroy** when 5 years old or when no longer needed for reference, whichever is sooner.

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