

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-15</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request, including amendments, is approved except for items that may be marked [disposition not approved] or [withdrawn] in column 10.	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 <i>5/17/12</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 <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>5/30/2012</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Troy K. Manigault</b> <i>[Signature]</i>	TITLE <b>Director, Information Management Programs Division (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 GRS OR SUPERSEDED JOB CITATION	10.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: 500 – Budget</b>  TSA is seeking media neutrality for the previously approved items listed, <del>and approval for one new item.</del> <i>GA</i>  <b>**See Attached Sheet**</b>		

## 500 – BUDGET

	DESCRIPTION	DISPOSITION	SUPERSEDED
<b>Item 1</b>	<b>Budget Preparation and Submission:</b> Includes general material relating to budget submission. Includes work-based plans, zero-based budgeting plans, work planning, programming plans, and the like.	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 5 years after close of fiscal year covered by the budget.	<b>N1-560-03-14 Item 5</b>
<b>Item 2</b>	<b>Budget Estimates:</b> Includes preliminary estimates and justifications	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 5 years after close of fiscal year covered by the budget.	<b>N1-560-03-14 Item 6</b>
<b>Item 3</b>	<b>Budget Requests:</b> Includes three types of requests. These are Departmental, Congressional, and OMB. Departmental are requests for funds from TSA for the operation of their programs. Congressional and OMB are requests for special information on budgetary matters pertaining to the budget that TSA has submitted to Congress.	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 5 years after close of fiscal year covered by the budget.	<b>N1-560-03-14 Item 8</b>
<b>Item 4</b>	<b>Budget Execution</b>		
	a. <u>Correspondence Files:</u> Related to any request for budget action that concerns Washington Headquarters or field division offices.	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 5 years after close of fiscal year covered by the budget.	<b>N1-560-03-14 Item 9a</b>
	b. <u>Budget Execution Reports:</u> Includes current year SF 133, <i>Report on Budget Execution</i> . This report is required by OMB Circular A-34. Also included are working papers and supporting documents.	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 5 years after cut off.	<b>N1-560-03-14 Item 9b</b>
<b>Item 5</b>	<b>Appropriations</b>		
	a. <u>Laws on funds that are appropriated by Congress:</u> Includes four types of funds, all of which concern appropriations and fund balances, disbursements, and collections with particular attention to the current status of the Transportation Security Administration and the effect of withdrawal in relation to interest accruals.	Cutoff at the end of the calendar year. <b>Destroy/delete</b> when 10 years old.	<b>N1-560-03-14 Item 10a</b>
	b. <u>Treasury Form BA-6727:</u> Which is a <i>Statement of Appropriation Account</i> containing Section I balances as of quarters end and Section II, Accrued Expenditures.	Cutoff at the end of the fiscal year. <b>Destroy/delete</b> 10 years after cut off.	<b>N1-560-03-14 Item 10b</b>
<b>Item 6</b>	<b>Funds Availability</b>		
	a. <u>Appropriated Funds:</u> Earned reimbursements, refunds, allocations received, transfer appropriations, status of allotments, apportionments, etc. Includes copies of <i>Advance of Fund Availability</i> , which is used as a record of transfer of funds from other Government agencies and which will become available for apportionment within the current fiscal year.	Cut off at the end of the fiscal year. <b>Destroy/delete</b> 10 years after cut off.	<b>N1-560-03-14 Item 11</b>

**DESCRIPTION****DISPOSITION****SUPERSEDED**

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- b. **Advance of Funds:** Correspondence, reports, background material, working documents, requests from States, and related documents regarding the advance of right-of-way revolving funds disbursed to States in accordance with 23 U.S.C. 108(C). (Records must be retained for the maximum time the State has before it loses the funds.)

Cut off at the end of the fiscal year. **Destroy/delete** 10 years after cut off.

**N1-560-03-14  
Item 12**