

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-8</i>	
1. FROM (Agency or establishment) Department of Homeland Security		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 withdrawn 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			
3. MINOR SUBDIVISION Office of Aviation Operations (Headquarters Operations Records)			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>1/9/2006</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</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>6</u> page(s) are not now needed 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>05/28/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached <i>WITHDRAWN</i> <i>1/9/2006</i> <i>Agency: none</i>		

AVOP 400—AVIATION OPERATIONS

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Aviation Operations (HEADQUARTERS)**

Title	Description of Records	Disposition	Authority
AVOP 400.1 GENERAL CORRESPONDENCE FILES	General material and correspondence relating to a Aviation Operations too broad in scope to be filed under one of the specific subjects below.	Cut off at end of calendar year. Destroy after 2 years.	GRS 23/1
AVOP 400.2 ORGANIZATION, AUTHORITIES, AND FUNCTIONS	Correspondence, memorandums, manuals, directives, organization charts, delegation orders and other records which establish or describe the organization and structure of Aviation Operations, including delegation of authority and the roles of offices and positions within the agency.	<u>PERMANENT.</u> Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.	
AVOP 400.3 to 4 UNASSIGNED			
AVOP 400.5 COMMUNICATIONS AND CUSTOMER SERVICE	Correspondence, memorandums, directives, reports, and other records from FOIA, Public Affairs, Media Relations, customer surveys, etc. Records can include customer complaints, compliments, and similar items.	Cut off when obsolete or issue is completed. Destroy when 3 years after cut off.	
AVOP 400.6 CONGRESSIONAL RELATIONS	Copies of correspondence, memorandums, reports, testimony, and other records.	Cut off at end of fiscal year. Transfer to FRC 7 years after cut off. Destroy when 15 years old.	
AVOP 400.7 UNASSIGNED			
AVOP 400.8 COORDINATION WITH GOVERNMENT AGENCIES	Coordination can include DHS, other Federal agencies, state and local governments, foreign governments and domestic and foreign stakeholders. Records	Cut off at end of fiscal year when no longer needed. Transfer to records center 2 years after	

AVOP 400—AVIATION OPERATIONS

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	<p>consist of correspondence, directives, reports and other documents dealing with interactions between this. Records may be filed by name of agency beginning with the Department of Homeland Security and then by the components of this agency. Other files may arranged alphabetically. Records do not include agreements made for services with these entities.</p>	<p>cut off. Destroy when 7 years old.</p>	
AVOP 400.9 COORDINATION WITH STAKEHOLDERS	<p>Correspondence, memorandums, reports, and other records documenting AVOP's coordination with airport authorities, air carriers and other aviation security stake holders.</p>	<p>Cut off at end of fiscal year. Transfer to FRC 2 years after cut off. Destroy when 7 years old.</p>	
AVOP 400.10-13 UNASSIGNED			
AVOP 400.14 MANAGEMENT SYSTEMS	<p>Documents related to the administration of AVOP management systems.</p>	<p>Destroy when 7 years old.</p>	
AVOP 400.15 MEMORANDUMS OF UNDERSTANDING, AND MEMORANDUMS OF AGREEMENT	<p>Memorandums of Understanding, and Memorandums of Agreement with federal agencies; stakeholders; state governments and agencies; county and municipal governments and agencies; foreign governments and agencies; non-government organizations. Records include the files that led up to the agreement.</p>	<p>Cut off at end of fiscal year in which the agreement expires. Transfer to records center 2 years after cut off. Destroy when 7 years old.</p>	
AVOP 400.16-17 UNASSIGNED			
AVOP 400.18 INVESTIGATIONS AND SECURITY	<p>Correspondence, memorandums, directives, reports, case files, and other documents covering employee criminal activity, background checks, criminal</p>	<p>Cut off annually after records become obsolete, superseded, or no longer needed. Transfer to records</p>	

AVOP 400—AVIATION OPERATIONS

Title	Description of Records	Disposition	Authority
AVOP 400.19 EMERGENCY PREPAREDNESS	investigations, personnel security and related.	center 2 years after cut off. Destroy 5 years after cut off.	
AVOP 400.20 PUBLICATIONS	Correspondence, memorandums, directives, standard operating procedures, and other documents related to emergency preparedness plan, including incident response plan, continuity of operations plan, and related.	Cut off annually after records become obsolete, superseded, or no longer needed. Transfer to records center 2 years after cut off. Destroy 5 years after cut off.	
AVOP 400.21 LITIGATION AND SENSITIVITY SECURITY INFORMATION REVIEW	Records include publications or promotional items depicting TSA or program mission activities. Items such as employee newsletters and similar are filed here.	<p>Cut off file upon publication or when document becomes obsolete, superseded, or is no longer needed to support program activities. Destroy 5 years after cut off.</p> <p>NOTE: Items created by the Field Office for public use must be forwarded to Headquarters for inclusion in permanent file.</p>	
AVOP 400.21 LITIGATION AND SENSITIVITY SECURITY INFORMATION REVIEW	a. Documents relating to litigation, Freedom of Information Act (Headquarters acts on all responses, these records are local office copies). Litigation and counsel records consist of information not held by the Office of Chief Counsel. See CHFC 600.6 litigation files	Cut off annually following close of case. Transfer to records center 2 years after cut off. Destroy when 7 years old.	
	b. Records documenting the	Cut off annually	

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Title	Description of Records	Disposition	Authority
<p>AVOP 400.22 to 400.25 UNASSIGNED</p>	<p>management and review of records containing Sensitive Security Information (SSI). For records classified "TOP SECRET" see GRS 18/5.</p>	<p>Following close of case. Transfer to records center 2 years after cut off. Destroy 7 years after date of cut off.</p>	
<p>AVOP 400.26 AUDITING MANAGEMENT</p>	<p>Documents related to audits of agency programs, operations, and procedures, and audits of contractors and grantees. Includes records used to document and track the Agency's response to audit, correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions tracking/milestones, and related records.</p>	<p>Cut off when audit is complete. Transfer to FRC 3 years after cut off. Destroy when 8 years old.</p>	
<p>AVOP 400.27-29 UNASSIGNED</p>			
<p>AVOP 400.30 WORKFORCE MANAGEMENT</p>	<p>Correspondence, memorandums, directives, reports, and other documents related to workforce management. Records include such topics as position classifications, compensation rules, employee attendance and leave management, recruitment policies, and related. Records also include workforce analysis such as organizational design (not organizational charts), staffing patterns, model workplace pilot program, etc.</p>	<p>Cut off annually. Transfer to records center 2 years after cut off. Destroy when 6 years old</p>	

AVOP 400—AVIATION OPERATIONS

Title	Description of Records	Disposition	Authority
AVOP 400.32 PROFESSIONAL DEVELOPMENT AND EMPLOYEE TRAINING	Copies of correspondence, memorandums, curricula, manuals, evaluation instruments, forms, and policy related to employee development and training.	Destroy when 5 years old or 5 years after completion of specified training program.	N1-560-03-10, Item 6.1
AVOP 400.33 to 400.39 UNASSIGNED			
AVOP 400.40 SPECIAL PROJECTS	Project work papers and administrative correspondence and documentation created in the course of the project. Records include finished products	Cut off at end of project. Keep inactive materials in office 2 years after file break, then transfer to records center. Destroy when 5 years old.	
AVOP 400.41 to 400.43 UNASSIGNED			
AVOP 400.44 HAZARDOUS MATERIALS	Correspondence, memorandums, directives, reports, and other documents related to management of hazardous materials. Records include those related to the disposition of hazardous materials at screening checkpoints or in checked baggage.	Cut off annually. Transfer to records center 2 years after cut off. Destroy when 7 years old.	
AVOP 400.45 UNASSIGNED			
AVOP 400.46 SPECIAL EVENTS	Copies of correspondence, memorandums, reports on all aspects of physical security for special events that the Agency hosts covering conferences, guard orders, guests and participants lists, meetings, requests for security requirements, technical security, training, escort requests and other related subject	Destroy when 3 years old.	
AVOP 400.47 PLANNING AND	Records related to long-term aviation security planning and vulnerability	Cut off at end of project. Keep	

AVOP 400—AVIATION OPERATIONS

Title	Description of Records	Disposition	Authority
VULNERABILITY ASSESSMENT	assessment.	inactive materials in office 2 years after file break, then transfer to records center. Destroy when 10 years old.	
AVOP 400.48-49 UNASSIGNED			
AVOP 400.50 OPERATIONS POLICY	Standard operating procedures, airport and aircraft operator security programs policy memorandums, directives, and other documents related to aviation security operations and policy.	Destroy when 5 years old or when superseded or obsolete, whichever is later.	
AVOP 400.51-53 UNASSIGNED			
AVOP 400.54 REGULATORY INSPECTION AND ENFORCEMENT OPERATIONS	Aviation regulatory inspection and enforcement reports, statistical data or reporting databases, and other documents. Subjects include airport inspections, air carrier inspections, safety and security inspections, cargo inspections, and related.	Cut off annually or following close of case. Transfer to records center 2 years after cut off. Destroy when 7 years old.	
AVOP 400.55 SECURITY INCIDENT RECORDS	Records related to aviation security incidents at the airport and abroad aircraft. They can include employee records, training records, screening logs, audio-visual materials, policies, directions, and any other record subject to the investigation.	<u>PERMANENT.</u> Cut off at close of the investigation. Transfer to a records center after 5 years, Offer to the National Archives 15 years after cut off. Records are subject to archival selection based on severity or historical interest in the incident. For those records not selected for Permanent retention destroy when 10 years old.	

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Title	Description of Records	Disposition	Authority
AVOP 400.56-57 UNASSIGNED			
AVOP 400.58 AVIATION SECURITY LAW ENFORCEMENT	Locally created or enhanced aviation law enforcement rules and regulations, copies of policy memorandums, and, directives, and other documents related to aviation security law enforcement. Records include local instructions on how Aviation Security Law is to be enforced	Cut off annually when regulations are obsolete or superseded. Transfer to records center 2 years after cut off. Destroy when 7 years old.	
AVOP 400.59 UNASSIGNED			
AVOP 400.60 INTELLIGENCE	Correspondence, memorandums, directives, reports, case files, and other documents covering employee criminal activity, background checks, criminal investigations, personnel security and related.	Cut off at end of case, or when no longer needed. Destroy when 3 years old.	
E-MAIL AND WORD PROCESSING DOCUMENTS	<p>a) Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.</p> <p>(b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.</p>	<p>Delete/destroy within 180 days after the record keeping copy has been produced.</p> <p>Delete when dissemination, revision, or updating is complete.</p>	