

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-12-1</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 withdrawn 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>10-25-2011</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 10/17/2011	SIGNATURE OF AGENCY REPRESENTATIVE Troy K. Manigault <i>[Signature]</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 1100 – HUMAN RESOURCES <u>New Record Items:</u> <ul style="list-style-type: none"> • Family Medical Leave Act (FMLA) Program, 		

1100 – HUMAN RESOURCES

Background: The Family Medical Leave Act (FMLA), Public Law 103-3, grants family and temporary medical leave under certain circumstances. FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Title 29, Code of Federal Regulations, Part 2616, Subpart E, Record-keeping Requirements, § 825.500, provides that employers must keep records for no-less-than three (3) years. It also offers that records may be maintained and preserved on microfilm, or other basic source document of an automated data processing memory, consistent with specific provisions, including adequate protection, available viewing equipment, and clear and identifiable reproductions. Records kept in computer form must be made available for transcription or copying.

FMLA Program: Comprises a variety of agency program management and employee documentation created and collected, and maintained by the agency in order to track requests and monitor approvals for agency compliance, sharing and reporting among other Federal oversight authorities and agencies, as appropriate and consistent with the provisions of the Family Medical Leave Act (FMLA).

Item 1 **FMLA Program Files** – Includes agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management.

Disposition **Temporary** Cut off annually **Destroy/delete** 3 years after cutoff or when superseded, as appropriate.

Item 2 **FMLA Employee Case Files** – Includes records pertaining to agency approvals and monitoring associated with individual employee requests covered under the FMLA provisions, such as the employee applications, medical documentation, copies of leave applications and personnel actions, and similar records containing employee identifying data (e.g., payroll, notices, benefits and disputes) necessary to complete and process FMLA actions.

Disposition **Temporary** Cut off when case is closed **Destroy/delete** 3 year after cutoff.