

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-5</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<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 <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 withdrawn 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 Revenue			
DATE RECEIVED <i>3-29-2004</i>			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur L. McCune, Jr.	5. TELEPHONE  571/227-2076	DATE <i>1-12-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 checked="" type="checkbox"/> has been requested.			
DATE <i>2/19/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr</i>	TITLE Chief, Records Management Division	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>**See Attached**</b>		

*Agency, NR, NARA, NARA*

**REV 2500—OFFICE OF REVENUE**

<p>This category is for specific disposition guidelines in connection with Transportation Security Administration records created by the Office of Revenue.</p>
---

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<p><b>1) REV 2500</b> REVENUE GENERAL CORRESPONDENCE</p>	<p>Correspondence with airline industries and general consumers regarding questions and answers about fees and regulations as well as general office administration.</p>	<p>Cut off at end of fiscal year. <b>Destroy</b> 3 years after cutoff.</p>	
<p><b>2) REV 2500.1</b> AIR CARRIER CONTACT LIST</p>	<p>Air Carrier Contact List case files including correspondence, emails, data, financial status records, agreements, monthly fee statements, payment proposals, review of financial obligations to TSA, airline current liabilities, and audit reports regarding individual air carrier records (both foreign and domestic). Filed alphabetical by carrier.</p> <p>This item also applies to electronic information (databases) gathered from the records listed for this item above.</p>	<p>Cut off at end of fiscal year. Transfer to FRC 10 years after cutoff. <b>Destroy</b> 25 years after cutoff.</p>	
<p><b>3) REV 2500.4</b> AUDIT REPORTS</p>	<p>Includes both Congressionally Mandated Independent Audit Reports (audits of airline cost information for determining security fees) and TSA Initiated Audits Reports (audits of airline compliance with security regulations).</p>	<p>Cut off at end of fiscal year in which audit completed. <b>Destroy</b> 6 years and 3 months after cutoff.</p>	
<p><b>4) REV 2500.7</b> FINANCIAL TRANSACTION REPORTS</p>	<p>Daily and monthly reports from a financial management database on fee payments made by airlines. Includes</p>	<p>Cut off at the end of fiscal year. Transfer to FRC 3 years after cutoff. <b>Destroy</b> 6 years and 3</p>	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
	deposits, amount paid, and who made the payments.	months after cutoff.	
	Files should be maintained in a secure filing cabinet.		
5) REV 2500.8 AIRLINE BANKRUPTCY CLAIMS	TSA outstanding claims, present petitions, past petitions against airlines for unpaid security fees submitted to Department of Justice for action. Court proceeding files and airline case files.	Cut off at the end of fiscal year. <b>Destroy</b> 6 years and 3 months after cutoff.	
6) REV 2500.9 REVENUE FORECASTING REPORTS AND ANALYSIS	Copies of records estimating security fee collections. These files include: Forecasting— Airlines and passengers; Newspaper Articles; Revenue and Industry Presentations; Market Share; Bureau of Economic Analysis TSA Fees Classification; Forecasting Telephone Conversations; Overflight Fees; and U.S. Airline Fee's and Taxes.	Cut off at the end of fiscal year. <b>Destroy</b> 3 years after cutoff.	
7) RULEMAKING FILES	Copies of regulations imposing fees on air carriers, providing guidance on fee remittance, and reporting such financial activities. Also includes comments from airline carriers and the general public regarding the security fee regulations.	<b>PERMANENT</b> Cut off when superseded or obsolete. Transfer to National Archives 7 years after cutoff.	
8) FEE REMITTANCES	Contains information about how TSA distributes remittances to air carriers for security purposes as well as for wartime supplementals. Includes compensation plans, disbursement plans, and	<b>PERMANENT</b> Cut off when superseded or obsolete. Transfer to National Archives 7 years after cutoff.	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
9) POLICY	payment facts and figures.  a. Background files regarding REV programs' policy development including correspondence, drafts, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to policies for the Office of Revenue.  b. Official signed policy statements.	Cut off when superseded or obsolete. <b>Destroy</b> 25 years after cutoff.  <b>PERMANENT</b> Cut off when superseded or obsolete. Transfer to National Archives 7 years after cutoff.	
10) ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.  a. Copies that have no further administrative value after the recordkeeping 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	<b>Destroy/Delete</b> within 180 days after the recordkeeping copy has been produced.	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
	used only to produce the recordkeeping copy.		
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Delete</b> when dissemination, revision, or updating is complete.	

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			JOB NUMBER <i>71-560-04-5</i>	
1. FROM (Agency or establishment)  Department of Homeland Security			<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 <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 Revenue				
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur L. McCune, Jr.		5. TELEPHONE  571/227-2076	DATE	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>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 checked="" type="checkbox"/> has been requested.				
DATE 2/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>		TITLE Chief, Records Management Division	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	<b>**See Attached**</b>			

**REV 2500—OFFICE OF REVENUE**

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by the Office of Revenue.

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>REV 2500</b> REVENUE	Correspondence, and related materials documenting the general administration of the Office of Revenue too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. <b>Destroy</b> 2 years after cut off.	
<b>REV 2500.1</b> REFERENCE FILES	Consist of information not described elsewhere in this schedule, used as ready reference on subjects of current and ongoing interest. These files may contain copies of publications, directives, pictures, correspondence and the like.  Note: Official file copies are not to be placed in these files nor are the files to be considered pending files when official file copies are kept on a tentative basis.	Cut off at end of calendar year. <b>Destroy</b> when superseded or obsolete.	
<b>REV 2500.2</b> REPORTS AND SUPPORTING DOCUMENTATION	Reports covering all subjects included under this primary. Includes reports to Congress, reports, internal department or agency reports, budget reports and language revenue, legislative and general support to Congress and preparation for Congressional and public hearings. Case file by type of report as necessary.  General and substantive reports studies, progress reports, and reports of significant accomplishments.	Cut off at end of fiscal year. <b>Destroy</b> when 3 years old.	

**REV 2500—REVENUE**

Title	Description of Records	Disposition	Authority
<b>REV 2500.3</b> COMMITTEES, MEETINGS, AND CONFERENCES	Case file special or one-time reports as needed.	<b>Destroy</b> 2 years after termination of committee.	GRS 16/8a
<b>REV 2500.3.1</b> Arrangements	Committees, meetings, and conferences relating to establishment, organization, membership, and policy of internal committees pertaining to administrative management activities and functions. Subdivide committees and conferences, if necessary, and show name and date span of folder.	<b>Destroy</b> 2 years after termination of committee.	GRS 16/8a
<b>REV 2500.4</b> AUDIT REPORTS	All other committee records such as meeting arrangement, invitations, extra copies of agenda, accommodations, authority to attend, workpapers, acceptances, and regrets.	a. Independent Audit Reports. Cut off at end of fiscal year. <b>Destroy</b> when 5 years old.	
	b. TSA Audits Reports. Audits of airline compliance with security regulation.	Cut off at end of fiscal year. <b>Destroy</b> when 5 years old.	
<b>REV 2500.5</b> REVENUE E-MAIL MESSAGES	Requests for clarification and guidance on security fee policies and procedures.	<b>Destroy</b> when 3 years old or when no longer needed.	
	Note: These Email messages are unique to the Office of Revenue and not TSA Broadcast Email Messages.		
<b>REV 2500.6</b> ELECTRONIC RESPONSE FILES	Consist of electronic information (databases) gathered from customer correspondence, dialog,	<b>Destroy</b> when no longer needed.	

**REV 2500—REVENUE**

Title	Description of Records	Disposition	Authority
<b>REV 2500.7</b> FINANCIAL TRANSACTION	requests for data, overall program requirements, contacts with airlines and financial data on airlines.	Cut off at the end of fiscal year. Transfer to FRC 1 years after cutoff. <b>Destroy</b> 3 years after cut off.	
<b>REV 2500.8</b> BANKRUPTCY	Claims against airlines for unpaid security fees.	<b>Destroy</b> when 3 years old.	
<b>REV 2500.9</b> REVENUE FORECASTING REPORTS AND ANALYSIS	Records estimating security fee collections.	<b>Destroy</b> when 3 years old.	
<b>REV 2500.10</b> INDIVIDUAL AIR CARRIER RECORDS	Correspondence, emails, data, financial status and agreements.	<b>Destroy</b> when superseded or obsolete, or upon separation or transfer of employee.	
<b>REV 2500.11</b> SECURITY FEE REGULATIONS	Policies and procedures: Imposing fees on air carriers, providing guidance on fee remittance, and reporting such financial activities.	<b>Destroy</b> when 5 years old or when no longer needed.	
<b>REV 2500.12</b> SECURITY FEE DOCKETS	Comments on the security fee regulations.	<b>Destroy</b> when 5 years old or when no longer needed.	
<b>REV 2500.13</b> POLICY	Consists of correspondence, drafts, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to policies for the Office of Revenue.	<b>Destroy</b> when superseded or obsolete.	

REV 2500—REVENUE

Title	Description of Records	Disposition	Authority
<b>Electronic Mail and Word Processing System Copies Series Descriptions and Dispositions</b>			

Copies that have no further administrative value after the recordkeeping 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 recordkeeping copy.

DELETE within 180 days after the recordkeeping copy has been produced.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.

**NOTE:** Some Office of Revenue reports and other records may be worthy of permanent retention if they significantly interpret TSA regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.