

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-06-7</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 withdrawn 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			
4. NAME OF PERSON WITH WHOM TO CONFER  A. Lawan Jackson	5. TELEPHONE  571-227-2068	DATE  <i>12-11-06</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-WITHDRAWN-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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  9/1/06	SIGNATURE OF AGENCY REPRESENTATIVE  Troy K. Manigault	TITLE  <i>Troy K. Manigault</i> Director, Office of Information Management Programs	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Transportation Security Administration – Unscheduled Items  See Attached		

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
200.3.3	<b>Property Systems Management:</b> Records and documentation associated with the maintenance and upkeep of the property management system of record database administration, help desk and configuration control.	Destroy when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
200.4.2	<b>Design and Construction</b>		
	<b>200.4.2-a Program of Requirements (PORs):</b> Space and construction standards for field locations.	Destroy when superseded.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
200.4.3	<b>Headquarters Building Services</b>		
	<b>200.4.3-a Specifications, Plans and Drawings:</b> Related to TSA's headquarters buildings including construction documents, space assignments, and locator plans. Specifications of installed above standard equipment.  <b>200.4.3-c Leases:</b> Includes, leases, statement of work, contract documents and other related documents, such as Supplemental Lease Agreements and Tenant Improvement Allowance Authorizations for the build out of space and all associated financial documentation.	<b>Destroy</b> 5 years after document has been superseded.  <b>Destroy</b> 5 years after expiration of document term.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>  <b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
600.3.1	<b>Ethics Advice Correspondence and "Intake" Forms:</b> Summarizing advice provided orally.		
	<b>600.3.1-a Official File Copy</b> (Maintained chronologically)	Cut off annually at end of calendar year. <b>Destroy</b> 6 years after date of cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
	<b>600.3.1-b Ethics Subject or Significant Individual File</b>	Cut off annually at end of calendar year.	<b>DO NOT</b>

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
		<b>Destroy</b> 6 years after date of cut off.	<b>DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>600.7</b> <b>Dispute Resolution</b>			
<b>600.7.2</b>	<b>Disputes:</b> Related to contract disputes before the Office of Dispute Resolution for Acquisition (ODRA). Includes documents relating to the adjudication of contractor disputes relating to contract performance before ODRA.	Place in inactive file when contract dispute is completed and the TSA administrator has adopted the recommended decision or when the dispute is terminated. Cut off inactive files annually. <b>Destroy</b> 8 years after date of cut off.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>1100.1</b> <b>Human Capital Strategic Planning</b>	Records describing and implementing TSA's integrated approaches to aligning human capital to support the vision and accomplish TSA's mission and goals, and defining how TSA employs, deploys, develops and evaluates its workforce to achieve desired business results. Records describing activities used in short-and long-range planning for human capital requirements, including forecasting future workforce requirements and succession planning.	<b>Destroy</b> when superseded or obsolete.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>1100.3</b> <b>Employment</b>			
<b>1100.3.3</b>	<b>Uniform Services Employment Reemployment Rights Act (USERRA):</b> Copies of orders of assignment, military histories, position descriptions, letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to TSA.	<b>Destroy</b> 1 year after returning from active duty.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
<b>1100.5</b> <b>Compensation, Pay Band Administration, Occupational Clusters</b>			

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<i>1100.5.3</i>	<b>Position Management Studies/Evaluations:</b> Position management and classification study and evaluation files, correspondence and reports on specific positions, occupations/occupational clusters, or organizational components prepared by personnel management and/or subject matter specialists.	<b>Destroy</b> when superseded or obsolete.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<i>1100.5.4</i>	<b>Pay Setting/Pay Increases/Pay Retention:</b> Records created in response to requests for an authorization of special rates, including request, background papers and data establishing need, and response approving or denying request.	<b>Destroy</b> 3 years after date of approval or denial of request.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<i>1100.9</i> <b>Work Life Programs</b>			
<i>1100.9.1</i>	Employee Assistance Program (EAP)	<b>Destroy</b> 6 years after date of last entry.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<i>1100.9.2</i>	EAP Case Files	<b>Destroy</b> 6 years after date of last entry.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<i>1100.10</i> <b>Transportation Security Executive Service (TSES)</b>	<b>Records describing and implementing programs, procedures and services supporting position and employees in TSA's senior-level executive positions.</b>	<b>Destroy</b> when superseded or obsolete.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<i>1200.1</i> <b>Investigations</b>			

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
1200.1.1	<b>Investigative Correspondence Files:</b> The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, official investigative case files or Personnel Security Folder but which have retrieval or reference value to the investigations program.	Cut off at end of calendar year, hold additional 2 years then <b>destroy</b> .	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1600.1 Operations			
1600.1.1	<b>Liaison Operations:</b> Related to records concerning the establishment and continued maintenance of program-related and mission-related partnerships and stakeholder contacts, both internal and external. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. <b>Transfer</b> to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1600.1.2	<b>Response Preparedness:</b> Related to records used to support timely and effective transportation security responses across non-aviation modes, in part, through program implementation; recommending regulatory, statutory and policy improvements; addressing system shortcomings; performing internal process troubleshooting and interagency liaison. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1600.1.3	<b>Cargo Security:</b> Related to cargo records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1600.1.4	<b>Passenger Security:</b> Related to passenger records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
1600.1.5	<b>Infrastructure Security:</b> Related to infrastructure records concerning transportation security risk reduction and impact mitigation, which supports system-wide security improvements. Includes correspondence, documents and other related records.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1800.4 Risk Management Policy and Procedures</b>	<b>This directive provides policies for the Transportation Security Administration Risk Management Program.</b>		
1800.4.1	<b>Criticality Assessment:</b> The TSA Criticality tool evaluates and prioritizes transportation assets and facilities. The results of the analysis identify which assets are relatively more important to protect from attack. The TSA tool was developed leveraging work completed by DHS Information Analysis and Infrastructure Protection (IAIP) Directorate. The tool will be deployed within each transportation mode to facilitate decision-making and resource allocation within each operating unit.	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year point.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1800.4.2	<b>Threat Assessment:</b> The TSA Threat Assessment approach, is a systematic, facilitated approach used to develop relevant threat scenarios for transportation assets and facilities. Threat scenarios are developed for each transportation mode that is then vetted through the TSA Intelligence Service. These generic scenarios are a required piece of the TSA vulnerability assessment methodology. These scenarios may be customized for an individual facility or vessel, but all generic scenarios must be addressed.	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year point.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
1800.4.3	<b>Vulnerability Assessment:</b> TSA intends to use two tools in support of analyzing transportation vulnerabilities. The Transportation Risk Assessment and Vulnerability Evaluation (TRAVEL) tool is used in a comprehensive TSA-led, facilitated, on-site, assessment of a transportation asset. The TSA Self Assessment Risk Model (TSARM) tool	Retain all files for 10 years per Risk Management Program: Executive Order 12598 as amended, Category 1.4(g). Declassify these files and determine their disposition at 10-year	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	guides the user through a series of security-related questions in order to develop a comprehensive security baseline of a transportation entity. The user is then prompted to assess the baseline security system effectiveness in response to specific threat scenarios. The effectiveness is then reassessed based upon the additional of countermeasures in response to conditions of heightened threat.	point.	
<b>1900.9 Surveys</b>	General material and correspondence relating surveys created within TSA including copies of those materials, filed with DHS, and other Government agencies. Includes promotional aids and publication materials.	<b>PERMANENT</b> Cut off file every 5 years. <b>Transfer</b> 5-year accumulation with related findings aid to NARA 5 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.10 Career Development</b>	Major career development tools and marketing documents.	Cut off at end of fiscal year. <b>Destroy</b> when 3 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.11 Online Learning Center (OLC)</b>	General and case file material, and correspondence and reports relating to development, maintenance, and support of the TSA OLC. <b>EXCLUDING</b> Master Files noted under <i>1900.1</i> .	<b>Destroy</b> when 5 years old or 5 years after completion of specific training program.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.12 Workforce Data Management</b>			
<b>1900.12.1</b>	<b>General Materials:</b> Related to TSA employees and their use for informational and reference purposes. Records can be used for workforce analysis and to support performance and training programs.	Cut off at the end of each fiscal year. <b>Destroy</b> when 5 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.12.2</b>	<b>Electronic and Database Records:</b> Related to TSA employees and their use for	Cut off at the end of each fiscal year.	<b>DO NOT</b>

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
	informational and reference purposes. Records can be used for workforce analysis and to support performance and training programs.	<b>Destroy</b> when 5 years old.	<b>DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.13 Quality Assurance</b>	Files related to and containing reports of all quality assurance evaluations of general training, screener training and re-certification, transportation security training and re-qualifications. <b>INCLUDES</b> hard copies/paper records and systems/electronic records.	<b>PERMANENT</b> Cut off files at end of fiscal year. <b>Transfer</b> 5-year accumulation to NARA 5 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>1900.14 Training Logs</b>	These records include staff certification and on the job training logs.	<b>Destroy</b> when 5 years old or 5 years after completion of specific training program.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>2100.2 Case Files</b>	Cases or topical files that reflect TSA activities, and attract media or Congressional interest.		
<b>2100.2.2</b>	<b>All Other Cases</b>	Cut off at end of calendar year. <b>Destroy</b> 5 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>2200.4 Alien Flight</b>	Files relating to program development, program management, space build out, certification requirements, and non-classified program information and reports.	Cut off at the end of the fiscal year. <b>Destroy</b> 3 years after cutoff.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>2200.5 Registered Traveler and Armed Law Enforcement Officer (LEO) Files</b>	Files relating to the Registered Traveler Pilot Program including correspondence, reports, concept papers, studies, and program evaluations.	Cut off at the end of the fiscal year. <b>Destroy</b> 3 years after cutoff.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
<b>2200.6</b> <b>Aviation and Intelligence Program</b>	Files relating to the execution of all aviation industry programs, including a range of general aviation programs, supporting background checks on commercial aviation workers, and managing background checks on alien flight students.	Cut off at the end of the fiscal year. <b>Destroy</b> 5 years after cutoff.	<p align="center"><b>DO NOT DESTROY</b></p> <i>Pending NARA approval of disposition.</i>
<b>2200.8</b> <b>Transportation Workers Identification Credentials (TWIC) Administration</b>			
<b>2200.8.1</b>	<b>Credentialing Activities and Credentialing Concepts:</b> Includes records pertaining to, and chartered to establish the Credential Process Office (CPO), and Credentialing Task Force.	Cut off at the end of the fiscal year. <b>Destroy</b> 15 years after cutoff.	<p align="center"><b>DO NOT DESTROY</b></p> <i>Pending NARA approval of disposition.</i>
<b>2200.8.2</b>	<b>Working Group Records:</b> Includes / involves DHS and TWIC programs.	Cut off at end of the fiscal year. <b>Destroy</b> 3 years after cutoff.	<p align="center"><b>DO NOT DESTROY</b></p> <i>Pending NARA approval of disposition.</i>
<b>2200.10</b> <b>Crew Vetting Program Records</b>			
<b>2200.10.1</b>	<b>Security Threat Assessment:</b> Includes records pertaining to personal information about persons authorized to be cockpit and cabin crewmembers on all TSA-regulated passenger and all cargo flights and non-crew members on all cargo flights. Records also include information in Master Crew Lists for all crew members and non-crewmembers.	<b>Destroy</b> when 2 years old.	<p align="center"><b>DO NOT DESTROY</b></p> <i>Pending NARA approval of disposition.</i>
<b>2200.10.2</b>	<b>Air Carriers Records:</b> These records contain significant correspondence and information submitted by the air carriers regarding information related to crew members.	<b>Destroy</b> when 2 years old.	<p align="center"><b>DO NOT DESTROY</b></p> <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
2200.10.3	<b>Policy Documentation:</b> These are Security Directives (SD) and Emergency Amendment (EA) records, which include information regarding specific threats to aviation security related to crewmembers on flight to, from, and over-flying the United States.	<b>Destroy</b> when superseded or obsolete.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
2300.2 <b>Policy Support and Analysis</b>			
2300.2.1	<b>No Fly/Selectee:</b> Inquiries and correspondence from the public regarding No Fly/Selectee relief procedure.	<b>PERMANENT Transfer</b> to FRC when 4 years old. <b>Transfer</b> to NARA when 10 years.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
2300.4 <b>Contact Center Inquiries</b>			
	2300.5.2a Dated and/or received between September 11, 2001 through September 11, 2002.	<b>PERMANENT Transfer</b> to FRC when 4 years old. <b>Transfer</b> to NARA when 10 years.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
2400.2 <b>Workplace Operations</b>			
2400.2.2	<b>Inspection Documents:</b> Includes correspondence, reports and other documentation relating to inspections of TSA operations conducted by the Occupational Safety and Health Administration.	Cut off at end of calendar year. <b>Destroy</b> 5 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
2400.3 <b>First Aid</b>	Guidance and other documents relating to first aid issues to include minor injuries, that do not require follow up care.	<b>Destroy</b> 1 year after superseded.	<b>DO NOT DESTROY</b>  <i>Pending NARA</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
			<i>approval of disposition.</i>
<b>2400.7 Safety Information System</b>			
<b>2400.7.1</b>	<p><b>System Development, Implementation and Maintenance Records:</b> Correspondence, reports, and other documentation related to the system.</p> <p><b>NOTE:</b> Documentation that relates to permanent of unscheduled master files and databases is not authorized for destruction by the GRS.</p>	<p><b>Destroy/delete</b> when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is need to protect legal rights, whichever is latest.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<b>2400.7.2</b>	<p><b>Electronic Database Records:</b> Electronic records that support administrative house keeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction in an agency specific records schedule.</p>	<p><b>Delete</b> electronic version when the agency determines it is no longer needed for administrative, legal, audit or other operational purposes.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<b>2400.9 Public Safety</b>	Correspondence, memoranda and documents relating to public safety in TSA controlled space.	<p>Cut off at end of calendar year. <b>Destroy</b> 2 years after cut off.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<b>2400.11 Environmental Management and Planning</b>			
<b>2400.11.1</b>	<p><b>Environmental Management Systems:</b> Policies, procedures, support documents, and letters which outline the development and implementation of TSA's system.</p>	<p><b>PERMANENT Transfer</b> to FRC when 5 years old. Offer to NARA when 10 years old.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<b>2400.11.2</b>	<b>Affirmative Procurement and Recycling</b>	<b>Destroy</b> when	<b>DO NOT</b>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<b>Program:</b> Policies, procedures, support documents, and letters which outline the development and implementation of TSA's program.	superseded or obsolete.	<b>DESTROY</b> <i>Pending NARA approval of disposition.</i>
2400.11.3	<b>Environmental Reviews:</b> Includes reviews of major TSA actions that could pose a significant risk to the natural or human environment.	Cut off at end of calendar year. <b>Destroy</b> when 5 years old.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
2400.11.4	<b>Environmental Incident Investigations:</b> Includes related investigations, correspondence, reports and information obtained.	Cut off at end of calendar year. <b>Destroy</b> 10 years after cut off.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
2400.12 <b>Environmental Workplace Operations</b>			
	<u>2400.12.1-e Abandoned or Found Hazardous Materials:</u> Includes documentation records of small amounts of hazardous materials abandoned at screening checkpoints or found in baggage.	Cut off at end of calendar year. <b>Destroy</b> 3 years after cut off.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
2400.12.2	<b>Environmental Management System:</b> Includes plans, procedures, documentation, and correspondence which outline the development and implementation of a TSA "appropriate facility's" system.	<b>PERMANENT Transfer</b> to FRC when 5 years old. Offer to NARA when 10 years old.	<b>DO NOT DESTROY</b> <i>Pending NARA approval of disposition.</i>
2800.6 <b>Personnel Security Case Files</b>	Records include hard and electronic copies of investigations and clearances for TSA employees (e.g., Screeners, Non-Screeners, PP5* and other contractors, and private industry persons). Includes all persons investigated and/or who receive a security clearance from TSA as required by Federal		

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
	<p>regulations. Also includes copies of requests for investigations; investigations case papers and questionnaires; investigation processing forms, investigation results forms; correspondence; administrative actions forms/letters; appeals process documentation; SF 312, <i>Nondisclosure Agreement</i>; final results notification and requests for file review and results.</p> <p><i>* Pilot Programs at Five Airports: i.e., San Francisco, CA, Kansas City, MO, Rochester, NY, Jackson Hole, WY, and Tupelo, MS.</i></p>		
	<p><b>2800.6.2-a</b> <u>NOT</u> hired contractors, private industry personnel and contract screeners.</p>	<p><b>Destroy</b> 120 days after investigation is closed.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
	<p><b>2800.6.2-b</b> <u>Ineligible</u> contractors, private industry personnel and contract screeners.</p>	<p><b>Destroy</b> 1 year after adjudication is completed.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<p><b>3500.1</b> <b>Law Enforcement Field Operations</b></p>	<p>Records include information related to criminal investigations including how and when to conduct an investigation. Records also include information related to specific criminal investigation involving, Aviation, Rail, Maritime, Pipeline, Mass transit, and Highway.</p>	<p><b>Destroy</b> when superseded or obsolete.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<p><b>3500.2</b> <b>Management Inquiries</b></p>	<p>Investigations directed by management on criminal matters and specific case files. These records include required course of fire re-qualifications scores, ammunition inventories, and proof of receipts.</p>	<p><b>Destroy</b> when superseded or obsolete.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of disposition.</i></p>
<p><b>3500.3</b> <b>National Special Security Events (NSSEs)</b></p>	<p>Records include Law enforcement support of NSSEs and assignments made.</p>	<p><b>Destroy</b> when 2 years old or when no longer needed.</p>	<p><b>DO NOT DESTROY</b></p> <p><i>Pending NARA approval of</i></p>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
			<i>disposition.</i>
<b>3500.4 Exemptions</b>	Records include exemptions granted to other law enforcement agencies.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.5 Law Enforcement Officers (LEOs)</b>			
<b>3500.5.1</b>	<b>LEOs Crisis Management Training:</b> Local training received and given to other law enforcement entities by Law Enforcement personnel.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.5.2</b>	<b>LEOs Crisis Management Exercises:</b> Exercises scenarios, actual exercises, and after-action reports.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.5.3</b>	<b>LEOs Flying Armed:</b> Record of local training completed by federal state and local law enforcement officers.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.5.4</b>	<b>State/Local LEO Deputation Program:</b> Agencies participating in the program, number of officers deputized, local training provided, any actions taken or arrests made, number of prosecutions.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.6 Security Assessments</b>			

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
3500.6.1	<b>Man-Portable Air Defense System (MANPADS):</b> Documents associated with evaluating vulnerabilities of selected infrastructure to threat of MANPADS attacks.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.6.2	<b>MANPADS Mitigation Plans:</b> Mitigation Plan Documents associated with plans to deter MANPADS attacks.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.6.3	<b>Joint Vulnerability Assessments:</b> Documents associated with comprehensive threat-based evaluation of security posture vulnerabilities.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.6.4	<b>Joint Vulnerability Assessments:</b> Documents associated with comprehensive threat-based evaluation of security posture vulnerabilities.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.6.5	<b>Mobile Support Team:</b> Documents associated with law enforcement assessments field support initiatives and operations.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.6.6	<b>Outreach/Education Initiatives:</b> Documents associated with field outreach and education activities related to vulnerability assessments, threat assessments, and counter-terrorism.	<b>Destroy</b> when 2 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.7 <b>Federal Flight Deck</b>			

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
<b>Officers (FFDOs)</b>			
<b>3500.7.1</b>	<b>FFDO Operations:</b> Documentations of the operational requirements of the FFDO program. Congressional/industry inquiries which are routed through the Executive Secretariat.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.7.2</b>	<b>FFDO Firearms:</b> Inventory of firearms issued to pilots in the FFDO program, record of survey for lost and stolen weapons assigned to FFDOs.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.7.3</b>	<b>FFDO Dashboard Automated System:</b> Documentation on data requirements in automated system, system changes, and access.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.7.4</b>	<b>FFDO Contracts, Placement of Safes and Usage.</b>	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.7.5</b>	<b>Incidents Involving FFDOs:</b> Records include investigations and resolution of incidents involving FFDOs.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.8 Law Enforcement Liaison</b>			
<b>3500.8.1</b>	<b>Federal, State, Information: Related to logistical advance support provided to the Assistant Secretary or other key TSA</b>	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
	<b>officials.</b>		<i>Pending NARA approval of disposition.</i>
<b>3500.8.2</b>	<b>Local Law Enforcement Liaisons:</b> Records include information related to liaison contacts and substantive issues related to these contacts.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.8.3</b>	<b>Joint Terrorism Task Force (JTTF):</b> Records include information related to interaction with national or regional joint terrorism task forces.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.8.4</b>	<b>Law Enforcement Associations:</b> Records include information related to liaison contacts and substantive issues related to these contacts.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.8.5</b>	<b>Law Enforcement Reimbursement Agreements with State and Local Law Enforcement Agencies:</b> Program guidance on the approval and execution of Reimbursement Agreements for State and local law enforcement presence at screening checkpoints.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
<b>3500.9</b> <b>Assistant Federal Security Director – Law Enforcement (AFSD-LE)</b>			
<b>3500.9.1</b>	<b>AFSD-LE Orientation and Training:</b> Program details of OLE performed orientation/training of AFSD-LEs in roles and responsibilities.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

CODE & ITEM	DESCRIPTION	DISPOSITION	AUTHORITY
3500.9.2	<b>AFSD-LE Equipment:</b> Record of non-standard equipment issued to AFSD-LES.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.9.3	<b>AFSD-LE Body Armor:</b> Documentation of body armor considered, specifications, and inventory of issued armor.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.9.4	<b>AFSD-LE Vehicles:</b> Law Enforcement (LE) requirements; Home to work justification; LE vehicle equipment requirements (radios, sirens emergency lights), and vehicle markings.	<b>Destroy</b> when 3 years old or when no longer needed.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.10 <b>Aviation Security Law Enforcement</b>	Locally created or enhanced law enforcement rules and regulations, of policy memorandums, directives, and other documents related to TSA law enforcement. Records include local guidance on how laws pertaining to TSA areas of responsibilities are to be enforced.	Cut off annually when regulations are obsolete or superseded.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.10.1	<b>Continuation of Operations (COOP):</b> Documents related to maintaining existing capabilities to support the continuity of the TSA headquarters and critical operational functions should an incident occur requiring the relocation of headquarters personnel to a secure location.	<b>Transfer</b> to FRC 2 years after cut off. <b>Destroy</b> 7 years after cut off.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.10.2	<b>Law Enforcement Briefings and Presentations:</b> Presentations and briefing documents on law enforcement organization, operations and future plans.	<b>Destroy</b> when superseded or obsolete.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>

**Transportation Security Administration - Unscheduled Items**

<b>CODE &amp; ITEM</b>	<b>DESCRIPTION</b>	<b>DISPOSITION</b>	<b>AUTHORITY</b>
3500.10.3	<b>Law Enforcement General Correspondence:</b> Non-controlled incoming correspondence and responses to questions on TSA law enforcement activities.	Destroy when 2 years old.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3500.11 <b>Security /Major Incident Records</b>	<b>Security/Major Incident Records:</b> Includes reports and records related to incidents that involved a terrorist, explosion, or other event that causes significant loss of life or property. Also included are cases that result in national and/or regional media attention, have public and/or Congressional interests, and cases that lead to substantive change in agency policies and procedures.	<b>PERMANENT</b> Cut off at end of fiscal year in which the investigation is closed. <b>Transfer to the FRC</b> in 5-year blocks when the oldest record in block is retained 5 years after cutoff. <b>Transfer to NARA</b> in 5-year blocks when oldest record in block is retained 10 years after cutoff".	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3700.5	<b>Privacy Policy:</b> Includes correspondence, memoranda, and TSA policy related to policy development and programs specifics.		
3700.5.1	<b>Significant documents</b>	<b>PERMANENT</b> <b>Transfer to FRC</b> in 3-year blocks. <b>Transfer to NARA</b> after 5 years.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>
3700.5.2	<b>All Other Documents</b>	Destroy when 5 years old or superseded or obsolete whichever is later.	<b>DO NOT DESTROY</b>  <i>Pending NARA approval of disposition.</i>