

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-08-2</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 withdrawn 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			
4 NAME OF PERSON WITH WHOM TO CONFER A Lawan Jackson	5 TELEPHONE 571/227-2068	DATE 2-17-09	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>3</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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE <i>2/13/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawan Jackson</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records Retention Schedule for Unscheduled Items See Attached Safety and Environment Records		

SAFETY

Item 1 — Inspection Documents: Includes correspondence, reports and other documentation relating to inspections of TSA operations conducted by the Occupational Safety and Health Administration.

Disposition. Cut off at end of calendar year. **DESTROY** 5 years after cut off.

Item 2 — Public Safety: Correspondence, memoranda and documents relating to public safety in TSA controlled space.

Disposition. Cut off at end of calendar year. **DESTROY** 2 years after cut off.

ENVIRONMENT

Item 3 — Affirmative Procurement and Recycling Program: Policies, procedures, support documents, and letters which outline the development and implementation of TSA's program.

Disposition. **DESTROY** when superseded or obsolete.

Item 4 — Environmental Reviews: Includes reviews of major TSA actions that could pose a significant risk to the natural or human environment.

Disposition. Cut off at end of calendar year. **DESTROY** when 5 years old.

Item 5 — Environmental Incident Investigations: Includes related investigations, correspondence, reports and information obtained.

Disposition. Cut off at end of calendar year. **Destroy** 10 years after cut off.

Item 6 — Case Files: Includes files referred to another internal office or outside agency for further investigation and enforcement (e.g. the Chief Counsel's Office, FBI, ATF, and state and local police).

Disposition. Cut off annually following close of case. Transfer to FRC 1 year after cutoff **DESTROY** 10 years cut off.

Item 7 — Annual, Biennial, and Exception Reports: Records include reports submitted to the Environmental Protection Agency (EPA)

NOTE: This item supersedes N1-560-04-17, Item 18b.

Disposition. **DESTROY** 5 years from the due date of the report.

Item 8 — Regulatory Inspections and Investigations: Documents include reports, correspondence, and requests from Federal and State regulators

Disposition Cut off at end of fiscal year. **DESTROY** when 5 years old.

Item 9 — Inspection Logs: Documents include internal checklists and correspondence relating to the storage and handling of the hazardous materials voluntarily abandoned property. Records also include TSA-procured hazardous materials monthly inventory

Disposition. Cut off at end of fiscal year. **DESTROY** when 5 years old

Item 10 — Applications and/or Licenses: Records include applications and/or licenses for EPA identification numbers, changes to generator status, or any other applications that are submitted to the State, Federal, or local agencies.

Disposition. **DESTROY** when superseded or obsolete.

Item 11 — Incident Reports: Records include reports of hazardous materials spills within TSA occupied space or transportation of hazardous materials voluntarily abandoned property to the accumulation area

Disposition. Cut off at end of fiscal year. **DESTROY** when 5 years old.

Item 12 — Contingency Plan: Records include emergency plans, which describes the actions taken to minimize hazards to human health or the environment from fires, explosions, or any unplanned release of hazardous waste constituents to air soil or surface water

NOTE: This applies to large quantity generators (LQG) only (40 CFR 265.50).

Disposition. **DESTROY** when superseded.

Item 13 — Environmental Management Coordinator (EMC) Designation Letters: Record includes letters from the approving official designating an EMC the responsibility for the hazardous material management program

Disposition. **DESTROY** when superseded.

Item 14 — Authorization Letters: Record include letters from the approving official authorizing the hazardous waste pickup subcontractor the authority to sign manifests and other supporting documentation on behalf of TSA.

Disposition **DESTROY** when superseded.

Item 15 — Route Plan: Records include documents relating to the transportation of hazardous materials voluntarily abandoned property in a Government vehicle.

Disposition **DESTROY** when superseded.

Item 16 — Checklists:

Disposition. Cut off at end of fiscal year. **DESTROY** when 5 years old.