

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To National Archives and Records Administration Washington, DC 20408		JOB NUMBER <i>NI-560-12-5</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 withdrawn 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 or Ivan King	5 TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov	DATE <i>17 Jan 13</i>	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>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 12/23/2011	SIGNATURE OF AGENCY REPRESENTATIVE Troy K Manigault 	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: 300 - Acquisition TSA is seeking media neutrality for the previously approved items listed <p style="text-align: center;">**See Attached Sheet**</p>		

300 – Acquisition

- Item 1 Contracts, Grants, Memoranda of Understanding (MOUs)** – Includes correspondence and papers pertaining to awards, administration, receipts, inspections, payments, inter- and intra-agency agreements, requisitions, purchase orders, leases, bonds, surety records, and proposals. Files also contain reference copies of contracts awarded for supportive services for research studies in TSA, slides sent in as examples of negotiation, and analysis of proposals
- a Acquisitions or Purchases Includes official file copies and related papers
- a(1) Transactions equal to or more than \$100,000 and all construction contracts exceeding \$2,000
- Disposition Temporary Cut off at the end of the fiscal year of closeout or final payment **Destroy/delete** 6 years and 3 months after cutoff
- Superseded Authority N1-560-04-1, Item 5a(1)
- a(2) Transactions under \$100,000 and construction contracts under \$2,000
- Disposition Temporary Cut off at the end of the fiscal year of final payment **Destroy/delete** 3 years after final payment
- Superseded Authority N1-560-04-1, Item 5a(2)
- a(3) Selected cases that set precedent or are unusual and pertain to major innovations of more than 1 million dollars
- Disposition Temporary Cut off at the end of the fiscal year of final payment **Destroy/delete** 25 years after cutoff
- Superseded Authority N1-560-04-1, Item 5a(3)
- Item 2 Unsolicited Proposals** – Includes related review files and correspondence filed separately from the contract file
- Disposition Temporary Cut off at end of fiscal year **Destroy/delete** 3 years after cutoff
- Superseded Authority N1-560-04-1, Item 6
- Item 3 Claims, Protests, Investigations, Cases Pending in Litigation, or Similar Matters** – Includes copies of correspondence and other documents related to solicitation or contract files, and decisions
- Disposition Temporary Cut off at the end of the fiscal year of closed claim **Destroy/delete** 3 years after cutoff
- Superseded Authority N1-560-04-1, Item 7
- Item 4 Sources of Supply** – Includes but not limited to catalogs, GSA surplus property lists and price lists
- Disposition Temporary **Destroy/delete** when no longer needed
- Superseded Authority N1-560-04-1, Item 8