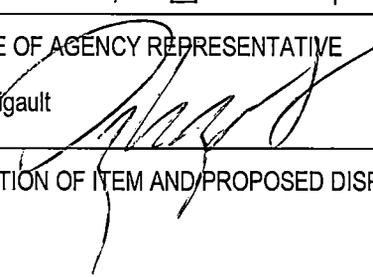


| | | | |
|---|--|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | (LEAVE BLANK) | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408 | | JOB NUMBER NI-560-12-10 | |
| 1. FROM (Agency or establishment) Department of Homeland Security (DHS) | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked [disposition not approved] or [withdrawn] in column 10.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 TELEPHONE (571) 227-1564/5041 TSARecords@dhs.gov | DATE | ARCHIVIST OF THE UNITED STATES WITHDRAWN |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 2 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 2/16/12 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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: PERMANENT Schedules TSA is seeking media neutrality for the previously approved items listed. **See Attached Sheet** | | WITHDRAWN |

TSA PERMANENT SCHEDULES

100 – TSA Management

WITHDRAWN

Item 1 Correspondence Files

- a. Internal: Includes action and information memorandums, directives, TSA broadcast e-mail messages reviewed by the Administrator, and photographs.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-15, Item 2**

- b. External: Includes correspondence with Congress, DHS Secretary, and DHS Administrators on transportation policies, TSA program planning and management. Includes contact with state, local, professional and civic interests.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-15, Item 1**

200 – Administrative Management

Item 2 Directives Management

Permanent Issuances: Includes official file copies, directives, background material and other papers related to the development of TSA directives, including changes that are authorized issuances and used as a primary means of issuing policy instructions and procedures.

Disposition: **PERMANENT**. Cut off and place in inactive file when superseded. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-2, Item 10**

500 – Budget

Item 3 Submissions and Justifications: Includes materials in relation to submissions of budget estimates to the Secretary, OMB, and the Congress. Subdivide by review organization as appropriate.

Disposition: **PERMANENT**. Cut off at the end of the fiscal year. **Transfer** to NARA when 10 years after cutoff.

Superseded Authority: **N1-560-03-14, Item 7**

600 – Legal

Item 4 Significant Litigation Cases: Includes cases that are selected by the Chief Counsel because of established legal precedent; received widespread attention from the news media, Congress, or the White House; or pertained to significant events or prominent individuals.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which case is closed. **Transfer** to NARA 20 years after cutoff.

Superseded Authority: **N1-560-03-01, Item 6**

Item 5 Major Regulation and Rulemaking Files: Includes final, signed regulations along with Federal Register notice and related correspondence: These cover rules that are considered significant under OMB criteria as stated in the preamble of the rule.

Disposition: **PERMANENT**. Cut off files at the end of calendar year in which signed. **Transfer** to NARA in 5 year blocks 20 years after cutoff.

Superseded Authority: **N1-560-03-01, Item 13**

WITHDRAWN

1000 – Financial Management

Item 12 Periodic Financial Statements: Includes annual, quarterly and monthly statements, balance sheets, budgetary resources, financing, cash flow prepared and other periodic financial records prepared on TSA's results of operations.

Annual Reports

Disposition: **PERMANENT**. Cut off at the end of the fiscal year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-13, Item 8a**

WITHDRAWN

1200 – Inspection

Item 13 Trend Analysis: Includes correspondence, notes, drafts, background material, statistical data, summaries and other papers pertaining to current and future trends in transportation security developed by the Inspections Office.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which data reported. **Transfer** to the NARA in 5-year blocks, 20 years after cutoff.

Superseded Authority: **N1-560-03-03, Item 6**

1300 – Intelligence

Item 14 Intelligence Cases: Consist of all-source information on persons, groups or organizations that pose a threat or were involved in an incident (i.e., involving the use of threats, force, or violence) targeting any mode of transportation. This may include the targeting of passengers involved in the use of any transportation conveyance, transportation facilities and its support structures, government facilities, commercial facilities rendering assistance to the traveling public, etc. May also contain original reports received from field offices of DHS, TSA and/or the Federal Aviation Administration (FAA), communications with Federal state, and local agencies, aviation industry, etc., comprised of photo, personal histories, statements of suspects, court documents, media and other reports, completed forms, official messages, pertinent Watch Log printouts/entries, faxes, and similar documents. Files may be in paper or electronic format and also includes electronic (digitized) version of files.

These records contain sensitive security information that is controlled under the provision of 49 CFR Part 1520, and classified intelligence and law enforcement reporting.

Series/system contains records that pre-date the establishment of TSA (November 19, 2001), which were in the custody of the FAA Headquarters, and were transferred to TSA under the Aviation Transportation Security Act (ATSA).

Significant Case Files: Includes records that are a result of an incident which creates national media attention, congressional investigation, civil or criminal litigation, Government Accountability Office or Inspector General investigations, and/or substantive change in agency policy and procedures. Such as, FAA security and intelligence records associated with 9/11 whose custody is now with TSA.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which case is closed. **Transfer** to NARA 30 years after cutoff.

Superseded Authority: **N1-560-04-12, Item 1b**

Item 15 Intelligence Briefings, Speeches Addresses, and Comments: Includes reports, summaries, and supporting audiovisual materials that are created to inform high-level officials of the agency (e.g., agency head and their senior advisors) on major issues confronting the agency in regards to transportation security. Information may be used to prepare such officials for hearings, press conferences, or major addresses.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. Transfer to NARA 30 years after cutoff.

Superseded Authority: **N1-560-04-12, Item 6**

WITHDRAWN

Item 16 Mission-Related Photographs: Includes photographs, background materials and activities related to the mission of TSA.
Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff, in 5 year blocks.
Superseded Authority: **N1-560-04-4, Item 9a**

Item 17 TSA Proposed Video Records: Includes video's produced by TSA, and reflective of historical events or evidence of the operation of the agency.
Disposition: **PERMANENT**. Cutoff at the end of the calendar year. **Transfer** to NARA after 5 years.
Superseded Authority: **N1-560-04-4, Item 11a**

WITHDRAWN

Item 18 Briefing Materials: Includes materials prepared for the President, Vice-President, and the Secretary of Homeland Security on TSA and DHS policies and procedures.
Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff, in 5 year blocks.
Superseded Authority: **N1-560-04-4, Item 12**

Item 19 Biographies: Includes but not limited to title of present position occupied, education, work experience, awards, subject photographs, sketches, and other information related to TSA key executives.

Record Copy

Disposition: **PERMANENT**. Cutoff at end of calendar year when superseded or obsolete. Transfer to NARA 5 years after cutoff or when volume warrants, whichever is sooner.

Superseded Authority: N1-560-04-4, Item 13a

Item 20 Press Release: Contain drafts, supporting data and final copies of press releases that provide information on policies and procedures that are TSA related. Arranged chronologically.

Record Copy

Disposition: **PERMANENT**. Cut off at end of the calendar year in which the record is created. **Transfer** to NARA 10 years after cutoff, in 5 year blocks.

Superseded Authority: N1-560-04-4, Item 15a

Item 21 Speeches: Copies of speeches made on behalf of the present and former Administrators, Deputies, Associate and Assistant Administrators on various subjects relating to TSA's mission. Background material, incoming requests and correspondence from the field office locations and private sector on security related subjects, conferences and other data pertaining to professional speechwriting and other public affairs services.

Record Copy

Disposition: **PERMANENT**. Cut off at end of calendar year. **Transfer** to NARA 10 years after cutoff, in 5 year blocks.

Superseded Authority: N1-560-04-4, Item 16a

Item 22 Brochures and Posters: TSA produced brochures and posters not found elsewhere.

Disposition: **PERMANENT**. Cut off at end of calendar year. Transfer 1 copy of each edition to NARA 5 years after cutoff, in 5 year blocks.

Superseded Authority: N1-560-03-10, Item 16

WITHDRAWN

WITHDRAWN

1800 – Strategic Management

Item 23 Strategic Planning Documents: The Service-wide strategic planning process includes the development of a *Strategic Plan* reflecting the business priorities set by top management; the implementation of this plan via business review performance measures; and the assessment of how organizational segments, as well as the agency as a whole, achieved a strategic plan. Records in this series include transportation scan study reports, papers describing emerging issues and incidents affecting transportation, strategic initiatives, graphs, charts, preliminary reports, internal correspondence, and text materials which document the entire planning and review process.

Planning and Review Process Documents — Includes all published studies, papers, TSA-wide strategic plans, annual operating plans, assessment reports, and any other published documents, which relate to the service-wide planning and review process.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-02, Item 1a**

Item 24 Organizational History Files: Encompasses three sub-series of records that document organizational realignments and changes in functional responsibilities of the agency. These records include reorganization studies or proposals initiated to design an efficient organizational framework most suited to carrying out the programs of TSA; final recommendations; implementation plans; descriptions of responsibilities assigned senior executive officers; and organizational charts reflecting regional boundaries, the geographic extent or limits of TSA programs and projects and organizational relationships and processes

Organizational Design Documents — Includes all final approved studies/recommendations, implementation plans, and related correspondence that reflect organizational realignments and/or changes in the way TSA does business. Also includes organizational charts that provide graphic illustrations and descriptions of the arrangement and administrative structure of the functional units of TSA.

Disposition: **PERMANENT**. Cut off at the end of the fiscal year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-02, Item 6a**

1900 – Training

Item 25 Training Programs

Master Files: Includes TSA training programs or courses developed by Agency offices including material, course description, and other pertinent material.

Disposition: **PERMANENT**. Cut off course material when superseded and close file. **Transfer** to NARA 5 years after cutoff.

Superseded Authority: **N1-560-03-10, Item 5**

Item 26 Multimedia Training Records: Includes audio and video recordings, photographs and related background material generated, acquired, sponsored, or gathered by TSA that document historical personalities, events, and other mission-related training activities.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 5 years after cutoff.

Superseded Authority: **N1-560-03-10, Item 12; N1-560-03-10, Item 13; N1-560-03-10, Item 14**

2000 – Operations Policy

Item 29 Regulations and Rulemaking

- a. **Regulations:** Includes correspondence background material, public information, memorandums of law, revisions to regulations and procedures, comments on proposed policies and procedure, and comments on proposed codification of instructional memorandums and proposed documents.

Disposition: **PERMANENT**. Cut off and close file at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-16, Item 13**

WITHDRAWN

- b. **Rulemaking:** Includes Transportation Security rulemaking files containing notices of proposed rulemaking; notices of proposed rulemaking; comments received in response to notices; petitions for rulemaking and consideration; denials of petitions and reconsideration; records of additional rulemaking proceedings; and final rules as published. The docket files also contain research studies transcripts or notes of public meetings, slides photographs truck hardware and other related material. Audiovisual materials are located in the supplemental information files, which are maintained with the docket files.

Disposition: **PERMANENT**. Cut off and close file at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-16, Item 12**

WITHDRAWN

- Item 30 Security Programs:** Includes program-issued records regarding programs required by law and Presidential Directives to ensure the safety and security of persons and property in aviation, maritime and surface transportation systems against an act of terrorism, criminal violence, piracy and introduction of unauthorized weapon, explosive, or incendiary device.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-10, Item 3**

- Item 31 Security Directives and Emergency Amendments:** Includes program-issued security directives, emergency amendments and background information and records regarding their implementation. TSA issues these documents when additional security measures are necessary to respond to a threat assessment or to a specific threat.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cut off.

Superseded Authority: **N1-560-04-10, Item 4**

- Item 32 Policy Records - Operational:** Includes policy developed for TSA operational elements/offices. **NOTE:** These series apply TSA-wide.

Official Signed Policy Statements

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which superseded or obsolete. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-10, Item 5b**

- Item 33 Standard Operating Procedures:** Includes standard operating procedures for TSA employees to follow when conducting aviation security activities, Files also include related correspondence.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which superseded or obsolete. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-10, Item 6**

2100 – Transportation Security Policy

- Item 34 General Transportation Security Policy and Development:** Includes copies of Congressional correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counterterrorism, field offices, information systems, overseas operations, physical security, procedures, technology, threats, and other related subjects.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 1**

- Item 35 Specific Transportation Security Policy:** Includes standard operating policy procedures, general rules and regulations, policy memorandums, security directives, program plans, sensitive reports, security measures, security standards and other substantive documents related to specific categories of security policy development.

- a. Mass Transit Security: Includes security policy development of passenger movement and infrastructure of mass transit, rail, bus and ferries.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 2**

WITHDRAWN

- b. Aviation Security Program: Includes security policy development related to the Aviation Security Program including the staffing, training and equipping of the men and women of the federal security work force and also includes passenger screening, registered traveler, screening at checkpoints, screening of footwear, behavioral assessment, policy on video surveillance, cargo and baggage screen, freight, use of canine screening, policy on international travelers, in-air transit and security at repair and maintenance facilities.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 3**

WITHDRAWN

- c. Rail Security: Includes security policy development of rail passengers, rail cargo, rail infrastructure and conveyances.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 4**

- d. Postal and Shipping, and Maritime Security: Includes security policy development of prevention and protection programs covering postal and shipping security across the nation's transportation system, specifically large, high-volume document and parcel shipping companies. Also included is policy development of the shipment of maritime cargo.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 5**

- e. Pipeline Security Program: Includes security policy development for pipeline infrastructure and the security of movement of hazardous materials through the national pipeline infrastructure.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 6**

- f. Highway and Motor Carrier Security: Includes security policy development of the movement of people, goods and services through the highway transportation infrastructure, which includes highways, roads, intermodal terminals, bridges, tunnels, trucks, buses and maintenance facilities.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 7**

- g. Cross Modal Security Program: Includes security policy development for surface transportation security programs that include national response preparedness.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 8**

- h. Transportation Information Systems Security: Includes correspondence and other documentation on policy development of information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 9**

Item 36 Case Files: Includes cases or topical files that reflect TSA activities, and attract media or Congressional interest.

Historical Files: Includes reports to Congress maintained indefinitely as the office of record. Certain other reports and extensive correspondence may also be considered "office of record" reports, such as GAO and DHS OIG audits and reviews.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 12**

WITHDRAWN

Item 37 Research and Development Files: Includes historical or technologically significant cases for reference for policy making. Also includes records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP) and supporting documents, drawings specifications, evaluation reports, and related correspondence.

Significant Documents

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 13**

WITHDRAWN

Item 38 Threat Case Files

Correspondence, Reports, and Other Documentation: Includes documentation on terrorist, criminal and other specific threats or actions taken against individuals or property. Materials are used for policy formulation and trend analysis.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 15**

Item 39 Security and Intelligence Boards: Includes record copies of reports and related documentation from security and intelligence related formally constituted Boards.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-04-13, Item 15**

2300 – Ombudsman

Item 40 Workplace and Customer Service Records/Problem Resolution: Includes policy recommendations, findings, reports and issue papers regarding workplace-related and customer service issues, investigations and inquires. Includes publicized results of investigations, weekly, monthly, semi-annual and annual reports.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-04, Item 5**

2500 – Revenue

Item 41 Revenue Rulemaking Files/Security Fee Regulations: Includes copies of policies, procedures and legislation imposing fees on air carriers, providing guidance on fee remittance, and reporting such financial activities. Including Public Law 108.11, *Wartime Supplemental*, Compensation Plans for Individual Air Carriers, Cockpit Doors Disbursement Plans for Individual Air Carriers, and Security Fee Regulations Comment.

Disposition: **PERMANENT**. Cut off when superseded or obsolete. **Transfer** to NARA 7 years after cutoff.

Superseded Authority: **N1-560-04-5, Item 7**

Item 42 Fee Remittances: Includes information about how TSA distributes remittances to air carriers for security purposes as well as for wartime supplemental. Also includes compensation plan, disbursement plans, and payment facts and figures.

Disposition: **PERMANENT**. Cut off when superseded or obsolete. **Transfer** to NARA 7 years after cutoff.

Superseded Authority: **N1-560-04-5, Item 8**

WITHDRAWN

3300 – Preparedness and Response

Item 43 Incident Management: A standardized system for response to needs for guidance, resources, security, intelligence, and public information from the Federal government to regions, States, tribal areas, and localities directly affected by natural or manmade catastrophic events, and defined in the National Incident Management System (NIMS) and National Response Plan (NRP). DHS and all its component agencies are assigned responsibilities under the NIMS.

Incident Management Plans: Includes correspondence and records, including partial and complete plans, related to the generation,

evaluation, and refinement of formal TSA plans for Incident response and Incident Management. May include notes and memoranda from Readiness Division attendance/participation at planning meetings, seminars, working groups, and other external forums. "Plans" includes any draft or final plans in which TSA resources play a central or supporting role for incident response or Incident Management, from National to the local level.

WITHDRAWN

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-05-1, Item 2**

Item 44 Major Incident Records: 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.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which incident occurs or investigation is closed. **Transfer** to the NARA in 5-year blocks 10 years after cutoff.

Superseded Authority: **N1-560-05-1, Item 8**

Item 45 Voice Recordings: Includes (TSOC) telephone records of incoming and out-going calls of threat relating to terrorists. Recordings document the management and review of records containing Sensitive Security Information (SSI). Recordings are recorded on a wave file and stored on the server at the TSOC facility.

Investigative Record: Includes any recordings needed as evidence in an investigation.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which investigation is closed. **Transfer** with associated Major Incident case file (N1-560-05-1, Item 8) to NARA.

Superseded Authority: **N1-560-05-1, Item 11**

Item 46 Video Recordings: Includes (TSOC) teleconferences and video images generated by monitoring cameras in surveillance operations.

a. Major Incidents: Includes reports and records related to incidents that involved a terrorist, explosion, or other event that causes significant loss of life or property.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which incident occurs or investigation is closed. **Transfer** with associated Major Incident case file (N1-560-05-1, Item 8) to NARA in 5 year blocks 10 years after cutoff.

Superseded Authority: **N1-560-05-1, Item 13**

b. Findings Aids and Production Documentation: For identification, retrieval, or use of major incident audiovisual records.

Disposition: **PERMANENT**. Cut off at the end of the calendar year in which investigation is closed. **Transfer** with associated Major Incident case file (N1-560-05-1, Item 8) to NARA in 5 year block 10 years after cutoff. At time of transfer, NARA and TSA will determine the media format in which the records will be transferred.

NOTE: Archival format standards are defined in 36 CFR 1228.266(e).

Superseded Authority: **N1-560-05-1, Item 14**

3400 – Federal Air Marshal Service

Item 47 Congressional Affairs Files

a. Contains transcripts from Congressional inquiries or hearings, testimonies and public hearing records for FAMS executives.

Disposition: **PERMANENT**. Cut off at the end of the Congress (e.g., 106th, 107th). **Transfer** to the National Archives 10 years after cutoff.

Superseded Authority: **N1-560-06-4, Item 3a**

WITHDRAWN

- b. Contains reports provided to Congressional committees (i.e. hiring reports, Air to Ground Communication reports, Airport Operation reports, etc.).

Disposition: **PERMANENT**. Cut off at the end of the Congress (e.g., 106th, 107th). **Transfer** to the National Archives 10 years after cutoff.

Superseded Authority: **N1-560-06-4, Item 3b**

3600 – Freedom of Information Act

WITHDRAWN

- Item 48 FOIA Annual Reports to Congress:** Related to reports at the departmental or agency level.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 5 years after cutoff.

Superseded Authority: **N1-560-03-6, Item 7b**

5000 – Common Use

- Item 49 Committee and Conference Files**

Internal Agency Committees: Includes but not limited to agendas, minutes, final reports, and other related records documenting accomplishments of official boards and committees established by TSA authority for facilitative or operational purposes. Records are related to the TSA's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-06-1, Item 1**

- Item 50 Government in the Sunshine Act Records:** Includes transcripts, minutes, and reports to Congress describing the agency's compliance with the Act.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. **Transfer** to NARA 10 years after cutoff.

Superseded Authority: **N1-560-03-2, Item 24**

WITHDRAWN