

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-6</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 withdrawn 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  Legislative Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur L. McCune, Jr.	5. TELEPHONE  571/227-2076	DATE <i>8/31/2001</i>	ARCHIVIST OF THE UNITED STATES <i>Leis Bellad</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 <i>2</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>		

*cc Agency NR NUNW*

**LEG 1500—LEGISLATIVE AFFAIRS**

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

Title	Description of Records	Disposition	Authority
<b>1) LEG 1500.1</b> CONGRESSIONAL MEMBER FILES	Letters, memorandums, reports, bio sketches, news articles, and correspondence reflecting agency related issues.	<b>Destroy</b> when obsolete or superseded, or when 2 years old.	
<del>LEG 1500.2</del> <del>HILL PHONE</del> <del>INQUIRIES (HP)</del>	<del>Records containing telephone inquires from Congress on TSA issues, which documents routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporate into organized files.</del>	<del><b>Destroy</b> when 1 year old.</del>	<del><b>GRS 23</b> <b>Item 5(b)</b></del>
<b>2) LEG 1500.3</b> CONGRESSIONAL CORRESPONDENCE	Contains closed correspondence with Congress, DHS Secretary, and DHS Administrators on transportation policies, TSA program planning and management as well as contact with state, local, professional and civic interests.	<b>Destroy</b> 2 years after file is closed	
<b>3) LEG 1500.4</b> HEARINGS AND BRIEFINGS	Contains memos, reports, minutes of meetings, and background materials for TSA in reference to Departmental, Congressional hearings, and Legislative briefings. Arranged by Congressional hearings and by date.	<b>Destroy</b> when 6 years old.	
	Note: File DHS hearings and briefings separate from Congressional and Legislative hearings and briefings.		

**LEGA 1500—LEGISLATIVE AFFAIRS**

Title	Description of Records	Disposition	Authority
<del>LEG 1500.5 TSA BROADCAST E- MAIL MESSAGES</del>	<del>Copies of TSA Broadcast e-mail messages maintaining at Headquarters for informational purposes and filed chronologically by date of receipt.</del>	<del>Destroy when obsolete or superseded.</del>	<del>N1-560-03-02 Item 13</del>
4) LEG 1500.6 E-MAIL AND WORD PROCESSING DOCUMENTS	a. Copies of records described in this schedule 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.	<b>Delete/destroy</b> within 180 days after the recordkeeping copy has been produced.	
	b. Copies of records described in this schedule 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.	