Request for Records Disposition Authority

Records Schedule Number

DAA-0560-2017-0001

Schedule Status

Approved

Agency or Establishment

Transportation Security Administration

Record Group / Scheduling Group

Records of the Transportation Security Administration

Records Schedule applies to

Major Subdivsion

Major Subdivision

Office of Law Enforcement/Federal Air Marshal Service

Schedule Subject

Employee Transfer Requests (Hardship) Files

Internal agency concurrences will

be provided

No

Background Information

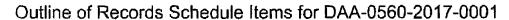
Transportation Security Administration (TSA) employees assigned to the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) may request a change in duty station due to a personal hardship. Personal hardships include serious medical condition of the employee or certain family members. Requests are reviewed by Supervisory Air Marshals in Charge and, if approved, reviewed by the OLE/FAMS hardship committee.

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval





Sequence Number	
1	Employee Transfer Request (Hardship) Files
	Disposition Authority Number: DAA-0560-2017-0001-0001

Records Schedule Items

Sequence	Number
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1

Employee Transfer Request (Hardship) Files

Disposition Authority Number

DAA-0560-2017-0001-0001

This series includes case files compiled by the OLE/FAMS Hardship Transfer Program Manager containing an application for a voluntary change in duty station (TSA Form 1136-1, OLE/FAMS Employee Transfer Request (Hardship); communication related to the employee's application; documentation from TSA Hardship Panel meetings; and final Panel determinations of approval or disapproval of the application.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? No

Disposition Instruction

Cutoff Instruction

Cut off closed case files at the end of the fiscal year. A case file is closed when an application is denied or if approved, an employee's reassignment is finalized.

Retention Period

Destroy 3 year(s) after cutoff

Additional Information

GAO Approval

Not Required



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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	Ву	Title	Organization
11/21/2016	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
02/14/2017	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/27/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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