

Request for Records Disposition Authority

Records Schedule Number

DAA-0560-2017-0019

Schedule Status

Approved

Agency or Establishment

Transportation Security Administration

Record Group / Scheduling Group

Records of the Transportation Security Administration

Records Schedule applies to

Agency-wide

Schedule Subject

Financial Management

Internal agency concurrences will

No

be provided

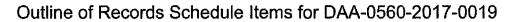
Background Information

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
2	0	2	0

GAO Approval





Sequence Number	
1	Tax Exempt Files
	Disposition Authority Number: DAA-0560-2017-0019-0002
2	Trip Reports Disposition Authority Number: DAA-0560-2017-0019-0018

Records Schedule Items

Records Schedule Items					
Sequence Number	·				
1	Tax Exempt Files				
	Disposition Authority Number	DAA-0560-2017-0019-0002			
	Certificates and other documents exempting TSA from paying State and local taxes on purchases.				
	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			
	GRS or Superseded Authority Citation	N1-560-03-013 / 5			
	Disposition Instruction				
	Retention Period	Destroy when no longer needed.			
	Additional Information				
	GAO Approval	Not Required			
2	Trip Reports				
	Disposition Authority Number	DAA-0560-2017-0019-0018			
	Consists of trip report findings and field reviews.				
	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			
	GRS or Superseded Authority Citation	N1-560-03-013 / 7			
	Disposition Instruction				
	Cutoff Instruction	Cut off at end of fiscal year.			
	Retention Period	Destroy 3 year(s) after cutoff			

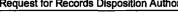
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0560-2017-0019

Additional Information

GAO Approval

Not Required



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 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
07/05/2017	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
07/05/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/03/2017	Submit For Certific ation	Nicole Adkinson- Calopietro	Management and Pr ogram Analyst	Office of Information Technology - Information Management Programs Division
08/04/2017	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology -, Operations and Engineering Division
05/15/2018	Submit for Concurrence	Galen Wilson	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist