

Request for Records Disposition Authority

Records Schedule Number **DAA-0560-2013-0001**
 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 **HazOut System**
 Internal agency concurrences will be provided **No**

Background Information : Under the Aviation and Transportation Security Act (ATSA), the Transportation Security Administration (TSA) is responsible for security in all modes of transportation, which includes passenger screening. Pursuant to ATSA, TSA determined that it would accept prohibited items as voluntarily abandoned properly (VAP) when passengers voluntarily surrendered such items at Federalized airport security checkpoints within the Continental United States. Supporting Authorities: Homeland Security Presidential Directive (HSPD) – 5; and ATSA (P.L. 107-71),

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0560-2013-0001

Sequence Number	
1	Master File Disposition Authority Number: DAA-0560-2013-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 417 532 449">Master File</p> <p data-bbox="378 470 1156 502">Disposition Authority Number DAA-0560-2013-0001-0001</p> <p data-bbox="378 523 1511 970"> HazOut is a web-based portal system used by TSA to assist with the collection and management of logistics and operations data associated with the collection and disposal of prohibited and hazardous materials collected at TSA security screening checkpoints. HazOut consists of multiple data collection applications, which are then merged to provide a single point of access for summary information, including Financials, EPA Generator Information, Compliance Information, Points of Contact, Generator and Pickup Location Addresses, Pickup Requests, Container Orders, and Generator Surveys. Integrated applications enable HazOut to perform automated processes for the review of shipping manifests, generation of correcting letters, tracking of medical waste, and the tracking of action items. Logistics data are available through ad hoc reporting, and also through scheduled (e.g., daily, weekly, bi-weekly, monthly) automated email processes. </p> <p data-bbox="378 991 932 1023">Final Disposition Temporary</p> <p data-bbox="378 1044 867 1076">Item Status Active</p> <p data-bbox="378 1098 837 1129">Is this item media neutral? Yes</p> <p data-bbox="378 1151 837 1268">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="378 1289 837 1385">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="378 1417 683 1449">Disposition Instruction</p> <p data-bbox="378 1470 1495 1544">Cutoff Instruction Cut off at end of calendar year in which request was submitted.</p> <p data-bbox="378 1566 1179 1598">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="378 1630 680 1661">Additional Information</p> <p data-bbox="378 1693 967 1725">GAO Approval Not Required</p>

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	By	Title	Organization
10/31/2012	Certify	Ivan King	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
04/21/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
04/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist