

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="378 421 532 449"><b>Master File</b></p> <p data-bbox="378 470 1156 497">Disposition Authority Number      DAA-0560-2013-0001-0001</p> <p data-bbox="378 523 1518 963">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="378 985 935 1012">Final Disposition                      Temporary</p> <p data-bbox="378 1038 870 1066">Item Status                              Active</p> <p data-bbox="378 1091 841 1119">Is this item media neutral?          Yes</p> <p data-bbox="378 1144 841 1264">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 841 1370">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="378 1410 686 1438"><b>Disposition Instruction</b></p> <p data-bbox="378 1464 1498 1534">Cutoff Instruction                      Cut off at end of calendar year in which request was submitted.</p> <p data-bbox="378 1559 1179 1587">Retention Period                      Destroy 3 year(s) after cutoff</p> <p data-bbox="378 1627 686 1655"><b>Additional Information</b></p> <p data-bbox="378 1681 971 1708">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