

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0002  
 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                    Environmental Management System (EMS)  
 Internal agency concurrences will be provided       No

Background Information            TSA established the Environmental Management Program within the Occupational Safety, Health, and Environment (OSHE) Division. Since then the Environment and Energy Branch has taken a proactive approach to assessing the environmental risk associated with TSA activities. To ensure environmental stewardship was integrated into TSA's mission and activities, the OSHE Division developed and implemented the Environmental Management System (EMS) to satisfy regulatory requirements, ensure environmental responsibilities are carried out, and to minimize the potential for environmental incidents. Supporting Authorities: Executive Order 13423, Strengthening Federal Environmental, Energy, and Economic Performance; and Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2013-0002

Sequence Number
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1
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Master File

Disposition Authority Number: DAA-0560-2013-0002-0001

## Records Schedule Items

Sequence Number								
1	<b>Master File</b>							
	Disposition Authority Number	DAA-0560-2013-0002-0001						
	Contains but is not limited to, User Account Information, Contact Information, Locations, Roles and Terms of Usage, Links, Announcements, Logs, User Airport Visitation Information, Airport Information (e.g., Name, Code, etc.), Document Library, Regulation Management Information, Environmental Product Ordering Information, Environmental Measuring Tool Information, and Dashboard Information.							
	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 e-mail and word processing?	Yes						
	Do any of the records covered by this item exist as structured electronic data?	Yes						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Executive Order 13423</td> <td>Strengthening Federal Environmental, Energy, and Economic Performance</td> </tr> <tr> <td>Executive Order 13514</td> <td>Federal Leadership in Environmental, Energy and Economic Performance</td> </tr> </tbody> </table>		Manual Citation	Manual Title	Executive Order 13423	Strengthening Federal Environmental, Energy, and Economic Performance	Executive Order 13514	Federal Leadership in Environmental, Energy and Economic Performance
Manual Citation	Manual Title							
Executive Order 13423	Strengthening Federal Environmental, Energy, and Economic Performance							
Executive Order 13514	Federal Leadership in Environmental, Energy and Economic Performance							
	<b>Disposition Instruction</b>							
	Cutoff Instruction	Cut off annually at end the of the audit cycle						
	Retention Period	Destroy 3 year(s) after cutoff						
	<b>Additional Information</b>							
	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	By	Title	Organization
10/31/2012	Certify	Ivan King	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
08/20/2015	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist