

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0004

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                   Risk-based Management and Analysis Systems (e.g., Safety Information System – (SIS))

Internal agency concurrences will be provided   No

Background Information           The Transportation Security Administration (TSA) leadership established the Environmental Management Program within the Occupational Safety, Health, and Environment (OSHE) Division. To ensure environmental stewardship was integrated into TSA's mission and activities, OSHE developed and implemented an environmental management system (EMS) to satisfy regulatory requirements, ensure environmental responsibilities are carried out, and to minimize the potential for environmental incidents.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2013-0004

Sequence Number
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1
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Master File

Disposition Authority Number: DAA-0560-2013-0004-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 427 509 455"><b>Master File</b></p> <p data-bbox="354 480 1130 508">Disposition Authority Number      DAA-0560-2013-0004-0001</p> <p data-bbox="354 534 1479 1087">TSA uses total risk-based management and analysis systems for purposes of, but not limited to, recording and tracking of injuries and illnesses of TSA employees and contractors under the supervision of TSA, in compliance with Occupational Health and Safety Administration (OSHA) recordkeeping requirements, performing risk assessments, tracking safety inspections, and monitoring corrective actions resulting from incident reports and inspections. Contains but is not limited to, reports of occupational injuries and illnesses; workers' compensation claims information filed by, or on behalf of, injured employees or contractors; medical bill payment records and information; notes of telephone conversations conducted in connection with claims; general information relating to the status of vocational and/or medical rehabilitation. Specific data elements may include personally identifying information (PII), such as Name, Social Security Number (SSN), birth date, gender, home address, occupation, and salary (for employees of the agency/TSA); date and location of the incident; and information received from various investigative agencies.</p> <p data-bbox="354 1108 907 1136">Final Disposition                      Temporary</p> <p data-bbox="354 1157 842 1185">Item Status                              Active</p> <p data-bbox="354 1206 813 1234">Is this item media neutral?          Yes</p> <p data-bbox="354 1255 813 1383">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="354 1404 813 1489">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="354 1527 659 1555"><b>Disposition Instruction</b></p> <p data-bbox="354 1581 1468 1655">Cutoff Instruction                      Cut off annually at end the of calendar year in which incident occurs and/or is reported.</p> <p data-bbox="354 1676 1151 1704">Retention Period                      Destroy 5 year(s) after cutoff</p> <p data-bbox="354 1747 656 1774"><b>Additional Information</b></p> <p data-bbox="354 1800 940 1827">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
02/21/2013	Certify	Ivan King	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
06/30/2015	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist