

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0005

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                   Web-based Employee and Employee Family Interaction Support Tools

Internal agency concurrences will be provided   No

Background Information           Web-based Employee and Employee Family Interaction Support Tools (e.g., PeerPort) are used to collect information on employee and/or employee family interactions with the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) Critical Incident Response Program (CIRP) Peer Support Members (PSMs) and report aggregated trends/patterns for CIRP program office staff. The CIRP was launched in 2009 in an effort to minimize the negative effects law enforcement work can have on personal life. The CIRP provides assistance to OLE/FAMS employees and their families in times of personal or professional crisis and helps employees meet life's challenges in an effort to remain healthy, engaged, and productive. The collected information/data within such tools as PeerPort are used to generate reports for trend analysis purposes. As trends are identified, the CIRP National Office will facilitate future training accordingly, and organize its implementation, noting the effects on the workforce.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0560-2013-0005

Sequence Number	
1	Master File
1.1	Master File Disposition Authority Number: DAA-0560-2013-0005-0001
2	Statistical and Activity Reports Disposition Authority Number: DAA-0560-2013-0005-0002

**Records Schedule Items**

Sequence Number	
1	<b>Master File</b>
1.1	<b>Master File</b>
	Disposition Authority Number <b>DAA-0560-2013-0005-0001</b>
	Collects employee and/or employee family interactions and incident related information, which includes, but is not limited to: contact information that includes date; client type; mode of contact; reason for contact; organization; personal information, work related information, medical information, financial information, traumatic incident (s); behavioral warnings signs; intervention method (s); follow-up recommendation(s); privacy statement exceptions; and referral actions.
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b>
	Do any of the records covered by this item exist as structured electronic data? <b>Yes</b>
	<b>Disposition Instruction</b>
	Cutoff Instruction <b>Cut off at the end of the calendar year in which information is entered.</b>
	Retention Period <b>Destroy 5 year(s) after cutoff</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>
2	<b>Statistical and Activity Reports</b>
	Disposition Authority Number <b>DAA-0560-2013-0005-0002</b>
	<b>Reports generated from collected system data and/or derived from trend analysis sources.</b>
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year in which reports are generated

Retention Period

Destroy 5 year(s) after cutoff

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	By	Title	Organization
02/21/2013	Return to Submitter	Ivan King	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
02/21/2013	Certify	Ivan King	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
12/29/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist