

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0006  
Schedule Status                    Modified Approved Version

Agency or Establishment           Transportation Security Administration  
Record Group / Scheduling Group   Records of the Transportation Security Administration  
Records Schedule applies to       Agency-wide  
Schedule Subject                   Occupational Safety Health & Environment (OSHE) Program Records  
Internal agency concurrences will be provided   **No**

Background Information           Occupational Safety Health and Environment (OSHE) is a multi-faceted loss prevention and awareness program designed to prevent and/or reduce accidental loss of material resources and protect employees from injury, illness, or death resulting from exposure to occupational safety and/or health hazards. This includes, but is not limited to, injury and illness record keeping and trend analysis, epidemiology, occupational medicine, industrial hygiene, radiation protection, and HAZMAT.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	0	13	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0560-2013-0006

Sequence Number	
1	Inspection Documents Disposition Authority Number: DAA-0560-2013-0006-0001
2	Public Safety Disposition Authority Number: DAA-0560-2013-0006-0003
3	Environmental Reviews Disposition Authority Number: DAA-0560-2013-0006-0005
4	Environmental Incident Case Files/Investigations Disposition Authority Number: DAA-0560-2013-0006-0006
5	Annual, Biennial, and Exception Reports Disposition Authority Number: DAA-0560-2013-0006-0008
6	Regulatory Inspections and Investigations Disposition Authority Number: DAA-0560-2013-0006-0009
7	Inspection Logs Disposition Authority Number: DAA-0560-2013-0006-0010
8	Applications and/or Licenses Disposition Authority Number: DAA-0560-2013-0006-0011
9	Incident Reports Disposition Authority Number: DAA-0560-2013-0006-0012
10	Contingency Plan Disposition Authority Number: DAA-0560-2013-0006-0013
11	Environmental Management Coordinator (EMC) Designation Letters Disposition Authority Number: DAA-0560-2013-0006-0014
12	Authorization Letters Disposition Authority Number: DAA-0560-2013-0006-0015
13	Route Plans and Checklists Disposition Authority Number: DAA-0560-2013-0006-0016

## Records Schedule Items

Sequence Number	
1	<p><b>Inspection Documents</b></p> <p>Disposition Authority Number      <b>DAA-0560-2013-0006-0001</b></p> <p><b>Includes, but not limited to correspondence, reports and other documentation relating to inspections of TSA operations in compliance with the Occupational Safety and Health Administration.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of calendar year.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cut off.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Public Safety</b></p> <p>Disposition Authority Number      <b>DAA-0560-2013-0006-0003</b></p> <p><b>Includes, but not limited to correspondence, memoranda and documents relating to public safety in TSA controlled space.</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p>

3	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 3 year(s) after after cut off
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Environmental Reviews</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0005
	Includes, but not limited to reviews of major TSA actions that could pose a significant risk to the natural or human environment.	
	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?	No	
4	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 10 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Environmental Incident Case Files/Investigations</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0006
	Case files, including related investigations, correspondence, reports and information obtained during investigation process about incident. Includes files referred to another internal office or outside agency for further investigation and enforcement (e.g. Chief Counsel's Office, FBI, ATF and state or local police).	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in	Yes	

5	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 10 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Annual, Biennial, and Exception Reports</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0008
	<b>Includes, but not limited to, reports submitted to the Environmental Protection Agency (EPA) relating to TSA's hazardous waste management activities.</b>	
	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?	No	
6	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 5 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Regulatory Inspections and Investigations</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0009
	<b>Includes, but not limited to documents reports, correspondence, and requests from Federal and State regulators relating to TSA's hazardous waste management activities.</b>	
	Final Disposition	Temporary

7	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?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 5 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Inspection Logs</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0010
	<b>Includes, but not limited to, inventories, checklists and correspondence relating to the storage and handling of the hazardous materials voluntarily abandoned property.</b>	
	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?	No	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off at end of calendar year	
Retention Period	Destroy 5 year(s) after cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	
8	<b>Applications and/or Licenses</b>	
	Disposition Authority Number	DAA-0560-2013-0006-0011

Includes, but not limited to applications and/or licenses for EPA identification numbers, changes to generator status, or any other applications that are submitted to the State, Federal, or local agencies.

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? No

#### Disposition Instruction

Retention Period Destroy 3 years after receipt of license

#### Additional Information

GAO Approval Not Required

#### Incident Reports

Disposition Authority Number DAA-0560-2013-0006-0012

Includes, but not limited to, reports of hazardous materials spills within TSA occupied space or transportation of hazardous materials voluntarily abandoned property to the accumulation area.

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? No

#### Disposition Instruction

Cutoff Instruction Cut off at end of calendar year

Retention Period Destroy 5 year(s) after cutoff

#### Additional Information

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GAO Approval Not Required

### Contingency Plan

Disposition Authority Number DAA-0560-2013-0006-0013

Includes, but not limited to emergency plans, which describe the actions taken to minimize hazards to human health or the environment from fires, explosions, or any unplanned release of hazardous waste constituents to air soil or surface water.

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? No

### Disposition Instruction

Cutoff Instruction Cutoff when new plan is signed.

Retention Period Destroy 3 years after new plan is signed (cutoff).

### Additional Information

GAO Approval Not Required

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### Environmental Management Coordinator (EMC) Designation Letters

Disposition Authority Number DAA-0560-2013-0006-0014

Includes, but not limited to letters from the approving official designating an EMC the responsibility for the hazardous material management program.

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? No

### Disposition Instruction



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Cutoff Instruction Cutoff when new appointment is signed.  
Retention Period Destroy 3 years after new appointment is signed (cutoff).

**Additional Information**

GAO Approval Not Required

**Authorization Letters**

Disposition Authority Number DAA-0560-2013-0006-0015

Includes, but not limited to letters from the approving official authorizing the hazardous waste pickup subcontractor the authority to sign manifests and other supporting documentation on behalf of TSA.

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? No

**Disposition Instruction**

Cutoff Instruction Cutoff when new authorization letter is signed.

Retention Period Destroy 3 years after new authorization letter is signed (cutoff).

**Additional Information**

GAO Approval Not Required

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**Route Plans and Checklists**

Disposition Authority Number DAA-0560-2013-0006-0016

Includes, but not limited to, documents relating to the transportation of hazardous materials voluntarily abandoned property in a Government vehicle.

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?

Do any of the records covered by this item exist as structured electronic data?

**No**

**Disposition Instruction**

Cutoff Instruction

**Cut off at end of calendar year**

Retention Period

**Destroy 3 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
04/18/2013	Certify	Anthony Ferguson	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
02/11/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/26/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/27/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/31/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist