

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0007

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                    Screening Partnership Program (SPP)

Internal agency concurrences will be provided   No

Background Information            The Screening Partnership Program (SPP) was established under Congressional mandate through the Aviation and Transportation Security Act (ATSA) of 2001, which requires that "upon approval of an application submitted by an operator of an airport, the screening of passengers and property at the airport under ATSA section 44901 will be carried out by the screening personnel of a qualified private screening company under a contract entered into with TSA.

SPP procures screening services from qualified private companies for TSA airports. Mandated by ATSA, the program provides airports with a process to "opt-out" and use private screening companies instead of federal screeners. SPP provides business infrastructure capable of acquiring, deploying and supporting the management of private screening resources. Currently, 16 airports participate in the program, ranging in size from one of the nation's largest to some of the nation's smallest. Private contract companies must adhere to TSA's security standards and contract screeners must meet ATSA requirements applicable to federally employed screeners. The Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 (P.L. 112-95) outlines additional requirements for approval of SPP applications stating that TSA shall approve an airport's application to participate in SPP if approval will not compromise security, detrimentally affect cost efficiency, or detrimentally affect screening effectiveness of passengers or property.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

## GAO Approval

## Outline of Records Schedule Items for DAA-0560-2013-0007

Sequence Number	
1	Denied Applications Disposition Authority Number: DAA-0560-2013-0007-0001
2	Applications Withdrawn Prior (Pre-Approved) Disposition Authority Number: DAA-0560-2013-0007-0002
3	Case Files Disposition Authority Number: DAA-0560-2013-0007-0003
4	Airport Authority-initiated Withdrawal (Approved Application) Disposition Authority Number: DAA-0560-2013-0007-0004
5	TSA-initiated Revocation Disposition Authority Number: DAA-0560-2013-0007-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Denied Applications</b></p> <p>Disposition Authority Number      DAA-0560-2013-0007-0001</p> <p><b>Applications that have been rejected.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cut off at the end of the calendar year in which notification of final results are reported to Congress and applicable Airport.</p> <p>Retention Period                         Destroy 25 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Applications Withdrawn Prior (Pre-Approved)</b></p> <p>Disposition Authority Number      DAA-0560-2013-0007-0002</p> <p><b>Includes incomplete submissions and applications withdrawn prior to approval or denial.</b></p> <p>Final Disposition                        Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cut off monthly</p> <p>Retention Period                         Destroy/delete 30 days after cut off.</p>

3

**Additional Information**

GAO Approval Not Required

**Case Files**

Disposition Authority Number DAA-0560-2013-0007-0003

Includes approved applications, forms, notifications, correspondence, letters, reports, notices and similar records documenting the expiration, withdrawal or revocation of membership in the SPP.

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? No

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the calendar year in which partnership has expired.

Retention Period Destroy/delete 5 years after cutoff or after final ruling, decision or judgment of any TSA initiated action, whichever is later.

**Additional Information**

GAO Approval Not Required

4

**Airport Authority-initiated Withdrawal (Approved Application)**

Disposition Authority Number DAA-0560-2013-0007-0004

Includes approved applications withdrawn by the Airport Authority.

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? No

**Disposition Instruction**

Cutoff Instruction Cut off calendar year in which application is withdrawn.

5	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<b>TSA-initiated Revocation</b>	
	Disposition Authority Number	DAA-0560-2013-0007-0005
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which revocation occurred.
	Retention Period	Destroy/delete 25 years after cutoff or after final ruling, decision or judgment of any TSA initiated action, whichever is later.
	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
06/09/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist