

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2013-0009

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                   Presence, Advisements, Communications and Execution (PACE) Program

Internal agency concurrences will be provided   No

Background Information           The Presence, Advisements, Communications and Execution (PACE) Program: PACE measures the level of standardization and security effectiveness at airports by observation of areas not traditionally observed or measured by other Programs. The PACE Program evaluators covertly measure adherence to TSA Standard Operating Procedures (SOP), TSA Management Directives (MD) and applicable Operational Directives (OD) as they apply to the passenger screening checkpoint. It is assumed that continually raising and improving SOP compliance will directly affect performance of checkpoint threat detection.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2013-0009

Sequence Number	
1	Data Collection Disposition Authority Number: DAA-0560-2013-0009-0001
2	Reports Disposition Authority Number: DAA-0560-2013-0009-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Data Collection</b></p> <p>Disposition Authority Number      DAA-0560-2013-0009-0001</p> <p>Includes, but not limited to, consultative, evaluation and similar data collected during the Performance Assessment Cycle (PAC) that document the effectiveness and adherence to Standard Operating Procedures (SOP), Management Directives (MD) and applicable Operational Directives (OD) as applied to the passenger screening checkpoint and compliance.</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 after the completion of the PAC.</p> <p>Retention Period                        Destroy 10 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
2	<p><b>Reports</b></p> <p>Disposition Authority Number      DAA-0560-2013-0009-0002</p> <p>Includes, but not limited to, reports created to track trends, document assessments, progress, performance and security effectiveness at the passenger screening checkpoint.</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>

Cutoff Instruction	Cut off at the end of the calendar year in which the report is 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
07/18/2013	Certify	Anthony Ferguson	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
06/24/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
06/29/2015	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