

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0560-2016-0002**  
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                **Specialized Screening Checkpoint Sign-In Log**  
Internal agency concurrences will be provided    **No**

Background Information            **The agency maintains logs on individuals who undergo specialized screening prior to boarding flights. Those eligible for screening are mostly state and local law enforcement officers (LEOs) who fly armed. Since the statute of limitations for filing criminal charges against individuals who make false entries (18 U.S.C. 1001) is five years, the retention period is set at five years.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2016-0002

Sequence Number
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1
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Specialized Screening Checkpoint Sign-In Log. Disposition Authority Number: DAA-0560-2016-0002-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 412 1446 453"><b>Specialized Screening Checkpoint Sign-In Log.</b></p> <p data-bbox="365 463 1446 504">Disposition Authority Number      <b>DAA-0560-2016-0002-0001</b></p> <p data-bbox="365 514 1446 597"><b>The logs contain personal information on individuals authorized for specialized screening.</b></p> <p data-bbox="365 608 1446 649">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 659 1446 700">Item Status                              <b>Active</b></p> <p data-bbox="365 710 1446 751">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 761 1446 887">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 data-bbox="365 898 1446 981">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="365 1029 1446 1070"><b>Disposition Instruction</b></p> <p data-bbox="365 1081 1446 1121">Cutoff Instruction                      <b>Cut off at the end of the fiscal year.</b></p> <p data-bbox="365 1132 1446 1172">Retention Period                      <b>Destroy 5 year(s) after cutoff</b></p> <p data-bbox="365 1208 1446 1249"><b>Additional Information</b></p> <p data-bbox="365 1259 1446 1300">GAO Approval                              <b>Not Required</b></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
05/12/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
06/30/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/19/2016	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
07/19/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
09/19/2016	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist