

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0001
Schedule Status Approved

Agency or Establishment Transportation Security Administration
Record Group / Scheduling Group Records of the Transportation Security Administration
Records Schedule applies to Major Subdivision
Major Subdivision Office of Law Enforcement/Federal Air Marshal Service
Schedule Subject Employee Transfer Requests (Hardship) Files
Internal agency concurrences will be provided No

Background Information Transportation Security Administration (TSA) employees assigned to the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) may request a change in duty station due to a personal hardship. Personal hardships include serious medical condition of the employee or certain family members. Requests are reviewed by Supervisory Air Marshals in Charge and, if approved, reviewed by the OLE/FAMS hardship committee.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2017-0001

Sequence Number	
1	Employee Transfer Request (Hardship) Files Disposition Authority Number: DAA-0560-2017-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 404 974 446">Employee Transfer Request (Hardship) Files</p> <p data-bbox="365 457 1153 500">Disposition Authority Number DAA-0560-2017-0001-0001</p> <p data-bbox="365 510 1461 734">This series includes case files compiled by the OLE/FAMS Hardship Transfer Program Manager containing an application for a voluntary change in duty station (TSA Form 1136-1, OLE/FAMS Employee Transfer Request (Hardship); communication related to the employee's application; documentation from TSA Hardship Panel meetings; and final Panel determinations of approval or disapproval of the application.</p> <p data-bbox="365 744 925 787">Final Disposition Temporary</p> <p data-bbox="365 798 860 840">Item Status Active</p> <p data-bbox="365 851 828 893">Is this item media neutral? Yes</p> <p data-bbox="365 904 812 1032">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 data-bbox="365 1064 682 1106">Disposition Instruction</p> <p data-bbox="365 1117 1510 1244">Cutoff Instruction Cut off closed case files at the end of the fiscal year. A case file is closed when an application is denied or if approved, an employee's reassignment is finalized.</p> <p data-bbox="365 1255 1169 1298">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="365 1319 682 1361">Additional Information</p> <p data-bbox="365 1372 958 1415">GAO Approval Not Required</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
11/21/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
02/14/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/27/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist