

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="365 410 982 446"><b>Employee Transfer Request (Hardship) Files</b></p> <p data-bbox="365 463 1149 500">Disposition Authority Number      <b>DAA-0560-2017-0001-0001</b></p> <p data-bbox="365 517 1453 740"><b>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.</b></p> <p data-bbox="365 757 925 793">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 810 860 846">Item Status                                <b>Active</b></p> <p data-bbox="365 863 828 900">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 917 820 1038">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="365 1072 678 1108"><b>Disposition Instruction</b></p> <p data-bbox="365 1125 1502 1247">Cutoff Instruction                      <b>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.</b></p> <p data-bbox="365 1264 1169 1300">Retention Period                        <b>Destroy 3 year(s) after cutoff</b></p> <p data-bbox="365 1334 678 1370"><b>Additional Information</b></p> <p data-bbox="365 1387 958 1423">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
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