

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0002
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 Federal Air Marshal International Mission Files
Internal agency concurrences will be provided No

Background Information Federal Air Marshals, designated as International Team Leaders, are required by Office of Law Enforcement/Federal Air Marshal Service Policy 3410 to complete International Team Leader Checklists for each international mission he or she leads. Each checklist documents the names of all the Federal Air Marshals assigned to that team, and each certifies that he or she has reviewed all applicable policies and guidance, pre-deployment procedures and briefings. Upon return from an international mission, the international Team Leader signs to confirm applicable location departure procedures have been followed. Any deviation from TSA, Office of Law Enforcement/Federal Air Marshal Service, standard operating procedures are noted on separate sheets of paper and attached to the checklists.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2017-0002

Sequence Number	
1	Federal Air Marshal International Mission Files Disposition Authority Number: DAA-0560-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 414 982 457">Federal Air Marshal International Mission Files</p> <p data-bbox="345 468 1128 510">Disposition Authority Number DAA-0560-2017-0002-0001</p> <p data-bbox="345 521 1453 670">Records include Transportation Security Administration Form 3410 - International Team Leader Checklists, attachments, and correspondence related to pre-deployment requirements and post-mission documentation compiled by Supervisory Federal Air Marshals.</p> <p data-bbox="345 680 901 723">Final Disposition Temporary</p> <p data-bbox="345 734 836 776">Item Status Active</p> <p data-bbox="345 787 803 829">Is this item media neutral? Yes</p> <p data-bbox="345 840 787 978">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="345 1000 657 1042">Disposition Instruction</p> <p data-bbox="345 1053 1453 1138">Cutoff Instruction Cut off at the end of the calendar year during which the mission was completed.</p> <p data-bbox="345 1149 1161 1191">Retention Period Destroy five years after cutoff.</p> <p data-bbox="345 1212 657 1255">Additional Information</p> <p data-bbox="345 1266 933 1319">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
11/15/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/15/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/09/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
02/09/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
03/27/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/29/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
03/29/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
05/24/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist