

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 |
|---|

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|---|
| <b>Federal Air Marshal International Mission Files</b><br>Disposition Authority Number: DAA-0560-2017-0002-0001 |
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## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="345 421 982 457"><b>Federal Air Marshal International Mission Files</b></p> <p data-bbox="345 474 1128 510">Disposition Authority Number     <b>DAA-0560-2017-0002-0001</b></p> <p data-bbox="345 527 1453 676"><b>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.</b></p> <p data-bbox="345 693 901 729">Final Disposition                     <b>Temporary</b></p> <p data-bbox="345 746 836 783">Item Status                           <b>Active</b></p> <p data-bbox="345 800 803 836">Is this item media neutral?         <b>Yes</b></p> <p data-bbox="345 853 787 974">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="345 1008 657 1044"><b>Disposition Instruction</b></p> <p data-bbox="345 1066 1453 1144">Cutoff Instruction                   <b>Cut off at the end of the calendar year during which the mission was completed.</b></p> <p data-bbox="345 1161 1161 1198">Retention Period                     <b>Destroy five years after cutoff.</b></p> <p data-bbox="345 1232 657 1268"><b>Additional Information</b></p> <p data-bbox="345 1285 933 1321">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  |
|------------|--------------------------|----------------------------|--------------------------------|---|
| 11/15/2016 | 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                      |