Records Schedule: DAA-0560-2017-0002

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 Subdivsion
Major Subdivision	Office of Law Enforcement/Federal Air Marshal Service
Schedule Subject	Federal Air Marshal International Mission Files
Internal agency concurrences will be provided	Νο
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.

## **Request for Records Disposition Authority**

#### Item Count

Number of Total Disposition	Number of Permanent		Number of Withdrawn
Items	Disposition Items		Disposition Items
1	0	1	0

#### GAO Approval



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### Outline of Records Schedule Items for DAA-0560-2017-0002

Sequence	Number
Sequence	NUMBER

1

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

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# Records Schedule Items

Sequence Number		•	
1	Federal Air Marshal International Mission Files		
	Disposition Authority Number	DAA-0560-2017-0002-0001	
	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.		
	Final Disposition	Temporary	
	Item Status	Active	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Νο	
	Disposition Instruction		
	Cutoff Instruction	Cut off at the end of the calendar year during which the mission was completed.	
	Retention Period	Destroy five years after cutoff.	
	Additional Information		
	GAO Approval	Not Required	

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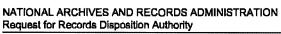


## Agency Certification

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	Ву	Title	Organization
11/15/2016	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
12/15/2016	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/09/2017	Submit For Certific ation	Nicole Adkinson- Calopietro	Management and Pr ogram Analyst	Office of Information Technology - Information Management Programs Division
02/09/2017	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
03/27/2017	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/29/2017	Submit For Certific ation	Nicole Adkinson- Calopietro	Management and Pr ogram Analyst	Office of Information Technology - Information Management Programs Division
03/29/2017	Certify	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
05/24/2017	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1





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05/30/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/31/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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