Records Schedule Number DAA-0560-2017-0003 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 Law Enforcement Availability Pay Records Internal agency concurrences will No be provided Background Information Per TSA MD 1100.88-2. Law Enforcement Availability Pav Certification Transportation Security Administration employees occupying law enforcement positions must certify that he/she is expected to meet a substantial hours requirement in order to receive Law Enforcement Availability Pay. In cases in which Law Enforcement Availability Pay is decertified (suspended), decertification packets are produced and reviewed by a panel of Transportation Security Administration supervisors.

Request for Records Disposition Authority

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0003

Sequence Number

1

Law Enforcement Availability Pay Records Disposition Authority Number: DAA-0560-2017-0003-0001

Records Schedule: DAA-0560-2017-0003

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Records Schedule Items

Sequence Number					
1	Law Enforcement Availability Pay Records				
	Disposition Authority Number	DAA-0560-2017-0003-0001			
	Records include initial and annual employee certifications; annual management certifications; employee re-certifications after voluntary and/or involuntary decertification; LEAP Committee records (correspondence and determinations); LEAP memos to employees – recommendation to decertify; LEAP related correspondence, or similar documents related to the administration of the LEAP program.				
	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.			
	Retention Period	Destroy 6 year(s) after cutoff			
	Additional Information				
	GAO Approval	Not Required			

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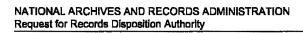


Agency Certification

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
11/21/2016	Return to Submitte r	Glenn Stoll	Agency Records Off icer	Office of Information Technology - Operations and Engineering Division
11/21/2016	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
05/16/2017	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces



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05/22/2017	Approve	David Ferriero	Archivist of the Unite	Office of the Archivist -
			d States	Office of the Archivist

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