

## Request for Records Disposition Authority

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 Subdivision  
Major Subdivision              Office of Law Enforcement/Federal Air Marshal Service  
Schedule Subject                Law Enforcement Availability Pay Records  
Internal agency concurrences will be provided      No

Background Information      Per TSA MD 1100.88-2, Law Enforcement Availability Pay 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.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2017-0003

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

## Records Schedule Items

Sequence Number	
1	<p data-bbox="355 423 932 455"><b>Law Enforcement Availability Pay Records</b></p> <p data-bbox="355 474 1127 506">Disposition Authority Number      <b>DAA-0560-2017-0003-0001</b></p> <p data-bbox="355 525 1435 746"><b>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.</b></p> <p data-bbox="355 763 906 795">Final Disposition                      <b>Temporary</b></p> <p data-bbox="355 815 841 846">Item Status                              <b>Active</b></p> <p data-bbox="355 866 813 898">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="355 917 800 1044">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="355 1081 659 1112"><b>Disposition Instruction</b></p> <p data-bbox="355 1132 1279 1164">Cutoff Instruction                      <b>Cut off at the end of the calendar year.</b></p> <p data-bbox="355 1183 1149 1215">Retention Period                        <b>Destroy 6 year(s) after cutoff</b></p> <p data-bbox="355 1257 659 1289"><b>Additional Information</b></p> <p data-bbox="355 1308 940 1340">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	Return to Submitter	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
11/21/2016	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
05/16/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

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