

Request for Records Disposition Authority

Records Schedule Number **DAA-0560-2017-0005**

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 Finance and Administration**

Schedule Subject **Purchase Card/Check Audits**

Internal agency concurrences will be provided **No**

Background Information **Individual purchase card and check transactions are audited to ensure compliance with laws and regulations. Currently, all purchase card transactions over \$3,500 and 2% of all purchases under \$3,500, and all check transactions are audited by the Transportation Security Administration (TSA) Purchase Card Office within the Mission Essentials Acquisition Division. Additionally, the Department of Homeland Security (DHS) conducts a monthly audit on a random sample of transactions that were made from the previous billing cycle. Copies of DHS audit files, which are similar in nature to the TSA audit files, are received by TSA's Purchase Card Office and are covered by this schedule.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2017-0005

Sequence Number

1

Purchase Card/Check Audit Files
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Disposition Authority Number: DAA-0560-2017-0005-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="363 417 816 449">Purchase Card/Check Audit Files</p> <p data-bbox="363 470 1138 502">Disposition Authority Number DAA-0560-2017-0005-0001</p> <p data-bbox="363 523 1490 736">These records consist of reports of audits of purchase card and check transactions related to procuring goods and services, excluding travel. Also covered by this item are supporting documentation and related records, such as correspondence with purchasers and approving officials, and copies of financial transaction records, including sales receipts, purchase orders, invoices, packing slips, and special approvals.</p> <p data-bbox="363 757 915 789">Final Disposition Temporary</p> <p data-bbox="363 810 850 842">Item Status Active</p> <p data-bbox="363 863 821 895">Is this item media neutral? Yes</p> <p data-bbox="363 917 808 1034">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="363 1055 1032 1108">GRS or Superseded Authority Citation N1-560-03-013 / 22</p> <p data-bbox="363 1151 667 1183">Disposition Instruction</p> <p data-bbox="363 1204 1442 1278">Cutoff Instruction Cutoff off at the end of the fiscal year in which the final payment occurred</p> <p data-bbox="363 1300 1166 1332">Retention Period Destroy 6 year(s) after cutoff.</p> <p data-bbox="363 1374 667 1406">Additional Information</p> <p data-bbox="363 1427 948 1459">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
12/06/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/07/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/08/2016	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
12/12/2016	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
04/13/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/13/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
04/13/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
04/13/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

05/01/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
05/02/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/05/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist