

Request for Records Disposition Authority

Records Schedule Number **DAA-0560-2017-0006**
Schedule Status **Approved**

Agency or Establishment **Transportation Security Administration**
Record Group / Scheduling Group **Records of the Transportation Security Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Foreign Travel**
Internal agency concurrences will be provided **No**

Background Information **A TSA employee or contractor who needs to travel to a foreign country to perform official duties must first receive authorization from TSA and State Department officials. Presently staff are required to complete a Foreign Travel Request form and a Country Clearance Request form. Data from the later is entered in the State Department's eCountry Clearance system.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2017-0006

Sequence Number

1

Foreign Travel Authorization Records

Disposition Authority Number: DAA-0560-2017-0006-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="355 427 862 455">Foreign Travel Authorization Records</p> <p data-bbox="355 476 1127 504">Disposition Authority Number DAA-0560-2017-0006-0001</p> <p data-bbox="355 525 1482 710">Requests made by TSA employees and contractors, along with supporting records, for authorization to travel abroad to conduct agency business, submitted for approval to TSA officials. Also included are country clearance requests, along with supporting records, submitted to the State Department for approval. The records include basic information about the traveler and trip details</p> <p data-bbox="355 732 906 759">Final Disposition Temporary</p> <p data-bbox="355 780 841 808">Item Status Active</p> <p data-bbox="355 829 813 857">Is this item media neutral? Yes</p> <p data-bbox="355 878 797 1008">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="355 1044 659 1072">Disposition Instruction</p> <p data-bbox="355 1093 1435 1172">Cutoff Instruction Cutoff at the end of the calendar year in which the travel took place</p> <p data-bbox="355 1193 1149 1221">Retention Period Destroy 2 year(s) after cutoff</p> <p data-bbox="355 1257 659 1285">Additional Information</p> <p data-bbox="355 1306 943 1334">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
01/13/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
02/14/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/24/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
02/24/2017	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