

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="354 427 862 459">Foreign Travel Authorization Records</p> <p data-bbox="354 478 1127 510">Disposition Authority Number DAA-0560-2017-0006-0001</p> <p data-bbox="354 532 1482 712">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="354 734 902 766">Final Disposition Temporary</p> <p data-bbox="354 787 841 819">Item Status Active</p> <p data-bbox="354 840 808 872">Is this item media neutral? Yes</p> <p data-bbox="354 893 792 1010">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="354 1053 656 1085">Disposition Instruction</p> <p data-bbox="354 1106 1435 1181">Cutoff Instruction Cutoff at the end of the calendar year in which the travel took place</p> <p data-bbox="354 1202 1149 1234">Retention Period Destroy 2 year(s) after cutoff</p> <p data-bbox="354 1266 656 1298">Additional Information</p> <p data-bbox="354 1319 938 1351">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