

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0560-2017-0007**  
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                      **International Programs**  
Internal agency concurrences will be provided      **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0560-2017-0007

Sequence Number

1

Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files – Coordinating Offices  
Disposition Authority Number: DAA-0560-2017-0007-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files – Coordinating Offices</b></p> <p>Disposition Authority Number      <b>DAA-0560-2017-0007-0001</b></p> <p>Documents produced and accumulated in connection with the development and presentation of the position of TSA, and the United States on International Civil Aviation Organization (ICAO) or other international civil aviation organization matters, and to implementation of recommendations, including minutes of Air Navigation and other committee papers, reports and related correspondence and documents. Includes correspondence generated and collected by offices responsible for coordinating on Interagency Group on International Aviation (IGIA) and ICAO matters.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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>GRS or Superseded Authority Citation      <b>N1-560-04-007 / 2</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2008 To 2033</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 25 Years</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
06/02/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
11/03/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
11/13/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
11/14/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
11/16/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
11/16/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
11/16/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
01/04/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

01/05/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/05/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/09/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist