

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0560-2017-0011

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0011
Schedule Status Returned Without Action
Agency or Establishment Transportation Security Administration
Record Group / Scheduling Group Records of the Transportation Security Administration
Records Schedule applies to Department-wide
Schedule Subject Office of Civil Rights and Liberties, Ombudsman and Travel Engagement
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0560-2017-0011**

Outline of Records Schedule Items for DAA-0560-2017-0011

Sequence Number	
1	Affirmative Employment: Non-Complaint Related Material Disposition Authority Number: DAA-0560-2017-0011-0001
2	Forum Materials Disposition Authority Number: DAA-0560-2017-0011-0002

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Records Schedule: DAA-0560-2017-0011

Records Schedule Items

Sequence Number	
1	<p>Affirmative Employment: Non-Complaint Related Material</p> <p>Disposition Authority Number DAA-0560-2017-0011-0001</p> <p>Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women fair housing, and all other program-related material.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation N1-560-03-0011 / 1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Forum Materials</p> <p>Disposition Authority Number DAA-0560-2017-0011-0002</p> <p>Records of meetings between TSA officials and the public to discuss and formulate TSA's policy towards and interactions with the public regarding civil rights issues. Includes briefing books distributed to TSA employees before a forum and any minutes or reports summarizing a forum and its outcome.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation N1-560-03-0011 / 4</p>

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.
Transfer to Inactive Storage Transfer to NARA 15 years after cutoff.
Transfer to the National Archives
for Accessioning Transfer to NARA when 10 years old.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives? From 2015 To 2025
How frequently will your agency
transfer these records to the
National Archives? Every 10 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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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
06/07/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
08/08/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/08/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
08/14/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
08/28/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
01/04/2018	Return Without Action	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

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