

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0012
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 Transportation Security Administration
Minor Subdivision Office of Internal Affairs and Program Review (IAPR)
Schedule Subject Inspection
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0012

Sequence Number	
1	Program Analysis:Trend Analysis Disposition Authority Number: DAA-0560-2017-0012-0001

Records Schedule Items

Sequence Number														
1	<p>Program Analysis:Trend Analysis</p> <p>Disposition Authority Number DAA-0560-2017-0012-0001</p> <p>Includes correspondence, notes, draft background material, statistical data, summaries pertaining to current and future trends in transportation security developed by the Inspections Office.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</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GRS or Superseded Authority Citation N1-560-03-003 / 6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the NARA in 5-year blocks, when the most recent record is 20 years old.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2006</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>100 Cubic feet</td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	100 Cubic feet		Microform		
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Electronic/Digital														
Paper	100 Cubic feet													
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
06/08/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
06/22/2017	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
06/27/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
06/28/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
08/08/2017	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
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
09/14/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist