

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0560-2017-0017

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0017
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 Agency-wide
Schedule Subject Office of Training and Development
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	11

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0560-2017-0017

Outline of Records Schedule Items for DAA-0560-2017-0017

Sequence Number	
1	Training Programs: Internal
1.1	Internal: Master Files Disposition Authority Number: DAA-0560-2017-0017-0001
1.2	Internal: All other copies Disposition Authority Number: DAA-0560-2017-0017-0002
2	Training Facilities Disposition Authority Number: DAA-0560-2017-0017-0003
3	General Trainee Files Disposition Authority Number: DAA-0560-2017-0017-0004
4	Audio Visual Disposition Authority Number: DAA-0560-2017-0017-0005
5	Photographs Disposition Authority Number: DAA-0560-2017-0017-0006
6	Sound Records: Audiotapes, Slides and Cassettes: Activities Related to the Mission of TSA Disposition Authority Number: DAA-0560-2017-0017-0007
7	Mission Related Training Video Disposition Authority Number: DAA-0560-2017-0017-0008
8	Controlled Correspondence Disposition Authority Number: DAA-0560-2017-0017-0009
9	Transportation Security Screener Files
9.1	Active Employees Disposition Authority Number: DAA-0560-2017-0017-0010
9.2	Terminated Employees Disposition Authority Number: DAA-0560-2017-0017-0011

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Records Schedule Items

Sequence Number														
1	<p>Training Programs: Internal Related to specific TSA training programs or courses developed by Agency offices including material, course description, and other pertinent material.</p>													
1.1	<p>Internal: Master Files</p> <p>Disposition Authority Number DAA-0560-2017-0017-0001</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Item Status Withdrawn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 N1-560-03-010 / 5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close file when course material is superseded.</p> <p>Transfer to the National Archives for Accessioning Transfer to NARA 5 years after close of file.</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>2 GB</td> <td></td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	2 GB		Paper			Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital	2 GB													
Paper														
Microform														

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Hardcopy or Analog Special Media		
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1.2

Internal: All other copies

Disposition Authority Number DAA-0560-2017-0017-0002

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 6

Disposition Instruction

Retention Period Destroy when superseded or no longer needed.

Additional Information

GAO Approval Not Required

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Training Facilities

Disposition Authority Number DAA-0560-2017-0017-0003

Materials relating to available training facilities including equipment used for training purposes and room arrangement. EXCEPT: Purchase Orders, requisitions, and the like used to acquire facilities.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 7

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year

Retention Period Destroy when 3 years old.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

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Additional Information

GAO Approval Not Required

General Trainee Files

Disposition Authority Number DAA-0560-2017-0017-0004

Related to individual employee training. Includes copies of individual training plans, course records, requests, authorization, and completion forms. EXCEPT: Official TSA files maintained in Official Personnel Folder (OPF); and/or fiscal copies (Statement of Transactions).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 8

Disposition Instruction

Retention Period Destroy when 5 years old or 5 years after completion of specific training program.

Additional Information

GAO Approval Not Required

Audio Visual.

Disposition Authority Number DAA-0560-2017-0017-0005

General material and correspondence relating to audio-visual materials created within TSA. Includes copies of materials filed with DHS and other Government agencies, and promotional aids and publication materials.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 11

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Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year
Retention Period Destroy 5 years after cut off.

Additional Information

GAO Approval Not Required

Photographs

Disposition Authority Number DAA-0560-2017-0017-0006

Contains photographs, background materials and activities related to TSA performance and training programs and events. INCLUDES correspondence, requisitions, cost estimates, and clearances with other Government agencies. That document historical TSA personalities, events, and activities

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 12

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.
Transfer to the National Archives for Accessioning Transfer to NARA with related finding aids 5 years after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2016

How frequently will your agency transfer these records to the National Archives? Every 10 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	

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Microform		
Hardcopy or Analog Special Media		

6

Sound Records: Audiotapes, Slides and Cassettes: Activities Related to the Mission of TSA

Disposition Authority Number DAA-0560-2017-0017-0007

TSA has proposed that master copies of sound recordings, including audio tapes, slides and cassettes of activities produced by TRNQ and directly related to the mission of TSA be transferred to the National Archives and Records Administration after five years. These records will be of historic value to the nation, as historians review the ways that TSA contributed to the safety of our transportation system. The direction to transfer these items to NARA after 5 years.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-560-03-010 / 13

Disposition Instruction

Cutoff Instruction Cut off file every 5 years

Transfer to the National Archives for Accessioning Transfer 5-year accumulation with related finding aid to NARA 5 years after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2006

How frequently will your agency transfer these records to the National Archives? Every 5 Years

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

7

Mission Related Training Video

Disposition Authority Number DAA-0560-2017-0017-0008

Motion picture films and Video recordings, which are agency generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical TSA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate, plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-560-03-010 / 14

Disposition Instruction

Cutoff Instruction Cut off file every 5 years

Transfer to the National Archives for Accessioning Transfer 5-year accumulation with related finding aid to NARA 5 years after cut off.

Additional Information

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What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2006

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

8

Controlled Correspondence

Disposition Authority Number DAA-0560-2017-0017-0009

Copies of incoming/outgoing correspondence pertaining to all areas of responsibility of the Office of Training and Quality Performance and maintained by the correspondence manager

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-560-03-010 / 17

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Transfer to Inactive Storage

Retention Period Destroy when 3 years old

Additional Information

GAO Approval Not Required

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9	Transportation Security Screener Files Related to individual employee screener training. The file includes copies of individual training plans, course records, requests, authorizations, and completion forms.
9.1	Active Employees Disposition Authority Number DAA-0560-2017-0017-0010 Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority Citation N1-560-03-010 / 9 Disposition Instruction Retention Period Destroy when 5 years old or 5 years after completion of specific training program. Additional Information GAO Approval Not Required
9.2	Terminated Employees Disposition Authority Number DAA-0560-2017-0017-0011 EXCEPT: Official TSA files maintained in Official Personnel Folder (OPF); and/or fiscal copies (Statement of Transactions). Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority Citation N1-560-03-010 / 10 Disposition Instruction Retention Period Destroy 3 years after termination of employment. Additional Information

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GAO Approval

Not Required

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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
06/14/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
06/26/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
06/27/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
06/27/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
09/11/2018	Return Without Action	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1