

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0560-2017-0019**  
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                **Financial Management**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0560-2017-0019

Sequence Number	
1	Tax Exempt Files Disposition Authority Number: DAA-0560-2017-0019-0002
2	Trip Reports Disposition Authority Number: DAA-0560-2017-0019-0018

Records Schedule Items

Sequence Number	
1	<p><b>Tax Exempt Files</b></p> <p>Disposition Authority Number      DAA-0560-2017-0019-0002</p> <p><b>Certificates and other documents exempting TSA from paying State and local taxes on purchases.</b></p> <p>Final Disposition                      Temporary</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GRS or Superseded Authority Citation      N1-560-03-013 / 5</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         Destroy when no longer needed.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Trip Reports</b></p> <p>Disposition Authority Number      DAA-0560-2017-0019-0018</p> <p><b>Consists of trip report findings and field reviews.</b></p> <p>Final Disposition                         Temporary</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GRS or Superseded Authority Citation      N1-560-03-013 / 7</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                         Cut off at end of fiscal year.</p> <p>Retention Period                         Destroy 3 year(s) after cutoff</p>

Additional Information

GAO Approval

Not Required

## 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
07/05/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/05/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/03/2017	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
08/04/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
05/15/2018	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist