

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0020
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 Office of Revenue
Schedule Subject Office of Revenue
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	3	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0020

Sequence Number	
1	Air Carrier Contact List Disposition Authority Number: DAA-0560-2017-0020-0001
2	Revenue Forecasting Reports and Analysis Disposition Authority Number: DAA-0560-2017-0020-0005
3	Revenue Rulemaking Files/Security Fee Regulations Disposition Authority Number: DAA-0560-2017-0020-0006
4	Fee Remittances Disposition Authority Number: DAA-0560-2017-0020-0007
5	Policy background files Disposition Authority Number: DAA-0560-2017-0020-0009
6	Official signed policy statements. Disposition Authority Number: DAA-0560-2017-0020-0010

Records Schedule Items

Sequence Number	
1	<p>Air Carrier Contact List</p> <p>Disposition Authority Number DAA-0560-2017-0020-0001</p> <p>Air Carrier Contact List case files including correspondence, e-mails, data, financial status records, agreements, monthly fee statements, payment proposals, review of financial obligations to TSA, airline current liabilities, and audit reports regarding individual air carrier records (both foreign and domestic). Filed alphabetically by carrier. NOTE: This item also applies to electronic information (databases) gathered from the records listed for this item above.</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GRS or Superseded Authority Citation N1-560-04-005 / 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year.</p> <p>Transfer to Inactive Storage Transfer to storage 10 years after cut off.</p> <p>Retention Period Destroy 25 years after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Revenue Forecasting Reports and Analysis</p> <p>Disposition Authority Number DAA-0560-2017-0020-0005</p> <p>Copies of records estimating security fee collections. These files include: Forecasting—Airlines and passengers; Newspaper Articles; Revenue and Industry Presentations; Market Share; Bureau of Economic Analysis TSA Fees Classification; Forecasting Telephone Conversations; Overflight Fees; and U.S. Airline Fees and Taxes.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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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 N1-560-04-005 / 6

Disposition Instruction

Cutoff Instruction Cut off at the end of fiscal year.

Retention Period Destroy 3 years after cut off.

Additional Information

GAO Approval Not Required

Revenue Rulemaking Files/Security Fee Regulations

Disposition Authority Number DAA-0560-2017-0020-0006

Copies of policies, procedures and legislation imposing fees on air carriers, providing guidance on fee remittance, and reporting such financial activities. Including Public Law 108.11, Wartime Supplemental, Compensation Plans for Individual Air Carriers, Cockpit Doors Disbursement Plans for Individual Air Carriers, and Security Fee Regulations Comment.

Final Disposition Permanent

Item Status Active

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 N1-560-04-005 / 7

Disposition Instruction

Cutoff Instruction Cut off when superseded or obsolete.

Transfer to the National Archives for Accessioning Transfer to NARA 15 years after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2003

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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Fee Remittances

Disposition Authority Number **DAA-0560-2017-0020-0007**

Contains information about how TSA distributes remittances to air carriers for security purposes as well as for wartime supplementals. Includes compensation plan, disbursement plans, and payment facts and figures.

Final Disposition **Permanent**

Item Status **Active**

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 **N1-560-04-005 / 8**

Disposition Instruction

Cutoff Instruction **Cut off when superseded or obsolete.**

Transfer to the National Archives for Accessioning **Transfer to NARA immediately upon schedule approval.**

Additional Information

First year of records accumulation **2001**

End year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **From 2001 To 2004**

How frequently will your agency transfer these records to the National Archives? **Unknown**
All records will be transferred to NARA at one time.

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

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Policy background files

Disposition Authority Number **DAA-0560-2017-0020-0009**

Regarding REV programs' policy development including correspondence, drafts, charts, brochures, articles, news releases, statistical data, notes, reports, funding, regulations and other related documents pertaining to policies for the Office of Revenue.

Final Disposition **Temporary**

Item Status **Active**

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 **N1-560-04-005 / 9/A**

Disposition Instruction

Cutoff Instruction **Cut off when superseded or obsolete.**

Retention Period **Destroy 25 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Official signed policy statements.

Disposition Authority Number **DAA-0560-2017-0020-0010**

Final Disposition	Permanent
Item Status	Active
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	N1-560-04-005 / 9/B
Disposition Instruction	
Cutoff Instruction	Cut off when superseded or obsolete.
Transfer to the National Archives for Accessioning	Transfer to NARA 15 years after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 2001 To 2004
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

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
05/20/2019	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist