

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2017-0021
Schedule Status Modified Approved Version

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 Finance and Administration
Schedule Subject Occupational Safety Health and Environment
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
14	0	14	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0021

Sequence Number	
1	TSA Occupational Safety, Health and Environment Policy Disposition Authority Number: DAA-0560-2017-0021-0001
2	Workplace Operations
2.1	Workplace Safety Disposition Authority Number: DAA-0560-2017-0021-0002
2.2	Operations Safety Disposition Authority Number: DAA-0560-2017-0021-0003
2.3	Hazard Communication Program Disposition Authority Number: DAA-0560-2017-0021-0004
3	Safety Analysis and Prevention Program
3.1	Occupational Safety, Health and Incident Investigations Disposition Authority Number: DAA-0560-2017-0021-0005
3.2	Occupational Injury and Illness Disposition Authority Number: DAA-0560-2017-0021-0006
3.3	Program Management (OSHE Reports) Disposition Authority Number: DAA-0560-2017-0021-0007
4	Employee Complaints of Unsafe and/or Unhealthful Working Conditions
4.1	Complaints Disposition Authority Number: DAA-0560-2017-0021-0008
4.2	Reprisals Allegations Disposition Authority Number: DAA-0560-2017-0021-0009
5	Program Evaluations Disposition Authority Number: DAA-0560-2017-0021-0010
6	Hazardous Waste Management
6.1	Manifests and Land Disposal Restriction (LDR) Certificates Disposition Authority Number: DAA-0560-2017-0021-0011
6.2	Hazardous Waste Personnel Training Records Disposition Authority Number: DAA-0560-2017-0021-0012
6.3	Laboratory Analyses: Records include test results and analyses. Disposition Authority Number: DAA-0560-2017-0021-0013
7	Operations Support Disposition Authority Number: DAA-0560-2017-0021-0014

Records Schedule Items

Sequence Number	
1	<p>TSA Occupational Safety, Health and Environment Policy</p> <p>Disposition Authority Number DAA-0560-2017-0021-0001</p> <p>Records relating to TSA-wide development, planning formulation, and oversight of Occupational Safety, Health and Environment policies, including directives, bulletins, policy interpretation memos, correspondence relating to the interpretation of policy, and official signed policy documents.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-560-04-017 / 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded or obsolete.</p> <p>Retention Period Destroy 5 years after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Workplace Operations</p>
2.1	<p>Workplace Safety</p> <p>Disposition Authority Number DAA-0560-2017-0021-0002</p> <p>Includes correspondence, study reports and other documents related to safe workplace operations. Includes job hazard analysis, compliance monitoring, reviews, and assessments.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

2.2	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	N1-560-04-017 / 6
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Operations Safety	
	Disposition Authority Number	DAA-0560-2017-0021-0003
	Includes related technical information, documentation, specifications, data sheets, procedures, correspondence and reports relating to operations safety.	
	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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	N1-560-04-017 / 7	
Disposition Instruction		
Cutoff Instruction	Cut off when superseded or obsolete.	
Retention Period	Destroy 1 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
2.3	Hazard Communication Program	
	Disposition Authority Number	DAA-0560-2017-0021-0004

Includes reports, correspondence, and guidance documents relating to hazard communications programs.

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? Yes

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

GRS or Superseded Authority Citation N1-560-04-017 / 8

Disposition Instruction

Cutoff Instruction Cut off when superseded or obsolete.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Safety Analysis and Prevention Program

3.1

Occupational Safety, Health and Incident Investigations

Disposition Authority Number DAA-0560-2017-0021-0005

Includes related investigations correspondence, reports and information

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? Yes

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

GRS or Superseded Authority Citation N1-560-04-017 / 10

Disposition Instruction

3.2	Cutoff Instruction	Cut off at end of calendar year in which final abatement action is completed.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Occupational Injury and Illness	
	Disposition Authority Number	DAA-0560-2017-0021-0006
	Includes related reports, correspondence, forms and other documentation.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-560-04-017 / 11
3.3	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year in which final abatement action is completed.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Program Management (OSHE Reports)	
	Disposition Authority Number	DAA-0560-2017-0021-0007
	Occupational Safety, Health and Environmental Reports as required, including the Annual Report and other Administrative Reports.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-560-04-017 / 3
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
4	Employee Complaints of Unsafe and/or Unhealthy Working Conditions	
4.1	Complaints	
	Disposition Authority Number	DAA-0560-2017-0021-0008
	Reports, correspondence, and documentation of OSHE complaints submitted by TSA employees.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-560-04-017 / 14/a
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year in which final abatement action is completed.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
4.2	Reprisals Allegations	

Disposition Authority Number **DAA-0560-2017-0021-0009**
Includes investigative reports and documentation of employee-alleged allegations of reprisals related to reports poor OSHE working conditions.

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? **Yes**

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

GRS or Superseded Authority Citation **N1-560-04-017 / 14/b**

Disposition Instruction

Cutoff Instruction **Cut off following final decision that investigation is closed.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Program Evaluations

Disposition Authority Number **DAA-0560-2017-0021-0010**

Documents relating to performance standards, measurement and evaluation of occupational safety, health and environmental programs.

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? **Yes**

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

GRS or Superseded Authority Citation **N1-560-04-017 / 5**

Disposition Instruction

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	Cutoff Instruction	Cut off at end of calendar year
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
6	Hazardous Waste Management	
	Documents related to the management of hazardous waste, which includes manifests, land disposal restriction certificates, inspection logs, laboratory analyses, regulatory inspections and related reports.	
6.1	Manifests and Land Disposal Restriction (LDR) Certificates	
	Disposition Authority Number	DAA-0560-2017-0021-0011
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-560-04-017 / 18/c
	Disposition Instruction	
	Retention Period	Destroy 5 years from the date the waste was shipped.
	Additional Information	
	GAO Approval	Not Required
6.2	Hazardous Waste Personnel Training Records	
	Disposition Authority Number	DAA-0560-2017-0021-0012
	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?	Yes

6.3

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

GRS or Superseded Authority Citation **N1-560-04-017 / 18/d**

Disposition Instruction

Retention Period **Destroy 3 years following employee termination/resignation.**

Additional Information

GAO Approval **Not Required**

Laboratory Analyses: Records include test results and analyses.

Disposition Authority Number **DAA-0560-2017-0021-0013**

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? **Yes**

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

GRS or Superseded Authority Citation **N1-560-04-017 / 18/e**

Disposition Instruction

Retention Period **Destroy 5 years from the date of the analyses.**

Additional Information

GAO Approval **Not Required**

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Operations Support

Disposition Authority Number **DAA-0560-2017-0021-0014**

Correspondence, reports and documents created or received relating to field operations support, including information requests, and correspondence with other DHS and TSA organizations.

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-560-04-017 / 13
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year
Retention Period	Destroy 5 year(s) after cutoff
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
09/06/2017	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
09/15/2017	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
06/07/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/20/2018	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/23/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
07/24/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/13/2018	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services

02/08/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/12/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/13/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist