

Request for Records Disposition Authority

Records Schedule Number **DAA-0560-2017-0022**

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 **Common Use Records**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2017-0022

Sequence Number	
1	Planning Disposition Authority Number: DAA-0560-2017-0022-0001
2	Program Policy and Guidance Disposition Authority Number: DAA-0560-2017-0022-0002
3	Marketing and Customer Outreach and Education Disposition Authority Number: DAA-0560-2017-0022-0003

Records Schedule Items

Sequence Number	
1	<p>Planning</p> <p>Disposition Authority Number DAA-0560-2017-0022-0001</p> <p>General correspondence drafts, background material, annual work plans, and documents relating to program planning.</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GRS or Superseded Authority Citation N1-560-06-001 / 5</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year.</p> <p>Retention Period Destroy when 3 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Program Policy and Guidance</p> <p>Disposition Authority Number DAA-0560-2017-0022-0002</p> <p>Programmatic policies and guidance, and related letters, memoranda and other correspondence used to develop, support, implement, revise or cancel/supersede such records that deal wholly and exclusively with that program office. (Excludes similar policy and guidance disseminated TSA-wide.) NOTE: Does not apply to OSHE Policy Files Operation Policy, Revenue, Strategic Communication and Public Affairs, Training and Quality Performance or Strategic Management and Analysis.</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 No</p>

3	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-560-06-001 / 6
	Disposition Instruction	
	Retention Period	Destroy when obsolete or superseded, but no earlier than three years after the issue date.
	Additional Information	
	GAO Approval	Not Required
	Marketing and Customer Outreach and Education	
	Disposition Authority Number	DAA-0560-2017-0022-0003
	Includes brochures, "Sentinel" articles, presentations, education briefing materials, outreach materials and all other marketing materials.	
	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	N1-560-06-001 / 10
	Disposition Instruction	
Cutoff Instruction	Cut off at end of fiscal year.	
Retention Period	Destroy when superseded or obsolete.	
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
09/13/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/11/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
07/11/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
02/13/2020	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/16/2020	Submit For Certification	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
03/16/2020	Certify	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
08/05/2020	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

08/11/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/11/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist