

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0003
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 OLE/FAMS
Schedule Subject LEO Use of Force Acknowledgements
Internal agency concurrences will be provided No

Background Information **Background: As required by Transportation Security Administration (TSA) Management Directive (MD) 3500.2, Use of Force and Firearms, TSA Law Enforcement Officers (LEOs) and their supervisors must sign TSA Form 3500, LEO Use of Force Acknowledgement to document that TSA LEOs have read, understand and will adhere to the TSA policy and procedures for Use of Force and Firearms and the DHS Use of Deadly Force Policy. Acknowledgements are completed annually together with each TSA LEO's performance appraisal; completed forms are stored in the TSA LEOs local employee file.**

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0560-2018-0003

| Sequence Number |
|-----------------|
|-----------------|

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| 1 |
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| LEO Use of Force Acknowledgement Disposition Authority Number: DAA-0560-2018-0003-0001 |
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Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="373 412 885 449">LEO Use of Force Acknowledgement</p> <p data-bbox="373 463 1158 500">Disposition Authority Number DAA-0560-2018-0003-0001</p> <p data-bbox="373 514 1491 625">Signed copies of TSA Form 3500, LEO Use of Force Acknowledgement documenting that LEOs have read, understand, and will adhere to TSA MD 3500, LEO Use of Force and Firearms and the DHS Use of Deadly Force Policy.</p> <p data-bbox="373 640 930 676">Final Disposition Temporary</p> <p data-bbox="373 691 863 727">Item Status Active</p> <p data-bbox="373 742 835 778">Is this item media neutral? Yes</p> <p data-bbox="373 793 822 923">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 data-bbox="373 953 678 989">Disposition Instruction</p> <p data-bbox="373 1004 1202 1040">Cutoff Instruction Cutoff at the end of fiscal year.</p> <p data-bbox="373 1055 1179 1091">Retention Period Destroy 6 year(s) after cutoff</p> <p data-bbox="373 1121 678 1157">Additional Information</p> <p data-bbox="373 1172 964 1208">GAO Approval Not Required</p> |

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 |
|------------|------------------------|------------------|---|--|
| 05/07/2018 | Certify | Glenn Stoll | Agency Records Officer | Office of Information Technology - Operations and Engineering Division |
| 08/29/2018 | Submit for Concurrence | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 09/06/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/06/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 09/06/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |