

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

1

LEO Use of Force Acknowledgement

Disposition Authority Number: DAA-0560-2018-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="373 412 885 449">LEO Use of Force Acknowledgement</p> <p data-bbox="373 466 1158 495">Disposition Authority Number DAA-0560-2018-0003-0001</p> <p data-bbox="373 519 1501 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="373 646 930 676">Final Disposition Temporary</p> <p data-bbox="373 697 865 727">Item Status Active</p> <p data-bbox="373 749 835 778">Is this item media neutral? Yes</p> <p data-bbox="373 800 822 923">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="373 959 678 989">Disposition Instruction</p> <p data-bbox="373 1017 1202 1046">Cutoff Instruction Cutoff at the end of fiscal year.</p> <p data-bbox="373 1068 1179 1098">Retention Period Destroy 6 year(s) after cutoff</p> <p data-bbox="373 1140 678 1170">Additional Information</p> <p data-bbox="373 1198 964 1227">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