

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0560-2018-0009

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0009
Schedule Status Returned Without Action

Agency or Establishment Transportation Security Administration
Record Group / Scheduling Group Records of the Transportation Security Administration
Records Schedule applies to Agency-wide
Schedule Subject Aviation Security
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

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Outline of Records Schedule Items for DAA-0560-2018-0009

Sequence Number	
1	Investigations & Security Disposition Authority Number: DAA-0560-2018-0009-0001
2	Litigation and Special Activities Files Disposition Authority Number: DAA-0560-2018-0009-0002
3	Environmental Quality and Impact Disposition Authority Number: DAA-0560-2018-0009-0003
4	Airport Operations Disposition Authority Number: DAA-0560-2018-0009-0004
5	Airport Security Program Disposition Authority Number: DAA-0560-2018-0009-0005
6	Investigations & Security Disposition Authority Number: DAA-0560-2018-0009-0006

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0560-2018-0009

Records Schedule Items

Sequence Number	
1	<p>Investigations & Security</p> <p>Disposition Authority Number DAA-0560-2018-0009-0001</p> <p>Correspondence, memorandums, directives, reports, case files, and other documents covering employee criminal activity, background checks, criminal investigations, personnel security and related.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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GRS or Superseded Authority Citation N1-560-03-007 / 9</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually after records become obsolete, are superseded, or no longer needed.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Litigation and Special Activities Files</p> <p>Disposition Authority Number DAA-0560-2018-0009-0002</p> <p>Documents related to litigation, Freedom of Information Act (Headquarters acts on all responses, these records are local office copies), advice from counsel within the Field Office, and similar. Litigation and counsel records consist of information not held in Legal Services Department.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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>

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3	GRS or Superseded Authority Citation	N1-560-03-007 / 12/a
	Disposition Instruction	
	Cutoff Instruction	Cut off annually following close of case.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Environmental Quality and Impact	
	Disposition Authority Number	DAA-0560-2018-0009-0003
	Correspondence, memorandums, directives, reports, and other documents related to environmental quality and impact. Records include disposition of small amounts of hazardous materials abandoned at screening checkpoints or found in baggage. Records can include documentation of spills and exposure to possibly hazardous items.	
	Final Disposition	Temporary
Item Status	Withdrawn	
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	
4	GRS or Superseded Authority Citation	N1-560-03-007 / 16
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Airport Operations	
	Disposition Authority Number	DAA-0560-2018-0009-0004
	Directives, policy memorandums, and similar that are created specifically by and for the Field Office. These records can enhance policy directives issued by Headquarters, or are issued solely for the Field Office. Policies can include airport access, parking, conduct, uniforms, and related.	
	Final Disposition	Temporary

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	Item Status	Withdrawn
	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	N1-560-03-007 / 17
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of fiscal year in which the records are superseded or no longer in effect.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
5	Airport Security Program	
	Disposition Authority Number	DAA-0560-2018-0009-0005
	A copy of standard operating procedures, policy memorandums, Aviation Operations Directives, Security Directives, and other documents transmitting aviation security operations and policy.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	N1-560-03-007 / 20
	Disposition Instruction	
	Retention Period	Destroy when obsolete or superseded
	Additional Information	
	GAO Approval	Not Required
6	Investigations & Security	
	Disposition Authority Number	DAA-0560-2018-0009-0006

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Correspondence, memorandums, directives, reports, case files, and other documents covering employee criminal activity, background checks, criminal investigations, personnel security and related.

Final Disposition Temporary

Item Status Withdrawn

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 N1-560-03-007 / 9

Disposition Instruction

Cutoff Instruction Cut off annually after records become obsolete, are superseded, or no longer needed.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

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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
07/19/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/25/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/25/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
07/26/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
11/20/2018	Return Without Action	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

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