

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0010

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 Acquisition

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2018-0010

Sequence Number	
1	Reports & Statistics
1.1	Substantive reports, studies, progress reports, and reports of significant accomplishments Disposition Authority Number: DAA-0560-2018-0010-0001
2	Planning Disposition Authority Number: DAA-0560-2018-0010-0002

Records Schedule Items

Sequence Number	
1	Reports & Statistics
1.1	Substantive reports, studies, progress reports, and reports of significant accomplishments
	Disposition Authority Number DAA-0560-2018-0010-0001
	Case file special or one-time reports as needed.
	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	GRS or Superseded Authority Citation N1-560-04-001 / 2/b
	Disposition Instruction
	Cutoff Instruction Cutoff at the end of fiscal year.
	Retention Period Destroy 15 year(s) after cutoff
	Additional Information
	GAO Approval Not Required
2	Planning
	Disposition Authority Number DAA-0560-2018-0010-0002
	Files contain drafts, background material, annual work plans, budget estimates, and final documents relating to program planning.
	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	GRS or Superseded Authority Citation N1-560-04-001 / 3

Disposition Instruction	
Cutoff Instruction	Cutoff at the end of fiscal year.
Retention Period	Destroy 3 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
07/19/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
10/12/2018	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/15/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
10/16/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/17/2019	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/23/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/23/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/25/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist