

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0012
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 Human Resources
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2018-0012

Sequence Number	
1	Employment
1.1	Annuity Offset Waiver Forms Disposition Authority Number: DAA-0560-2018-0012-0001
2	Benefits
2.1	Military Buybacks Disposition Authority Number: DAA-0560-2018-0012-0002
2.2	Retirement Error Corrections Files
2.2.1	Errors, which lasted less than 3 years – TSA corrects. Disposition Authority Number: DAA-0560-2018-0012-0003
2.2.2	Errors, which lasted more than 3 years – OPM corrects. Disposition Authority Number: DAA-0560-2018-0012-0004

Records Schedule Items

Sequence Number	
1	Employment
1.1	Annuity Offset Waiver Forms
	Disposition Authority Number DAA-0560-2018-0012-0001
	Request for dual compensation for employees who are retired from other agencies and subsequently work for TSA.
	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	GRS or Superseded Authority Citation N1-560-03-008 / 4/b
	Disposition Instruction
	Cutoff Instruction Cutoff at end of fiscal year.
	Retention Period Destroy 5 year(s) after cutoff
	Additional Information
	GAO Approval Not Required
2	Benefits
2.1	Military Buybacks
	Disposition Authority Number DAA-0560-2018-0012-0002
	Working records for buying back military time, includes the SF 2803, Application to Make Deposit or Redeposit (ref. CSRS), and SF 3108, Application to Make Service Credit Payment (ref. FERS).
	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	GRS or Superseded Authority Citation	N1-560-03-008 / 5/a
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	Destroy 2 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2.2	Retirement Error Corrections Files	
	Containing errors in retirement estimates and calculations and employees who where placed in the wrong retirement system (CSRS and FERS).	
2.2.1	Errors, which lasted less than 3 years – TSA corrects.	
	Disposition Authority Number	DAA-0560-2018-0012-0003
	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	N1-560-03-008 / 5/e/1
	Disposition Instruction	
	Retention Period	Destroy 5 years after corrections.
	Additional Information	
	GAO Approval	Not Required
2.2.2	Errors, which lasted more than 3 years – OPM corrects.	
	Disposition Authority Number	DAA-0560-2018-0012-0004
	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	N1-560-03-008 / 5/e/2
Disposition Instruction	
Retention Period	Destroy 5 years after corrections.
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
07/25/2018	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/02/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
08/02/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
03/19/2019	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/20/2019	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
03/22/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
10/02/2019	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services

10/22/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/30/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist