

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2019-0001

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 TSA Investigations

Schedule Subject Program Management Files

Internal agency concurrences will be provided No

Background Information The program management files reference and support criminal and administrative investigations of the office

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2019-0001

Sequence Number

1

Program Management Files

Disposition Authority Number DAA-0560-2019-0001-0001
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Records Schedule Items

Sequence Number	
1	<p>Program Management Files</p> <p>Disposition Authority Number DAA-0560-2019-0001-0001</p> <p>This file contains routine records produced in the course of the management of this office. Examples of records include, but are not limited to: correspondence related to investigations (but not produced as a function of an investigation, which should be included in the investigatory case file), summary reports and briefings (including background information) about investigations, media coverage (e.g., news articles), internal reviews of office operations, and office reporting on its activities (e.g., monthly, quarterly, and annual reports)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of calendar year</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>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
11/14/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
03/28/2019	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/02/2019	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
04/02/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
10/10/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/16/2019	Submit For Certification	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
10/16/2019	Certify	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
01/27/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/03/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/03/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
02/04/2020	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist