

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="358 426 737 468">Program Management Files</p> <p data-bbox="358 478 1122 520">Disposition Authority Number DAA-0560-2019-0001-0001</p> <p data-bbox="358 531 1474 783">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 data-bbox="358 793 902 835">Final Disposition Temporary</p> <p data-bbox="358 846 837 888">Item Status Active</p> <p data-bbox="358 898 808 940">Is this item media neutral? Yes</p> <p data-bbox="358 951 797 1077">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="358 1098 659 1140">Disposition Instruction</p> <p data-bbox="358 1150 1203 1192">Cutoff Instruction Cutoff at the end of calendar year</p> <p data-bbox="358 1203 1138 1245">Retention Period Destroy 5 year(s) after cutoff</p> <p data-bbox="358 1266 659 1308">Additional Information</p> <p data-bbox="358 1318 935 1360">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 |