

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2019-0002

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 OLE/FAMS

Schedule Subject FAMS LEOs Actions Case Files

Internal agency concurrences will be provided No

Background Information Federal Air Marshal Service (FAMS) Law Enforcement Officers (LEOs) are authorized by 49 U.S.C. to:

- (1) carry a firearm;
- (2) make an arrest without a warrant for any Federal offense committed in the presence of the officer;
- (3) make an arrest for any Federal felony if the officer has probable cause to believe that the person to be arrested has committed or is committing the felony; and
- (4) seek and execute Federal warrants for arrest or seizure of evidence upon probable cause that a violation has been committed.

As a result of this authorization, the Office of Law Enforcement/ Federal Air Marshal Service (OLE/FAMS) has implemented six forms for use by FAMS LEOs when taking LEO actions as authorized. Once completed, the forms and any related correspondences are stored in LEO Actions Case Files.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2019-0002

Sequence Number

1

FAMS LEOs Actions Case File

Disposition Authority Number: DAA-0560-2019-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="367 412 789 442">FAMS LEOs Actions Case File</p> <p data-bbox="367 463 1146 493">Disposition Authority Number DAA-0560-2019-0002-0001</p> <p data-bbox="367 514 1500 1438">Correspondence (emails, text messages, voicemails, and similar) documenting a particular FAMS LEO action and stored in the FAMS LEO actions case file; TSA Form 3504-1, Advisement and Waiver of Miranda Rights, when required by OLE/FAMS Policy, FAMS LEOs read from this card to a suspect an advisement and waiver of Miranda rights; TSA Form 3504-2, Inventory of Evidence, when completed by FAMS LEOs as a means of inventorying evidence seized as part of the officer's official duties in order to provide for a chain-of-custody of evidence. Used for record-keeping purposes, Inventories of Evidence provides for a description of the evidence seized, location where it was found, where it is being secured, as well as the seizing FAMS LEO's initials and date of seizure; TSA Form 3504-3, Inventory of Property, when completed by FAMS LEOs as a means of inventorying personal property collected as part of the FAMS LEO's official duties in order to provide for a chain-of-custody of property. Provides for a description of the personal property collected, the location where the property was found, where the property is being secured, as well as the relevant FAMS LEO's initials and date of collection. TSA Form 3504-4, Witness Statement, if completed by witnesses at a potential crime scene. Witnesses may include other FAMS, law enforcement officers, TSA employees, and/or members of the general public. Details provided in the witness statement, such as name and contact information, are captured for potential later use. Witness statements are used as a recorded log of the event from multiple perspectives. TSA Form 3504-5, FAMS LEO Mission Paperwork Packet & TSA Form 3504-6, FAMS LEO Responding Official Checklist, are checklists issued by TSA for completion by law enforcement officers when any law enforcement officer action is taken. Checklists are reminders for steps needing to be taken, including notifications to be made and points-of-contact.</p> <p data-bbox="367 1459 927 1489">Final Disposition Temporary</p> <p data-bbox="367 1510 862 1540">Item Status Active</p> <p data-bbox="367 1561 829 1591">Is this item media neutral? Yes</p> <p data-bbox="367 1613 813 1740">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="367 1772 675 1802">Disposition Instruction</p> <p data-bbox="367 1823 1471 1938">Cutoff Instruction Cut off at the end of the calendar year when TSA's involvement with the law enforcement officer action ceases.</p>

Retention Period	Destroy 15 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
02/15/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/29/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/01/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist