

## Request for Records Disposition Authority

Records Schedule Number DAA-0560-2019-0005  
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 Office of Law Enforcement/Federal Air Marshal Service  
Schedule Subject Law Enforcement Officers Safety Act (LEOSA) Program  
Internal agency concurrences will be provided No

Background Information Transportation Security Administration (TSA) employees who occupy law enforcement officer (LEO) positions, or who are separating or have separated from TSA as a LEO, may apply for concealed carry authority under the Law Enforcement Officers Safety Act (LEOSA) (P.L. 108-277, 18 U.S.C. 926B-C). TSA organizational element (OE) points of contact (POCs) manage and administer the TSA LEOSA application process, including applicant classification during initial appointment and as necessary subsequently in accordance with TSA MD 3500.1, LEOSA Applicability and Eligibility. TSA is revising the record keeping for these records due to a policy change implemented on June 5, 2018.

Applicants for LEOSA coverage are classified based on established criteria found in TSA MD 3500.1; applicant classification is defined as either eligible or ineligible. LEOSA eligibility is for the life of the applicant unless revoked by TSA.

Ineligible applicants may appeal denial of LEOSA eligibility by forwarding a written request for appeal to TSA within thirty (30) days of the issuance of the written decision. Written requests for appeal contain the reason(s), and any supporting documentation, as to why the decision should be reversed. TSA will make a final determination within sixty (60) days of the receipt of the LEO's request.

Note: Only applies to applications received after June 5, 2018.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0002

## Outline of Records Schedule Items for DAA-0560-2019-0005

Sequence Number	
1	Eligible Application Packages Disposition Authority Number: DAA-0560-2019-0005-0001
2	Ineligible Application Packages Disposition Authority Number: DAA-0560-2019-0005-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Eligible Application Packages</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0005-0001</b></p> <p><b>Includes accepted LEOSA applications (TSA Form 2825A), any related correspondence, waivers, any supplemental forms, and attachments that are adjudicated by TSA as eligible to participate in LEOSA. Includes applicants found ineligible who are found eligible on appeal.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff Annually</b></p> <p>Retention Period                         <b>Destroy 99 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Ineligible Application Packages</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0005-0002</b></p> <p><b>Includes rejected LEOSA applications, any related correspondence, waivers, supplemental forms, and attachments that are adjudicated by LE/FAMS as ineligible to participate in LEOSA. Includes any denied appeal requests.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff Annually</b></p>

Retention Period	Destroy 1 year(s) after cutoff
Additional Information	
GAO Approval	Required and Received

## 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
04/18/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
08/02/2019	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist