

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0560-2019-0006**  
 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                      **Surface Operations-Security Operations**  
 Schedule Subject                      **First Observer Plus™**  
 Internal agency concurrences will be provided      **No**

Background Information                      **First Observer Plus is a security awareness program designed to train frontline surface transportation employees to observe, assess, and report suspicious activity that may be related to terrorism. This program falls under HR 302 Section 1976 of the "TSA Modernization Act" requiring the establishment of a program to promote surface transportation security through the training of surface transportation operators and frontline employees on the skills necessary to recognize, assess, and respond to suspicious items or actions that could indicate a threat to transportation. Training is available online ([tsa.gov/firstobserver](http://tsa.gov/firstobserver)) and on site. Onsite training is delivered via PowerPoint. Onsite and online versions include Surface Transportation, Mass Transit/Passenger Rail, Mass Transit Law Enforcement, Over-the-Road Bus, School Bus, Trucking (to include General, Hazardous Materials, and Food & Ag versions), Highway Workers, Parking (to include General and Large Venues/ Mass Gatherings), Pipeline, and Freight Rail.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0560-2019-0006

Sequence Number	
1	First Observer Plus Policy and Development Records Disposition Authority Number: DAA-0560-2019-0006-0001
2	First Observer Plus Program Management Records Disposition Authority Number: DAA-0560-2019-0006-0002
3	First Observer Plus Training Materials Records Disposition Authority Number: DAA-0560-2019-0006-0003
4	First Observer Plus Reference and Working Files Records Disposition Authority Number: DAA-0560-2019-0006-0004

## Records Schedule Items

Sequence Number	
1	<p><b>First Observer Plus Policy and Development Records</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0006-0001</b></p> <p><b>Policy records documenting the scope, functions, and responsibilities of the program as well as program manuals, white papers, overviews of accomplishments, and publicity documents such as brochures.</b></p> <p>Final Disposition                      <b>Permanent</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 at the end of fiscal year</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation    <b>2015</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2015 To 2030</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 15 Years</b></p>
2	<p><b>First Observer Plus Program Management Records</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0006-0002</b></p> <p><b>Program Management Records include the day-to-day operations of the program to include participation numbers for industry and TSA personnel; online and in-person training received; locations of training; names of approved training presenters; online registrations and program survey feedback; leadership or congressional inquiries about the training; correspondence with leadership and industry; program evaluations; schedules, logistics, and coordination documents; certificates; planning, assessing, and managing the training program.</b></p>

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 re-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the fiscal year**

Retention Period **Destroy 7 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**First Observer Plus Training Materials Records**

Disposition Authority Number **DAA-0560-2019-0006-0003**

**Training Materials Records for this program are mission specific and include syllabus, presentations, instructor guides, handbooks, lesson plans, and additional course materials including videos.**

Final Disposition **Permanent**

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 re-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2015 To 2030**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

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**First Observer Plus Reference and Working Files Records**

Disposition Authority Number      **DAA-0560-2019-0006-0004**

**Reference materials and working files used in developing course content.**

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**

**Disposition Instruction**

Cutoff Instruction                      **Cut off at the end of the calendar year.**

Retention Period                        **Destroy 3 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
04/18/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
04/23/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/23/2019	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
04/23/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
07/12/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/15/2019	Submit For Certification	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
07/15/2019	Certify	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
07/18/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/18/2019	Submit For Certification	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
07/18/2019	Certify	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
07/26/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

07/26/2019	Submit For Certification	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
07/26/2019	Certify	Nicole Adkinson-Calopietro	Records Management Analyst	TSA - TSA
11/18/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/27/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/02/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/04/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist