

## Request for Records Disposition Authority

Records Schedule Number	DAA-0560-2019-0011
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	Joint Vulnerability Assessments
Internal agency concurrences will be provided	No
Background Information	<p>The Aviation Transportation Security Act (ATSA), and Title 49 of the United States Code, U S C § 44904 (Domestic Air Transportation System Security) authorize the Transportation Security Administration (TSA) and the Federal Bureau of Investigation (FBI) to conduct Joint Vulnerability Assessments (JVAs) at domestic air transportation system airports. TSA Law Enforcement/Federal Air Marshal Service (LE/FAMS) administers JVAs in order to make site observation-based security vulnerability assessments to assist TSA and its security partner agencies, airport operators and stakeholders, with identifying and mitigating certain security vulnerabilities</p> <p>JVAs are conducted over a one-week period at domestic air transportation system airports. Around 60 days prior to each JVA, the Federal Security Director (FSD), or their designee, is required to complete a JVA Self-assessment. JVA Self-assessments provide a baseline vulnerability picture and are used to plan for upcoming JVAs.</p> <p>At the conclusion of each assessment, the JVA team compiles initial observations into a written JVA Executive Outbrief presented to the airport's FSD, their staff, or their designee. Later, a final JVA Report (JVAR) is prepared by the JVA Team that expands on the initial Outbrief in greater detail. Included with the JVAR is a JVA Mitigation Action Plan (JVAMAP), an all-inclusive roadmap of suggestions and solutions for mitigating any deficiencies documented within the JVAR.</p> <p>Records are compiled into a single case file documenting each assessment and JVA case files are closed once the JVAMAP is added to the case file. Once a JVA has been completed, the FSD is responsible for deciding which vulnerabilities to address, when</p>

to address them, and under what circumstances mitigations will be implemented.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0560-2019-0011

Sequence Number	
1	Joint Vulnerability Assessment Case Files Disposition Authority Number. DAA-0560-2019-0011-0001
2	Joint Vulnerability Assessment Self Assessments Disposition Authority Number. DAA-0560-2019-0011-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Joint Vulnerability Assessment Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0011-0001</b></p> <p><b>Consists of the Joint Vulnerability Assessments (JVA) team notes, findings, and background files documenting a particular JVA, a JVA Executive Outbrief, any summaries, and similar files, a JVA Final Report (JVAR), and a JVA Mitigation Action Plan (JVAMAP); includes any related notes and correspondence.</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 at the end of the calendar year when the JVAMAP is added to the case file</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Joint Vulnerability Assessment Self Assessments</b></p> <p>Disposition Authority Number      <b>DAA-0560-2019-0011-0002</b></p> <p><b>Vulnerability self-assessments conducted by Federal Security Directors (FSDs), or their designees, used to plan for future JVAs.</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 at the end of the calendar year</b></p>

Retention Period	Destroy 10 year(s) after cutoff
<b>Additional Information</b>	
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
04/30/2019	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/11/2019	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/17/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/20/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist