

Request for Records Disposition Authority

Records Schedule Number **DAA-0478-2014-0001**
Schedule Status **Approved**

Agency or Establishment **Office of Personnel Management**
Record Group / Scheduling Group **Records of the Office of Personnel Management**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Executive Secretariat**
Minor Subdivision **Ombudsman Office**
Schedule Subject **Ombudsman Administrative Files**
Internal agency concurrences will be provided **No**

Background Information **Ombudsman Records**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2014-0001

Sequence Number	
1	Ombudsman Administrative Files Disposition Authority Number: DAA-0478-2014-0001-0001
2	Ombudsman Inquiries Disposition Authority Number: DAA-0478-2014-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Ombudsman Administrative Files</p> <p>Disposition Authority Number DAA-0478-2014-0001-0001</p> <p>Correspondence, letters, memorandums, reports, and other records which are pertinent to routing internal administrative and housekeeping activities</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>OMBUDS 2300</td> <td>DHS/TSA Job number 701-560-03-4</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year. Destroy when 2 years old.</p> <p>Retention Period Cut off at end of calendar year. Destroy when 2 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	OMBUDS 2300	DHS/TSA Job number 701-560-03-4
Manual Citation	Manual Title				
OMBUDS 2300	DHS/TSA Job number 701-560-03-4				
2	<p>Ombudsman Inquiries</p> <p>Disposition Authority Number DAA-0478-2014-0001-0002</p> <p>Internal inquiries and resolutions. Includes investigations, reviews, correspondence, status updates, informal complaint resolutions</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
701-560-03-4	TSA

Disposition Instruction

Cutoff Instruction **Cut off at end of calender year. Destroy when 3 years old.**

Retention Period **Cut off at end of calender year. Destroy when 3 years old.**

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
11/05/2013	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
11/06/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
03/13/2014	Submit For Certification	Joel Westphal	Supervisory Records Officer	CIO - Records Management
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
04/01/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
05/09/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
05/12/2014	Submit For Certification	Steven Pierce	Government Information Specialist	CIO - Records Management
05/13/2014	Certify	Tanya Bennett	Chief Records Management and Data Policy	CIO - Information Management
07/01/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services

07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist