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Date: August 16, 2018
Appraiser: Laura Adams McHale, ACRS
Agency: Transportation Security Agency
Subject: DAA-0560-2017-0021

AMR 8/17/2018

INTRODUCTION

Schedule Overview

Office of Finance and Administration, Occupational Safety Health and Environment

Additional Background Information

The Transportation Security Agency (TSA) is rescheduling these records for media neutrality. On November 3, 2017, I met by phone with TSA records management and subject matter representatives to discuss this schedule. As a member of the ACRS/GRS Team and subject matter expert on GRS 2.7: Employee Health and Safety Records, I provided ACRS/GRS Team stakeholder unit review.

Overall Recommendation

I recommend approval of this schedule.

APPRAISAL

Item 0001: TSA Occupational Safety, Health and Environment Policy

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary. OSHE 2400.3 Program Management (Policy and Planning), Item 2, N1-560-04-017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. The disposition instruction has not changed from that approved previously.

Media Neutrality: Approved.

Workplace Operations

Item 0002: Workplace Safety

Item 0003: Operations Safety

Item 0004: Hazard Communication Program

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary. Item 0002 previously approved as temporary under OSHE 2400.5 Workplace Operations, Item 6, N1-560-04-017.

Item 0003 previously approved as temporary under OSHE 2400.5.3 Workplace Operations (Technical Information), Item 7, N1-560-04-017.

Item 0004 previously approved as temporary under OSHE 2400.5.4 Workplace Operations (Hazardous Materials), Item 8, N1-560-04-017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. For item 0002, the retention period has not changed from that approved previously; TSA has removed the statement about transferring the records to the Federal Records Center 5 years after cutoff, as well as reference to 29 CFR 1910.1020. The disposition instructions for item 0003 and item 0004 are unchanged.

Media Neutrality: Approved.

Safety Analysis and Prevention Program

Item 0005: Occupational Safety, Health and Incident Investigations

Item 0006: Occupational Injury and Illness

Item 0007: Program Management (OSHE Reports)

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as temporary. Item 0005 was previously approved as temporary under OSHE 2400.8 Analysis and Prevention Programs (Investigations), Item 10, N1-560-04-017.

NARA previously approved item 0006 as temporary under OSHE 2400.8.2 Analysis and Prevention Programs (Injuries and Illnesses), Item 11, N1-560-04-017.

Item 0007 was previously approved as temporary under OSHE 2400.3.3 Program Management (OSHE Reports), Item 3, N1-560-04-017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. For items 0005 and 0006, the cutoff instructions have been changed to “Cut off at end of calendar year in which final abatement action is completed” from “Cut off at end of calendar year.” While the overall retention period has not changed for items 0005 and 0006, TSA removed the reference to 29 CFR 1910.1020 stated in the predecessor authorities’ disposition instructions; this reference does not appear in the new items. The disposition instruction for item 0007 is unchanged.

Media Neutrality: Approved.

Employee Complaints of Unsafe and/or Unhealthful Working Conditions

Item 0008: Complaints

Item 0009: Reprisals Allegations

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

*Previously approved as temporary. NARA previously approved item 0008 as temporary under OSHE 2400.11 Employee Complaints, Reports, correspondence and documentation of occupational safety, health and environment complaints submitted by TSA employees Item 14a, N1-560-04-017.

Item 0009 was previously approved as temporary under OSHE 2400.11 Employee Complaints, Investigation reports and documentation of employee alleged allegations of reprisals, Item 14b, N1-560-04-017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. For item 0008, TSA changed the cutoff instruction to “Cut off at end of calendar year in which final abatement action is completed” from “Cut off at end of calendar year.” The retention period has not changed for item 0008; however, TSA removed the reference to 29 CFR 1910.1020 stated in the predecessor authority’s disposition instruction. Item 0009’s disposition instruction is unchanged.

Media Neutrality: Approved.

Item 0010: Program Evaluations

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

*Previously approved as temporary. Item 0010 was previously approved as temporary under OSHE 2400.4 Program Evaluation, Item 5, N1-560-04-017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. The disposition instruction is unchanged.

Media Neutrality: Approved.

Hazardous Waste Management

Item 0011: Manifests and Land Disposal Restriction (LDR) Certificates

Item 0012: Hazardous Waste Personnel Training Records

Item 0013: Laboratory Analyses: Records include test results and analyses.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

*Previously approved as temporary. Item 0011 was previously approved as temporary under OSHE 2400.20 Environmental Workplace Operations, Manifests including Land Disposal Restriction (LDR) Certificates, Item 18c, N1-560-04-0017.

Item 0012 was previously approved as temporary under OSHE 2400.20 Environmental Workplace Operations, Hazardous Waste Personnel Training Records, Item 18d, N1-560-04-0017.

Item 0013 was previously approved by NARA under OSHE 2400.20 Environmental Workplace Operations, Laboratory Analyses, Item 18e, N1-560-03-0013.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. The disposition instructions are unchanged for all three items.

Media Neutrality: Approved.

Item 0014: Operations Support

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

*Previously approved as temporary. Item 0014 was previously approved by NARA under OSHE 2400.10 Operations Support, Item 13, N1-560-04-0017.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The records are being rescheduled for media neutrality and have little or no research value. The disposition instruction is unchanged from the previously-approved authority.

Media Neutrality: Approved.



Appraiser