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## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2018-0003  
Schedule Status                    Appraiser Working Version

Agency or Establishment           Transportation Security Administration  
Record Group / Scheduling Group   Records of the Transportation Security Administration  
Records Schedule applies to       Major Subdivision  
Major Subdivision                 OLE/FAMS  
Schedule Subject                  LEO Use of Force Acknowledgements  
Internal agency concurrences will be provided   No

Background Information            Background: As required by Transportation Security Administration (TSA) Management Directive (MD) 3500.2, Use of Force and Firearms, TSA Law Enforcement Officers (LEOs) and their supervisors must sign TSA Form 3500, LEO Use of Force Acknowledgement to document that TSA LEOs have read, understand and will adhere to the TSA policy and procedures for Use of Force and Firearms and the DHS Use of Deadly Force Policy. Acknowledgements are completed annually together with each TSA LEO's performance appraisal; completed forms are stored in the TSA LEOs local employee file.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0560-2018-0003

Sequence Number

1

LEO Use of Force Acknowledgement

Disposition Authority Number: DAA-0560-2018-0003-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 873 411"><b>LEO Use of Force Acknowledgement</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0560-2018-0003-0001</b></p> <p data-bbox="345 493 1500 598"><b>Signed copies of TSA Form 3500, LEO Use of Force Acknowledgement documenting that LEOs have read, understand, and will adhere to TSA MD 3500, LEO Use of Force and Firearms and the DHS Use of Deadly Force Policy.</b></p> <p data-bbox="345 623 919 655">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 680 878 711">Item Status                                <b>Pending</b></p> <p data-bbox="345 737 818 768">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 793 805 905">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 data-bbox="345 947 659 978"><b>Disposition Instruction</b></p> <p data-bbox="345 1003 1195 1035">Cutoff Instruction                        <b>Cutoff at the end of fiscal year.</b></p> <p data-bbox="345 1060 1170 1092">Retention Period                         <b>Destroy 6 year(s) after cutoff</b></p> <p data-bbox="345 1134 656 1165"><b>Additional Information</b></p> <p data-bbox="345 1190 951 1222">GAO Approval                              <b>Not Required</b></p>

## 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
05/07/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division

## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0