

INACTIVE – ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2019-0012

Schedule Status Modified Approved Version

Agency or Establishment Federal Aviation Administration

Record Group / Scheduling Group Records of the Federal Aviation Administration

Records Schedule applies to Agency-wide

Schedule Subject FAA Hotline Tips, complaints and Reporting Systems

Internal agency concurrences will be provided No

Background Information This schedule covers FAA agency Hotline's and the Whistleblower Protection Program

The records types covered by this schedule include but are not limited to the following: electronic or hard copy hotline reports, correspondence, investigative results, supporting documentation and other related records accumulated for the purpose of processing reports submitted to these programs. Reports may include name, address, phone number, email address, flight information, certificate number of the reporter or subject of allegations, responsible party or company, job title, job description, documents used to support allegations, correspondence from individuals regarding their report and events related thereto.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Outline of Records Schedule Items for DAA-0237-2019-0012

Sequence Number	
1	FAA Hotline Disposition Authority Number: DAA-0237-2019-0012-0001
2	The Whistleblower Protection Program (WBPP) Disposition Authority Number: DAA-0237-2019-0012-0002

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Disposition Authority Number DAA-0237-2019-0012-0002

The Whistleblower protection program provides protection to employees of air carriers, their contractors and subcontractors, from retaliation, discharge or discriminated for providing information relating to any violation of any order, regulation, or standard of the Federal Aviation Administration or other Federal law relating to air carrier safety. There are two ways to file a Whistleblower complaint either by the electronic notification form, which can be located on the FAA website or by mail. WBPP records and information collected and maintained in this system are used to document and process allegations of violations of any order, regulation, or standard of the Federal Aviation Administration or any other Federal law relating to air carrier safety; monitor and track case assignments, disposition, status, and investigative results; and create and report statistical information. Upon receipt of the complaint by mail, an authorized WBPP analyst manually enters the information into the WBPP database. The complaint should include but not limited to: Name, address, and telephone number, Individual's understanding of the specific order, regulation, or standard of FAA, that they believe has been violated, the name and location of the company which discharged or otherwise discriminated against the individual; their status as an air carrier, air carrier contractor or subcontractor the date individual became aware of the discrimination, the specific issue reported to the company or to the FAA, specific details relating to the safety issue such as people involved, aircraft tail numbers, date and times of the event(s), witness list, sufficient details to allow the FAA inspectors to prove a violation of a regulation, order, or standard.

Final Disposition Temporary

Item Status Inactive

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2022-0010-0002

Disposition Instruction

Cutoff Instruction After case is closed

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

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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
09/24/2019	Certify	Richard Mattison	Senior Records Analyst	FAA - FAA
07/16/2020	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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