

# WITHDRAWN - RETURNED WITHOUT ACTION

## Request for Records Disposition Authority

Records Schedule Number DAA-0237-2014-0006  
Schedule Status Returned Without Action  
Agency or Establishment Federal Aviation Administration  
Record Group / Scheduling Group Records of the Federal Aviation Administration  
Records Schedule applies to Agency-wide  
Schedule Subject Administration Big Bucket Schedule  
Internal agency concurrences will be provided No

**Background Information** The Administration functional bucket includes all records that support the work of the FAA but are not directly mission related. This bucket describes those records that all or most federal agencies generate to accomplish common activities such as processing a job application, implementing a budget, addressing civil rights complaints, interacting with Congressional committees, or paying contractors for services rendered. As such, these records are usually covered by General Record Schedules. This bucket includes, but is not limited to: human resources records, administrative management files, financial records, budget files, information technology records, FOIA/ Privacy Act records, civil rights files, public relations files, contracting, acquisitions and other supply chain activities, ethics, and legislative relations.

### NOTES:

1. This is a media neutral schedule with retentions applied regardless of format or media unless specifically noted otherwise.
2. This schedule does not include or supersede any General Records Schedule items. Only FAA unique administrative items are included in the Administration functional bucket schedule.
3. This schedule does not supersede the financial big bucket schedule, N1-237-09-23.
4. This schedule applies across FAA organizational units. For example, if a unit that is not AHR has human resource management records, that unit would still use the items in the Human Resource Management hellsub-function section to manage the records.

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

5. All duplicates and other convenience copies of records described in this schedule may be deleted and/or destroyed when no longer needed; and must not be kept past the approved retention period assigned to the Official Agency Record.

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	50

## GAO Approval

# WITHDRAWN - RETURNED WITHOUT ACTION

## Outline of Records Schedule Items for DAA-0237-2014-0006

Sequence Number	
1	Human Resource Management
1.1	Acoustic and Audiometric Measurement Test Files Disposition Authority Number: DAA-0237-2014-0006-0001
1.2	Aviation Training Development and Administration Correspondence – Controlling LOBs. Disposition Authority Number: DAA-0237-2014-0006-0003
1.3	Aviation Training Curriculum and Training Manuals. Disposition Authority Number: DAA-0237-2014-0006-0004
1.4	Individual Academic Training Case Files. Disposition Authority Number: DAA-0237-2014-0006-0005
1.5	Reemployment Rights Files/Military Personnel Files-Claims. Disposition Authority Number: DAA-0237-2014-0006-0006
1.6	Annual Supervisory Position Review. Disposition Authority Number: DAA-0237-2014-0006-0007
1.7	National Labor Management Agreements. Disposition Authority Number: DAA-0237-2014-0006-0008
1.8	Labor Relations Agreements Case Files – National in scope. Disposition Authority Number: DAA-0237-2014-0006-0009
1.9	Labor Relations Arbitration Files. Disposition Authority Number: DAA-0237-2014-0006-0010
1.10	Accountability Board Tracking Records. Disposition Authority Number: DAA-0237-2014-0006-0011
1.11	Occupational Health Survey Reports. Disposition Authority Number: DAA-0237-2014-0006-0012
2	Administrative Management
2.1	Committee and Conference Files – Official Files of the Sponsor, Secretariat, or Recorder; Committee Management Files - held by the FAA Committee Management Officer. Disposition Authority Number: DAA-0237-2014-0006-0013
2.2	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Disposition Authority Number: DAA-0237-2014-0006-0014
2.3	Committee and Conference Files – Committee Management Files - Files for internal FAA committees or all other committee records not scheduled elsewhere. Disposition Authority Number: DAA-0237-2014-0006-0015
2.4	High Level Official Correspondence.

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

	Disposition Authority Number: DAA-0237-2014-0006-0016
2.5	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation. Disposition Authority Number: DAA-0237-2014-0006-0017
2.6	Logistic Management Files. Disposition Authority Number: DAA-0237-2014-0006-0018
2.7	Personal Property and Project Material Asset Management System of Record. Disposition Authority Number: DAA-0237-2014-0006-0019
2.8	Office of Inspector General Audit Report and Follow-up Files. Disposition Authority Number: DAA-0237-2014-0006-0020
2.9	Office of Inspector General Official Investigative Case Files. Disposition Authority Number: DAA-0237-2014-0006-0021
2.10	Real Property Tracking. Disposition Authority Number: DAA-0237-2014-0006-0022
2.11	Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities. Disposition Authority Number: DAA-0237-2014-0006-0023
2.12	Aids to Air Navigation Project Materials Files – Work order progress and project complement charts. Disposition Authority Number: DAA-0237-2014-0006-0024
2.13	Provisioning Files. Disposition Authority Number: DAA-0237-2014-0006-0025
2.14	Personal Property In-Use Accountability Files. Disposition Authority Number: DAA-0237-2014-0006-0026
2.15	Master Project Materiel Case Files. Disposition Authority Number: DAA-0237-2014-0006-0027
3	<b>Financial Management</b>
3.1	Insurance Deduction Files. Disposition Authority Number: DAA-0237-2014-0006-0028
3.2	Reports of Excess Real Property. Disposition Authority Number: DAA-0237-2014-0006-0029
3.3	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Disposition Authority Number: DAA-0237-2014-0006-0030
4	<b>Planning and Budgeting</b>
4.1	Work Measurement Project Files. Disposition Authority Number: DAA-0237-2014-0006-0031
4.2	Management Project Working Papers.

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

	<b>Disposition Authority Number: DAA-0237-2014-0006-0032</b>
4.3	<b>Work Measurement, Performance, and Staffing Analysis. Disposition Authority Number: DAA-0237-2014-0006-0033</b>
4.4	<b>Management Improvement Report Files – Record copies maintained by the responsible office. Disposition Authority Number: DAA-0237-2014-0006-0034</b>
4.5	<b>Management Improvement Report Files – All other copies. Disposition Authority Number: DAA-0237-2014-0006-0035</b>
5	<b>Information and Technology Management</b>
5.1	<b>Application Catalogs and Tracking. Disposition Authority Number: DAA-0237-2014-0006-0036</b>
6	<b>FOAI/Privacy Act</b>
6.1	<b>System Development Records. Disposition Authority Number: DAA-0237-2014-0006-0037</b>
7	<b>Supply Chain Management</b>
7.1	<b>Contract Information Tracking and Management. Disposition Authority Number: DAA-0237-2014-0006-0038</b>
8	<b>Public Affairs</b>
8.1	<b>Public Affairs General Correspondence. Disposition Authority Number: DAA-0237-2014-0006-0039</b>
8.2	<b>Informational Release Files – Releasing Office. Disposition Authority Number: DAA-0237-2014-0006-0040</b>
8.3	<b>Informational Release Files – All Other Offices. Disposition Authority Number: DAA-0237-2014-0006-0041</b>
8.4	<b>Aviation and Space Education Records – Historic Records. Disposition Authority Number: DAA-0237-2014-0006-0042</b>
8.5	<b>Aviation and Space Education Records – Routine and Administrative Files. Disposition Authority Number: DAA-0237-2014-0006-0043</b>
9	<b>Legislative Relations</b>
9.1	<b>Agency Reports to Congress, at the Departmental or Agency level. Disposition Authority Number: DAA-0237-2014-0006-0044</b>
9.2	<b>Legislative History Files – Legislation directly and significantly affecting the FAA. Disposition Authority Number: DAA-0237-2014-0006-0045</b>
9.3	<b>Legislative History Files – Legislation of limited applicability to FAA. Disposition Authority Number: DAA-0237-2014-0006-0046</b>
9.4	<b>Legislative Proposal Files - Records of proposals that are enacted. Disposition Authority Number: DAA-0237-2014-0006-0047</b>

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9.5	Legislative Proposal Files - Records of proposals not enacted - Proposals initiated by FAA and those initiated outside FAA relating to aviation matters. Disposition Authority Number: DAA-0237-2014-0006-0048
9.6	Legislative Proposal Files - Records of proposals not enacted - All Others. Disposition Authority Number: DAA-0237-2014-0006-0049
10	Email
10.1	All email created, received or otherwise managed by FAA staff at the Senior Executive Service (SES) Level (including all political appointees). Disposition Authority Number: DAA-0237-2014-0006-0050
10.2	All email created, received, or otherwise managed by all other FAA staff. Disposition Authority Number: DAA-0237-2014-0006-0051

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

## Records Schedule Items

Sequence Number							
1	Human Resource Management						
1.1	Acoustic and Audiometric Measurement Test Files						
	Disposition Authority Number      DAA-0237-2014-0006-0001						
	Contains audiograms, correspondence and reports related to noise exposure measurements, including charts, graphs, and tables showing an individuals' name, job classification and hearing threshold; date of audiogram, examiners' name, date of last acoustic or exhaustive calibration and individuals' most recent exposure assessment.						
	Final Disposition                      Temporary						
	Item Status                                Withdrawn						
	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?      No						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>3900.5a</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> <tr> <td>3900.5b</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> </tbody> </table>	Manual Citation	Manual Title	3900.5a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	3900.5b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
Manual Citation	Manual Title						
3900.5a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards						
3900.5b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards						
	GRS or Superseded Authority Citation      NC1-237-84-3/a						
	Disposition Instruction						
	Cutoff Instruction                      Cut off closed files annually.						
	Retention Period                        Destroy/delete when 2 years old.						
	Additional Information						
	GAO Approval                            Not Required						
1.2	Aviation Training Development and Administration Correspondence – Controlling LOBs.						
	Disposition Authority Number      DAA-0237-2014-0006-0003						

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

Includes correspondence, reports and related documents reflecting the development and administration of training programs in aviation technical training and professional skills.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3000.1a1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation NC-237-75-3/1a(1)

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off files when superseded.

Transfer to Inactive Storage Transfer to FRC 5 years after cut off.

Transfer to the National Archives for Accessioning Transfer to NARA when 15 years old.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off files when superseded.

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

Transfer to Inactive Storage

Electronic records should be transferred for pre-accessioning when 3 years old, with any related documentation and external finding aids, in accordance with standards applicable at the time.

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning immediately after 3 years old.

Transfer to the National Archives for Accessioning

Transfer to NARA when 15 years old.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives?

Unknown  
Unknown

13

Aviation Training Curriculum and Training Manuals.

Disposition Authority Number DAA-0237-2014-0006-0004

Consists of finalized aviation course curriculum and associated materials as well as training manuals maintained and created by the issuing or controlling LOB.

Final Disposition

Permanent

Item Status

Withdrawn

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?

No

Manual Citation	Manual Title
3100.2a	

GRS or Superseded Authority Citation

NC-237-75-3/a

## Disposition Instruction

Cutoff Instruction

Cut off when superseded.

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning immediately after 3 years

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.4

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after Close of File

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives?      Unknown  
Unknown

**Individual Academic Training Case Files.**

Disposition Authority Number      DAA-0237-2014-0006-0005

Case files containing student attendance records, information on courses taken, personal and professional records, grades and certificates received, and related materials maintained by the Federal Aviation Academy and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.

Final Disposition      Temporary

Item Status      Withdrawn

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?      No

Manual Citation	Manual Title
3100.3	
4040.1	
8000.8	
8400.6	
8400.7	

GRS or Superseded Authority Citation      II-NNA-752/16  
II-NNA-1017/74  
N1-237-09-17  
II-NNA-1102/39  
II-NNA-1102/40

Disposition Instruction

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.5	Retention Period	Destroy/delete 5 years after date of last action.						
	Additional Information							
	GAO Approval	Not Required						
	Reemployment Rights Files/Military Personnel Files-Claims.							
	Disposition Authority Number	DAA-0237-2014-0006-0006						
	Includes documents maintained to establish reemployment rights of individuals on overseas and other assignments. Includes copies of orders of assignment, military histories, position descriptions, and letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to FAA used to manage claims from military personnel assigned to FAA overseas.							
	Final Disposition	Temporary						
	Item Status	Withdrawn						
	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?	No						
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>3250.1</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> <tr> <td>3250.2</td> <td></td> </tr> </tbody> </table>			Manual Citation	Manual Title	3250.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	3250.2	
Manual Citation	Manual Title							
3250.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards							
3250.2								
1.6	GRS or Superseded Authority Citation	NC1-237-77-6/1						
	Disposition Instruction							
	Retention Period	Destroy 1 year after employee is reemployed or after the employee's reemployment rights expire or after all claims have been settled.						
	Additional Information							
	GAO Approval	Not Required						
	Annual Supervisory Position Review.							
Disposition Authority Number	DAA-0237-2014-0006-0007							
Annual position review and certification submitted by all supervisors to regional personnel offices.								
Final Disposition	Temporary							

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.7

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3500.3	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

### Disposition Instruction

Retention Period Destroy when 2 years old.

### Additional Information

GAO Approval Not Required

### National Labor Management Agreements.

Disposition Authority Number DAA-0237-2014-0006-0008

Includes national labor management agreements, relating to occupations peculiar to FAA, such as Air Traffic Controllers, Airway Facility employees, and Flight Standards Inspectors.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3710.1a	
3710.2a	

GRS or Superseded Authority Citation NC1-237-77-4/3a  
NC-174-102/1

### Disposition Instruction

Transfer to Inactive Storage Transfer to FRC when 10 years old or sooner, if inactive.

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.8

Transfer to the National Archives for Accessioning Offer to NARA when 20 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

**Labor Relations Agreements Case Files – National in scope.**

Disposition Authority Number DAA-0237-2014-0006-0009

Includes case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Records include proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3710.2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

**Disposition Instruction**

Transfer to Inactive Storage Transfer closed case files to FRC when 10 years old.

Transfer to the National Archives for Accessioning Offer to NARA when 15 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.9

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

## Labor Relations Arbitration Files.

Disposition Authority Number DAA-0237-2014-0006-0010

Case files developed in the arbitration of grievances and disputes over interpretation and application of labor agreements. Includes complaints, reports of investigation, hearing transcripts, decisions, appeals, and related correspondence.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3710.3a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation NC-174-102/a

## Disposition Instruction

Transfer to Inactive Storage Transfer closed case files to FRC when 5 years old.

Transfer to the National Archives for Accessioning Offer to NARA when 15 years old.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

1.10

## Accountability Board Tracking Records.

Disposition Authority Number DAA-0237-2014-0006-0011

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1.11

Includes the Accountability Board database and related records. Accountability Board database tracks allegations against a respondent. Contains sensitive information related to case files and Accountability Board meeting schedules.

Final Disposition Temporary

Item Status Withdrawn

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? No

**Disposition Instruction**

Retention Period Destroy 15 year(s) after final resolution of case.

**Additional Information**

GAO Approval Not Required

**Occupational Health Survey Reports.**

Disposition Authority Number DAA-0237-2014-0006-0012

Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
3900.4	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
3900.4a	
3900.4b	
3900.4b1	
3900.4b2	

GRS or Superseded Authority Citation NC1-237-84-4/1  
NC1-237-84-4/b1

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NC1-237-84-4/b2

**Disposition Instruction**

Transfer to Inactive Storage      Transfer to FRC when 5 years old.

Retention Period      Destroy/delete when 15 years old.

**Additional Information**

GAO Approval      Not Required

**Administrative Management**

Committee and Conference Files – Official Files of the Sponsor, Secretariat, or Recorder; Committee Management Files - held by the FAA Committee Management Officer.

Disposition Authority Number      DAA-0237-2014-0006-0013

Final Disposition      Permanent

Item Status      Withdrawn

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?      No

Manual Citation	Manual Title
1110.1b2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1110.4a	
1110.4b	

GRS or Superseded Authority Citation      NC-174-227/4  
NC-174-227/6

**Disposition Instruction**

Transfer to Inactive Storage      Transfer to FRC when 4 years old or earlier.

Transfer to the National Archives for Accessioning      Offer to NARA when 15 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
Unknown

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

2.2

How frequently will your agency transfer these records to the National Archives?      Unknown  
Unknown

**Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA.**

Disposition Authority Number      DAA-0237-2014-0006-0014

Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.

Final Disposition      Permanent

Item Status      Withdrawn

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?      No

Manual Citation	Manual Title
1110.4	
6050.2e	
6050.3	
8000.3	
1110.2	
1110.2a	

GRS or Superseded Authority Citation      NC-174-227/5  
NC1-237-77-3/76(2e)  
NC1-237-77-3/76(3)  
II-NNA-1017/60

**Disposition Instruction**

Transfer to Inactive Storage      Transfer to FRC when 4 years old or earlier.

Transfer to the National Archives for Accessioning      Offer to NARA when 15 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
Unknown

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

2.3	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown						
	<b>Committee and Conference Files – Committee Management Files - Files for internal FAA committees or all other committee records not scheduled elsewhere.</b>							
	Disposition Authority Number	DAA-0237-2014-0006-0015						
	Final Disposition	Temporary						
	Item Status	Withdrawn						
	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?	No						
	<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>1110.2b</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> <tr> <td>1110.4c</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	1110.2b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	1110.4c	
	Manual Citation	Manual Title						
	1110.2b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards						
1110.4c								
GRS or Superseded Authority Citation	NC-174-227/5(b) NC-174-227/6							
<b>Disposition Instruction</b>								
Retention Period	Destroy/delete when 3 years old.							
<b>Additional Information</b>								
GAO Approval	Not Required							
2.4	<b>High Level Official Correspondence.</b>							
	Disposition Authority Number	DAA-0237-2014-0006-0016						
	Includes correspondence, reports, calendars, appointment and briefing books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other agency business by 'Dash-1', top level FAA officials while serving in an official capacity, and documenting substantive agency business, but EXCLUDING materials determined to be personal.							
	Final Disposition	Permanent						
Item Status	Withdrawn							

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

25

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? No

**Disposition Instruction**

Cutoff Instruction Cut off when official leaves the agency.

Transfer to the National Archives for Accessioning Offer to NARA 15 years after cut off.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.

Disposition Authority Number DAA-0237-2014-0006-0017

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1070.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1070.1a	
1070.1a1	
1070.1a2	
1070.1a3	
1070.1b	

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

	1070.2	
	1070.2a	
	1070.2b	
	1070.2c	
2.6	GRS or Superseded Authority Citation	N1-237-95-3/a1 N1-237-95-3/a2 N1-237-95-3/b N1-237-95-3/c N1-237-96-2
	Disposition Instruction	
	Retention Period	Destroy/delete when 3 years old.
	Additional Information	
	GAO Approval	Not Required
	Logistic Management Files.	
	Disposition Authority Number	DAA-0237-2014-0006-0018
		Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning. Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), and Automated Distribution System (ADS), Automated Reproduction System (ARS), Returns or any successor systems or other systems performing this function.
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Manual Citation	Manual Title
4500.1a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

4500.2	
4500.3	
4500.3a	
9970.1	
9970.1a	
9970.1b	
9970.2	
9970.2a	

GRS or Superseded Authority Citation  
 N1-237-09-09  
 N1-237-09-16  
 N1-237-09-17  
 N1-237-09-11/a  
 N1-237-09-17/a  
 N1-237-09-11

**Disposition Instruction**

Retention Period Destroy/delete when 5 years old.

**Additional Information**

GAO Approval Not Required

2.7

Personal Property and Project Material Asset Management System of Record.

Disposition Authority Number DAA-0237-2014-0006-0019

Currently the Automated Inventory Tracking System (AITS) is the system of record for personal property and project material asset management across the entire FAA. It is an enterprise-wide web-based application managing over \$9 billion worth of assets and over 9 million (9,652,112) data records that are in the AITS database. Records are entered directly into the system.

Final Disposition Temporary

Item Status Withdrawn

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

# WITHDRAWN - RETURNED WITHOUT ACTION

Manual Citation	Manual Title
9970.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation      N1-237-10-6

**Disposition Instruction**

Cutoff Instruction      Cut off at the end of the fiscal year in which asset is no longer owned by the FAA. Data will be migrated when system is updated or replaced.

Retention Period      Destroy 25 year(s) after cut-off.

**Additional Information**

GAO Approval      Not Required

Office of Inspector General Audit Report and Follow-up Files.

Disposition Authority Number      DAA-0237-2014-0006-0020

Audit reports issued by the OIG, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions; documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.

Final Disposition      Temporary

Item Status      Withdrawn

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?      No

Manual Citation	Manual Title
2960.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
2960.2	
2970.1	
2970.2	

GRS or Superseded Authority Citation      NC-174-124/2  
NC-174-124/3

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

2.9	NN-171-123/4 NN-171-123/5																				
	Disposition Instruction																				
	Retention Period	Destroy/delete when 7 years old.																			
	Additional Information																				
	GAO Approval	Not Required																			
	Office of Inspector General Official Investigative Case Files.																				
	Disposition Authority Number	DAA-0237-2014-0006-0021																			
	<p>These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System. Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously. NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>																				
	Final Disposition	Temporary																			
	Item Status	Withdrawn																			
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?	No																				
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>1600.11a1</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> <tr> <td>1600.11a2</td> <td></td> </tr> <tr> <td>1600.11a3</td> <td></td> </tr> <tr> <td>1600.11a4</td> <td></td> </tr> <tr> <td>1600.11b</td> <td></td> </tr> <tr> <td>1600.11c</td> <td></td> </tr> <tr> <td>1600.12</td> <td></td> </tr> <tr> <td>1600.13a</td> <td></td> </tr> <tr> <td>1600.13b</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	1600.11a1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	1600.11a2		1600.11a3		1600.11a4		1600.11b		1600.11c		1600.12		1600.13a		1600.13b	
Manual Citation	Manual Title																				
1600.11a1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards																				
1600.11a2																					
1600.11a3																					
1600.11a4																					
1600.11b																					
1600.11c																					
1600.12																					
1600.13a																					
1600.13b																					

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1600.13c	
1600.13d	

GRS or Superseded Authority Citation  
 NC1-237-77-3-6/a1  
 NC1-237-77-3-6/a2  
 NC1-237-77-3-6/a3  
 NC1-237-77-3-6/a4  
 NC1-237-77-3-6/b  
 NC1-237-77-3-6/c  
 NC1-237-77-3/7  
 NC1-237-77-3/8a  
 NC1-237-77-3/8b  
 NC1-237-77-3/8c  
 NC1-237-77-3/8d

**Disposition Instruction**

Retention Period Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.

**Additional Information**

GAO Approval Not Required

**Real Property Tracking.**

Disposition Authority Number DAA-0237-2014-0006-0022

Includes current Real Estate Tracking System (RETS) and any similar or successor system. RETS is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, and project notes entered by specialists. Includes the Real Estate Management Systems (REMS) and any similar or successor system. REMS runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.

2.10

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

Final Disposition Temporary  
 Item Status Withdrawn  
 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

Manual Citation	Manual Title
9970.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation N1-237-10-15  
 N1-237-09-10/1  
 N1-237-09-10/1a  
 N1-237-10-15/2

**Disposition Instruction**

Cutoff Instruction Cut off project records at the end of the fiscal year in which they are completed or cancelled.

Retention Period Destroy/delete between 5 and 20 years after cut off. FAA agrees to maintain electronic records in accordance with current standards. Data will be migrated as needed when system is superseded or replaced.

**Additional Information**

GAO Approval Not Required

2.11

Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities.

Disposition Authority Number DAA-0237-2014-0006-0023

Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills of lading, and other documents pertaining to the acquisition, transfer, and disposal of equipment and supplies maintained by air traffic field facilities, aviation safety district offices, airport district offices, and airway facilities flight standards field office.

Final Disposition Temporary

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

Item Status Withdrawn

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? No

Manual Citation	Manual Title
4600.14	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
4600.14a	
4600.14b	
4600.14c	

GRS or Superseded Authority Citation NC1-237-79-2/1  
II-NNA-912/1a  
II-NNA-1306/14

### Disposition Instruction

Retention Period Destroy/delete once work is completed or equipment is released.

### Additional Information

GAO Approval Not Required

2.12

Aids to Air Navigation Project Materials Files – Work order progress and project complement charts.

Disposition Authority Number DAA-0237-2014-0006-0024

Correspondence, reports, charts, and other documents accumulated by the FAA Depot relating to the receipt, custody, shipment, modification, testing, repairing, and reconditioning of materiel, parts, and other components used in the establishment and maintenance of aids to air navigation.

Final Disposition Temporary

Item Status Withdrawn

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? No

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule DAA-0237-2014-0006

Manual Citation	Manual Title
4600.15	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
4600.15e	
4600.15f	

GRS or Superseded Authority Citation II-NNA-752/18  
II-NNA-752/19

## Disposition Instruction

Retention Period Destroy/Delete when 3 years old.

## Additional Information

GAO Approval Not Required

## Provisioning Files.

Disposition Authority Number DAA-0237-2014-0006-0025

Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel. Includes provisioning case files and replaceable parts list.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
4560.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
4600.16	
4600.16a	
4600.16b	

GRS or Superseded Authority Citation N1-237-86-1/1  
N1-237-86-1/2

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

2.14

## Disposition Instruction

Cutoff Instruction Retain for life cycle of equipment to which applicable.  
Transfer to Inactive Storage Transfer to FRC 1 year after end of life cycle.  
Retention Period Destroy/delete when 5 years old.

## Additional Information

GAO Approval Not Required

## Personal Property In-Use Accountability Files.

Disposition Authority Number DAA-0237-2014-0006-0026

Documents accumulated by property accountability officers and property custodians in the management, accountability, and physical control of personal property in-use in the agency including detail property record reflecting physical and financial characteristics of personal property in use.

Final Disposition Temporary

Item Status Withdrawn

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? No

## Disposition Instruction

Retention Period Destroy/delete after disposal of related property or its transfer to other accountability.

## Additional Information

GAO Approval Not Required

2.15

## Master Project Materiel Case Files.

Disposition Authority Number DAA-0237-2014-0006-0027

Documents accumulated by regional Logistics Divisions in the management and control of project materiel required in the establishment and modification of facilities in the National Airspace System.

Final Disposition Temporary

Item Status Withdrawn

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? No

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
4650.2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation II-NNA-1017/119

### Disposition Instruction

Retention Period Destroy 1 year after project has been capitalized.

### Additional Information

GAO Approval Not Required

### Financial Management

### Insurance Deduction Files.

Disposition Authority Number DAA-0237-2014-0006-0028

Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
2730.15	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

### Disposition Instruction

Retention Period Destroy/delete when 4 years old.

### Additional Information

GAO Approval Not Required

Reports of Excess Real Property.

3

3.1

3.2

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

Disposition Authority Number DAA-0237-2014-0006-0029

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
4830.2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation NC-174-163/7

Disposition Instruction

Retention Period Destroy 1 year after disposal of property.

Additional Information

GAO Approval Not Required

Facilities & Equipment (F&E) Reports, Correspondence and similar files.

Disposition Authority Number DAA-0237-2014-0006-0030

Includes all reports relating to the F&E program such as monthly, fiscal m3onthly, regional and headquarters, and quarterly reports.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
6020.1a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
6020.1b	

3.3

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

6020.3a	
6020.3b	
6020.4a	
6020.4b	
6020.5a1	
6020.5a2	
6020.5a3	
6020.5b	
6020.5c	

GRS or Superseded Authority Citation      352-S207/9  
 NC1-237-77-3/70a  
 NC1-237-77-3/70b  
 NC1-237-77-3/71a  
 NC1-237-77-3/71b  
 II-NNA-1017/117  
 II-NNA-1017/116  
 II-NNA-1017/118

**Disposition Instruction**

Retention Period                                      Destroy when 2 years old.

**Additional Information**

GAO Approval    Not Required

**Planning and Budgeting**

**Work Measurement Project Files.**

Disposition Authority Number      DAA-0237-2014-0006-0031

Includes case files resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.

Final Disposition                                      Permanent

Item Status    Withdrawn

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?      No

4

4 1

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

Manual Citation	Manual Title
1380.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation      NC-174-227/8

### Disposition Instruction

Transfer to Inactive Storage      Transfer to the FRC when 3 years old.

Transfer to the National Archives for Accessioning      Offer to NARA when 15 years old.

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives?      Unknown  
Unknown

4.2

### Management Project Working Papers.

Disposition Authority Number      DAA-0237-2014-0006-0032

Includes background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.

Final Disposition      Temporary

Item Status      Withdrawn

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?      No

Manual Citation	Manual Title
1310.2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1380.2	

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

4.3

GRS or Superseded Authority Citation NC-174-227/8

Disposition Instruction

Retention Period Destroy/delete when 3 years after last action.

Additional Information

GAO Approval Not Required

Work Measurement, Performance, and Staffing Analysis.

Disposition Authority Number DAA-0237-2014-0006-0033

Includes consolidated monthly and quarterly summary reports reflecting work activity, such as program tracking and reporting system (PTRS) activity reports.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1380.3	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

4.4

Disposition Instruction

Retention Period Destroy/delete when 2 years old.

Additional Information

GAO Approval Not Required

Management Improvement Report Files – Record copies maintained by the responsible office.

Disposition Authority Number DAA-0237-2014-0006-0034

Records include management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1310.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1390.1a	

GRS or Superseded Authority Citation **NC-174-227/8  
NC-174-227-10/a**

### Disposition Instruction

Transfer to Inactive Storage **Transfer to FRC when 4 years old.**

Transfer to the National Archives for Accessioning **Offer to NARA when 15 years old.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Unknown**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Unknown**

4 5

**Management Improvement Report Files – All other copies.**

Disposition Authority Number **DAA-0237-2014-0006-0035**

**Records include management improvement and achievement reports and related analyses and feeder reports meant to support submission of the report to the Office of Management and Budget.**

Final Disposition **Temporary**

Item Status **Withdrawn**

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? **No**

Manual Citation	Manual Title
-----------------	--------------

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

1390.1b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
---------	--

GRS or Superseded Authority Citation NC-174-227-10/b

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

**Information and Technology Management**

**Application Catalogs and Tracking.**

Disposition Authority Number DAA-0237-2014-0006-0036

Includes databases and other electronic systems, which catalog, track and manage electronic applications used by the FAA, LOBs, or smaller offices and units. NOTE: For System Development records, see FOIA/Privacy Act sub-function.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
9970.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
9970.1a	
9970.1b	
9970.2	

GRS or Superseded Authority Citation N1-237-09-7

**Disposition Instruction**

Retention Period Destroy/delete when 1 year old.

5  
5.1

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

6

6 1

## Additional Information

GAO Approval Not Required

## FOAI/Privacy Act

## System Development Records.

Disposition Authority Number DAA-0237-2014-0006-0037

System development is information technology (IT) system and software application process through its various stages: planning, requirements analysis, design, verification and testing, procurement, installation, up until hand-off to production. Case files contain documentation of planning, decision making, designing, programming, testing, evaluation, compliance, and problem solving. System Development records include those such as: • project plans, feasibility studies, cost analyses, requirements documents, • compliance documents including: Privacy Threshold Analyses (PTAs), Privacy Impact Assessments (PIAs), System of Record Notices (SORNs), • procurement documents, communications with contractors, deliverables, change control records and closeout records. NOTE: System development records, including PTAs, PIAs and SORNs, will be covered by a future General Records Schedule. Once that GRS schedule is approved by the Archivist of the United States, this item will be superseded by the GRS item.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1860.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

## Disposition Instruction

Retention Period Destroy/delete 5 years after system is terminated, defunded, or otherwise does not serve the original purpose.

## Additional Information

GAO Approval Not Required

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

7

## Supply Chain Management

7.1

### Contract Information Tracking and Management.

Disposition Authority Number      DAA-0237-2014-0006-0038

Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.

Final Disposition                      Temporary

Item Status                              Withdrawn

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?          No

Manual Citation	Manual Title
9970.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
9970.1a	
9970.1b	
9970.2	
9970.2a	
9970.2b	
9970.4c	
9970.c1	

GRS or Superseded Authority      N1-237-09-12  
Citation                                  N1-237-09-6  
    N1-237-09-6/b

### Disposition Instruction

Cutoff Instruction                      Cut off at the end of the fiscal year in which contract is terminated.

Retention Period                        Destroy/delete 7 years after cut off.

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

8 8.1	<b>Additional Information</b>															
	GAO Approval	Not Required														
	<b>Public Affairs</b>															
	<b>Public Affairs General Correspondence.</b>															
	Disposition Authority Number	DAA-0237-2014-0006-0039														
	Routine correspondence, reports and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.															
	Final Disposition	Temporary														
	Item Status	Withdrawn														
	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?	No														
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>1200.1</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> <tr> <td>1200.1a</td> <td></td> </tr> <tr> <td>1200.1b</td> <td></td> </tr> <tr> <td>1200.2</td> <td></td> </tr> <tr> <td>1200.2a</td> <td></td> </tr> <tr> <td>1710.1c</td> <td></td> </tr> </tbody> </table>			Manual Citation	Manual Title	1200.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards	1200.1a		1200.1b		1200.2		1200.2a		1710.1c	
Manual Citation	Manual Title															
1200.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards															
1200.1a																
1200.1b																
1200.2																
1200.2a																
1710.1c																
GRS or Superseded Authority Citation		NC1-237-77-3/1a NC1-237-77-3/1b N1-237-09-13/1 N1-237-09-13/1a NC1-237-77-3/7c														
<b>Disposition Instruction</b>																
Retention Period	Destroy/Delete when 2 years old.															
<b>Additional Information</b>																

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule DAA-0237-2014-0006

8 2

GAO Approval Not Required

Informational Release Files – Releasing Office.

Disposition Authority Number DAA-0237-2014-0006-0040

Record copies documenting the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1210.1a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1710.1a	
1740.7a	

GRS or Superseded Authority Citation NC1-237-77-3/36a  
NC1-237-77-3/7a  
N1-237-95-6/7a

## Disposition Instruction

Transfer to Inactive Storage Transfer to FRC when 5 years old or inactive.

Transfer to the National Archives for Accessioning Offer to NARA when 15 years old.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

8.3

## Informational Release Files – All Other Offices.

Disposition Authority Number DAA-0237-2014-0006-0041

Work copies of the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1210.1b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1710.1b	
1740.6b	

GRS or Superseded Authority Citation NC1-237-77-3/36b  
NC1-237-77-3/7b  
N1-237-95-6/6b

## Disposition Instruction

Retention Period Destroy when no longer needed

## Additional Information

GAO Approval Not Required

8.4

## Aviation and Space Education Records – Historic Records.

Disposition Authority Number DAA-0237-2014-0006-0042

Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs. Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local

# WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
1250.1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1250.2	
1250.4a	
1250.5a	
1250.6	
1250.6a	
1250.6b	
1250.6b1	

GRS or Superseded Authority Citation  
 N1-237-06-2/1  
 N1-237-06-2/2  
 N1-237-06-2/4a  
 N1-237-06-2/5a  
 N1-237-06-2/6  
 N1-237-06-2/a

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

N1-237-06-2/b

**Disposition Instruction**

Cutoff Instruction                      Cut off when no longer needed or superseded or at end of program.

Transfer to Inactive Storage            Retire to FRC in Waltham, MA, 5 years after cut-off.

Transfer to the National Archives for Accessioning    Offer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and offer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?            Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives?            Unknown  
Unknown

8.5

**Aviation and Space Education Records – Routine and Administrative Files.**

Disposition Authority Number        DAA-0237-2014-0006-0043

Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.

Final Disposition                      Temporary

Item Status                              Withdrawn

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?        No

Manual Citation	Manual Title
1250.3	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
1250.4b	

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule DAA-0237-2014-0006

1250.5b	
1250.5c	
1250.6b2	
1250.7	

GRS or Superseded Authority Citation  
N1-237-06-2/3  
N1-237-06-2/4b  
N1-237-06-2/5b  
N1-237-06-2/5c  
N1-237-06-2/b  
N1-237-06-2

**Disposition Instruction**

Cutoff Instruction                      Cut off when no longer needed or superseded or at end of program.

Retention Period                         Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval                              Not Required

**Legislative Relations**

9

Agency Reports to Congress, at the Departmental or Agency level.

9.1

Disposition Authority Number        DAA-0237-2014-0006-0044

Includes the final annual or special reports to Congress provided by the FAA to the Department or directly to Congress.

Final Disposition                         Permanent

Item Status                                 Withdrawn

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?        No

Manual Citation	Manual Title
1270.4a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

**Disposition Instruction**

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9 2

Transfer to the National Archives for Accessioning Offer to NARA when 15 years old.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

Legislative History Files – Legislation directly and significantly affecting the FAA.

Disposition Authority Number DAA-0237-2014-0006-0045

Includes case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.

Final Disposition Permanent

Item Status Withdrawn

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? No

Manual Citation	Manual Title
2050.1b	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation NC1-237-77-3/83b

## Disposition Instruction

Transfer to Inactive Storage Transfer to FRC when inactive.

Transfer to the National Archives for Accessioning Offer to NARA 15 years after enactment.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9.3

How frequently will your agency transfer these records to the National Archives? **Unknown**

**Legislative History Files – Legislation of limited applicability to FAA.**

Disposition Authority Number **DAA-0237-2014-0006-0046**

Includes case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.

Final Disposition **Temporary**

Item Status **Withdrawn**

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? **No**

Manual Citation	Manual Title
2050.1a	Order 1350.15C - Records Organization, Transfer, and Destruction Standards

GRS or Superseded Authority Citation **NC1-237-77-3/83a**

**Disposition Instruction**

Transfer to Inactive Storage **Transfer to FRC when inactive.**

Retention Period **Destroy/delete 10 years after enactment.**

**Additional Information**

GAO Approval **Not Required**

9.4

**Legislative Proposal Files - Records of proposals that are enacted.**

Disposition Authority Number **DAA-0237-2014-0006-0047**

Includes case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.

Final Disposition **Temporary**

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9.5

Item Status	Withdrawn
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?	No
GRS or Superseded Authority Citation	NC1-237-77-3/83(2)a
Disposition Instruction	
Retention Period	Transfer to legislative history files (Items 45 or 46) and dispose of accordingly.
Additional Information	
GAO Approval	Not Required
Legislative Proposal Files - Records of proposals not enacted - Proposals initiated by FAA and those initiated outside FAA relating to aviation matters.	
Disposition Authority Number	DAA-0237-2014-0006-0048
Includes case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.	
Final Disposition	Temporary
Item Status	Withdrawn
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?	No
Manual Citation	Manual Title
2050.2b1	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
2050.3	
GRS or Superseded Authority Citation	NC1-237-77-3/83(2)b-1 NN-163-163/7
Disposition Instruction	
Transfer to Inactive Storage	Transfer to FRC 5 years after close of case.

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

9.6	Retention Period	Destroy 10 year(s) after close of case.				
	Additional Information					
	GAO Approval	Not Required				
	Legislative Proposal Files - Records of proposals not enacted – All Others.					
	Disposition Authority Number	DAA-0237-2014-0006-0049				
	Includes case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.					
	Final Disposition	Temporary				
	Item Status	Withdrawn				
	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?	No				
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>2050.2b2</td> <td>Order 1350.15C - Records Organization, Transfer, and Destruction Standards</td> </tr> </tbody> </table>			Manual Citation	Manual Title	2050.2b2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards
Manual Citation	Manual Title					
2050.2b2	Order 1350.15C - Records Organization, Transfer, and Destruction Standards					
GRS or Superseded Authority Citation	NC1-237-77-3/83(2)b-2					
Disposition Instruction						
Cutoff Instruction	Transfer to FRC 1 year after close of case.					
Retention Period	Destroy 4 year(s) after close of case.					
Additional Information						
GAO Approval	Not Required					
10	<b>Email</b> NOTE: Emails relevant to a record series, such as email containing information about an airplane registration or a comment on a proposed policy, should be organized and managed with that record series according to the appropriate records schedule.					
10.1	All email created, received or otherwise managed by FAA staff at the Senior Executive Service (SES) Level (including all political appointees). Disposition Authority Number      DAA-0237-2014-0006-0050					

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

	Final Disposition	Permanent
	Item Status	Withdrawn
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Close out and capture email upon departure of the SES level staff member or political appointee to a different position in the FAA or leaving the FAA entirely.
	Transfer to the National Archives for Accessioning	Offer to NARA 1 year after close out and capture.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
10.2	All email created, received, or otherwise managed by all other FAA staff.	
	Disposition Authority Number	DAA-0237-2014-0006-0051
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Close out and capture 4 years after date of creation of email.
	Retention Period	Destroy/delete 5 years after close out and capture.
	Additional Information	

WITHDRAWN - RETURNED WITHOUT ACTION



# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

GAO Approval

Not Required

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0237-2014-0006

## 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
01/27/2014	Certify	Jonathan Jones	Records Manager	Chief Information officer - IT Enterprise Business Services Div
11/04/2014	Return for Revision	Barbara Byers	Appraiser	National Archives and Records Administration - Records Management Services
06/09/2016	Return Without Action	Barbara Byers	Appraiser	National Archives and Records Administration - Records Management Services

# WITHDRAWN - RETURNED WITHOUT ACTION