

Request for Records Disposition Authority

Records Schedule Number **DAA-0237-2019-0004**

Schedule Status **Approved**

Agency or Establishment **Federal Aviation Administration**

Record Group / Scheduling Group **Records of the Federal Aviation Administration**

Records Schedule applies to **Agency-wide**

Schedule Subject **Survey Study**

Internal agency concurrences will be provided **Yes**

Background Information

This record schedule covers surveys and collection mechanisms for special use studies that are conducted on matters within the authority of the FAA to prepare compilations of statistical activities, reports, and data of studies. Surveys and other collection mechanisms are used to collect information periodically in most cases; however, offices may request special studies at other intervals. These collections are conducted under the confidentiality of respondent or participant information which will be protected once data is received. Examples of surveys include, but are not limited to, Neighborhood Environmental Survey (and analysis of aircraft noise annoyance), National Sleep Survey, Safety Alerts for Operators Survey, Lead Abatement Project Surveys, and Facility Occupational Health Surveys as well as other surveys and special studies conducted by the FAA in an effort to protect the flying public and in the conduct of our day-to-day operations. These surveys are one-off surveys done on an as needed basis to conduct analysis on studies.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0237-2019-0004

Sequence Number	
1	Survey questionnaire /Responses Disposition Authority Number: DAA-0237-2019-0004-0001
2	Survey study findings Disposition Authority Number: DAA-0237-2019-0004-0002
3	Survey Reports Disposition Authority Number: DAA-0237-2019-0004-0003

Records Schedule Items

Sequence Number	
1	<p>Survey questionnaire /Responses</p> <p>Disposition Authority Number DAA-0237-2019-0004-0001</p> <p>Survey or questionnaire response forms, direct respondent or participant names and identifiers, and other textual or electronic records used in data collection and not relevant for further review and analysis.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when survey study is completed</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Survey study findings</p> <p>Disposition Authority Number DAA-0237-2019-0004-0002</p> <p>Technical data required to reproduce study findings, detailed statistical tables, data analyses, and related records. Electronic copies of the technical reports produced, include the text of the final report and all other electronic records related to the report such as detailed tables, charts, statistical data analyses, and spreadsheets.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

3	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff when survey study is completed
	Retention Period	Destroy 25 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Survey Reports	
	Disposition Authority Number	DAA-0237-2019-0004-0003
	Correspondence and related documents generated subsequent to survey completion and used in creation of rules as a result of the survey.	
	Final Disposition	Temporary
	Item Status	Active
	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?	No
	Disposition Instruction	
	Cutoff Instruction	cutoff upon creation of final rule
	Retention Period	Destroy 25 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/20/2019	Certify	Richard Allen	Records manager	FAA - FAA
09/10/2020	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/06/2021	Submit For Certification	Richard Allen	Records manager	FAA - FAA
04/06/2021	Certify	Richard Allen	Records manager	FAA - FAA
06/23/2021	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/24/2021	Submit For Certification	Richard Allen	Records manager	FAA - FAA
06/24/2021	Certify	Richard Allen	Records manager	FAA - FAA
11/10/2021	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/01/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/02/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist