

## Request for Records Disposition Authority

Records Schedule Number      DAA-0237-2019-0010  
Schedule Status                Approved

Agency or Establishment        Federal Aviation Administration  
Record Group / Scheduling Group   Records of the Federal Aviation Administration  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Federal Aviation Administration  
Schedule Subject                SUSPECTED UNAPPROVED PARTS (SUP)  
Internal agency concurrences will be provided      No

Background Information            The Suspected Unapproved Parts (SUP) Program is administrated by FAA Aviation Safety (AVS) which includes the Aircraft Certification Service (AIR) and Flight Standards (AFS). AIR and AFS address the issues surrounding aircraft parts suspected of not meeting regulatory requirements. The program was created to develop and disseminate policy and procedures for the FAA, as well as develop and implement inspector training for SUP investigations. The FAA Hotline serves as a primary collection point for reports of SUPs to the FAA regarding suspect parts. SUP Investigations are conducted by the FAA to identify and address unapproved parts that do not meet the requirements of the Code of Federal Regulations Title 14 parts 21, 43 and 91.

Investigative Case Files contain materials pertaining to a SUP case and may include Suspected Unapproved Parts Report (FAA Form 8120-11 or its equivalent) to include but not limited to photographs, notes, copies of records obtained during the investigation, witness statements as applicable, documented interviews, briefing papers, records of telephone conversations and meetings. Formal agency letters and memorandums, correspondence by entities under investigation containing responses to allegations; copies of e-mail messages with various interested parties requesting information, relaying information, describing issues, and summarizing discussions; copies of Airworthiness Directives, Unapproved Parts Notifications, or other Field Notifications drafted and issued including Unapproved Parts Notifications, Flight Standards Information Bulletins, and Aviation Maintenance Alerts.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2019-0010

Sequence Number

1

Investigative Case Files and Resolved Notifications.  
Disposition Authority Number: DAA-0237-2019-0010-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1076 411"><b>Investigative Case Files and Resolved Notifications.</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0237-2019-0010-0001</b></p> <p data-bbox="345 501 919 533">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 556 850 588">Item Status                              <b>Active</b></p> <p data-bbox="345 611 818 642">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 665 818 789">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="345 812 805 898">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="345 921 964 978">GRS or Superseded Authority Citation      <b>N1-237-02-2/1</b></p> <p data-bbox="345 1018 659 1050"><b>Disposition Instruction</b></p> <p data-bbox="345 1077 1474 1150">Cutoff Instruction                      <b>Cut off files at the end calendar year (CY) in which case is closed.</b></p> <p data-bbox="345 1169 1179 1201">Retention Period                      <b>Destroy 8 year(s) after cut off</b></p> <p data-bbox="345 1241 656 1272"><b>Additional Information</b></p> <p data-bbox="345 1299 951 1331">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
08/21/2019	Certify	Richard Allen	Records manager	FAA - FAA
10/01/2019	Return for Revision	Carmela Wynn	Appraisal Archivist	National Archives and Records Administration - ACRA
10/16/2019	Submit For Certification	Richard Allen	Records manager	FAA - FAA
10/16/2019	Certify	Richard Allen	Records manager	FAA - FAA
11/06/2019	Return for Revision	Carmela Wynn	Appraisal Archivist	National Archives and Records Administration - ACRA
11/06/2019	Submit For Certification	Richard Allen	Records manager	FAA - FAA
11/06/2019	Certify	Richard Allen	Records manager	FAA - FAA
07/16/2020	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist