

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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.<br>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="345 506 919 537">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 558 850 590">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="345 663 818 789">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="345 810 802 894">Do any of the records covered by this item exist as structured electronic data?      <b>No</b></p> <p data-bbox="345 915 964 978">GRS or Superseded Authority Citation      <b>N1-237-02-2/1</b></p> <p data-bbox="345 1020 659 1052"><b>Disposition Instruction</b></p> <p data-bbox="345 1073 1474 1146">Cutoff Instruction                      <b>Cut off files at the end calendar year (CY) in which case is closed.</b></p> <p data-bbox="345 1167 1179 1199">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 1293 951 1325">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   |