

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2019-0012

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 FAA Hotline Tips, complaints and Reporting Systems

Internal agency concurrences will be provided No

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

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

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

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

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

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 516 411">FAA Hotline</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0237-2019-0012-0001</p> <p data-bbox="342 485 1511 905">The FAA Hotline is used by representatives of the aviation industry, the general public and FAA employees to report and document issues involving aviation safety, violations of FAA regulations or policy, concerns involving FAA employees or facilities, maintenance issues, aircraft incidents, and/or aircraft accidents. Reports may include but not limited to inequities, or operational safety concerns that are not being addressed through other agency processes. It is not intended to be used when other channels for dealing with problems and solutions such as agency grievance procedures, discrimination complaints or other formal appeal processes exists. Nor is it to be used to bypass the exclusive representation provided by bargaining units recognized by the FAA. This item supersedes the Consumer Hotline schedule N1-237-96-002</p> <p data-bbox="342 926 915 957">Final Disposition Temporary</p> <p data-bbox="342 978 846 1010">Item Status Active</p> <p data-bbox="342 1031 818 1062">Is this item media neutral? Yes</p> <p data-bbox="342 1083 818 1209">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 data-bbox="342 1230 818 1314">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1335 987 1409">GRS or Superseded Authority Citation N1-237-96-02-1 N1-237-96-02-2</p> <p data-bbox="342 1451 659 1482">Disposition Instruction</p> <p data-bbox="342 1503 1036 1535">Cutoff Instruction After case is closed</p> <p data-bbox="342 1556 1175 1587">Retention Period Destroy 3 year(s) after cut off</p> <p data-bbox="342 1629 654 1661">Additional Information</p> <p data-bbox="342 1682 948 1713">GAO Approval Not Required</p>
2	<p data-bbox="342 1755 1013 1787">The Whistleblower Protection Program (WBPP)</p> <p data-bbox="342 1808 1154 1839">Disposition Authority Number DAA-0237-2019-0012-0002</p> <p data-bbox="342 1860 1442 1929">The Whistleblower protection program provides protection to employees of air carriers, their contractors and subcontractors, from retaliation, discharge or</p>

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

Final Disposition	Temporary
Item Status	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?	Yes
Disposition Instruction	
Cutoff Instruction	After case is closed
Retention Period	Destroy 3 year(s) after cut off
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
09/24/2019	Certify	Richard Mattison	Senior Records Analyst	FAA - FAA
07/16/2020	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist