

Request for Records Disposition Authority

Records Schedule Number **DAA-0237-2020-0010**

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 **Quality Performance Management System**

Internal agency concurrences will be provided **No**

Background Information **The Quality Performance Management System (QPMS) system assists the FAA CONUS and Alaska Flight Service Quality Assurance (QA) process by managing the data entry, analysis, and reporting of performance data. The mission of the QPMS system is to provide FAA management with up-to-date performance information, reports and trend analysis. This is a web-based application, and can only be accessed within the FAA network.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0010

Sequence Number	
1	Raw Data Report Disposition Authority Number: DAA-0237-2020-0010-0001
2	Acceptable Performance Level Scorecard Disposition Authority Number: DAA-0237-2020-0010-0002

Records Schedule Items

Sequence Number	
1	<p>Raw Data Report</p> <p>Disposition Authority Number DAA-0237-2020-0010-0001</p> <p>An excel file that pulls all of the performance measure (PM) data from the SQL Server Database into a report. It displays all of the information entered into the QPMS tool by each PM.</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 Cut off files at the end of the calendar year</p> <p>Retention Period Destroy 13 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Acceptable Performance Level Scorecard</p> <p>Disposition Authority Number DAA-0237-2020-0010-0002</p> <p>Displays the score for each performance measure (PM) on a monthly and quarterly basis.</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? No</p> <p>Disposition Instruction</p>

Cutoff Instruction	Cut off file at the end of each calendar
Retention Period	Destroy 13 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
03/26/2020	Certify	Richard Allen	Records manager	FAA - FAA
01/22/2021	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/29/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/29/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/01/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist