

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2020-0013

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 Designee Case Files

Internal agency concurrences will be provided No

Background Information Designees are representatives of the Federal Aviation Administration (FAA) who are authorized to perform certification-related tasks on behalf of the FAA Administrator. This authorization is the representatives of the FAA Administrator In accordance with Title 49 of the United States Code (49 USC) 44702(d). The FAA may delegate to a qualified private person in matters related to issuing certificates, or related to the examination, testing, and inspections necessary to issue a certificate on behalf of the FAA Administrator as authorized. This schedule covers information collected and maintained in connection with applications for, and issuance of, authorizations. Updates to include but not limited to all FAA designees, Aviation Medical Examiners (AMEs), Specialty Aircraft Examiner (SAE), Administrative Pilot Examiner (APE), Aircrew Program Designees (APD), Designated Flight Engineer Examiners (DFEE), Designated Aircraft Dispatcher Examiners (DADE), (DME), Designated Parachute Rigger Examiners, Designated Pilot Examiners (DPE), Designated Airworthiness Representatives (DAR), Training Center Evaluators Pilots (TCE), and individuals associated with Organization Designation Authorization (ODA) just to reference a few.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0013

Sequence Number

1	Designee Case Files Disposition Authority Number: DAA-0237-2020-0013-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 643 411">Designee Case Files</p> <p data-bbox="345 436 1149 468">Disposition Authority Number DAA-0237-2020-0013-0001</p> <p data-bbox="345 493 1523 598">Case files consisting of designation application, applications letters for appointment as aviation examiner annual renewal agreements, training data, error reports, report cards and related correspondence.</p> <p data-bbox="345 623 919 655">Final Disposition Temporary</p> <p data-bbox="345 680 850 711">Item Status Active</p> <p data-bbox="345 737 818 768">Is this item media neutral? Yes</p> <p data-bbox="345 793 818 909">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="345 934 805 1018">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1043 1029 1106">GRS or Superseded Authority Citation NCI-237-77-7 /12 II-NNA-001102 /16</p> <p data-bbox="345 1152 659 1184">Disposition Instruction</p> <p data-bbox="345 1209 1511 1283">Cutoff Instruction Cut off at the end of each calendar year following the designee inactive status</p> <p data-bbox="345 1308 1446 1339">Retention Period Destroy 25 year(s) after designee inactive status</p> <p data-bbox="345 1365 656 1396">Additional Information</p> <p data-bbox="345 1421 951 1453">GAO Approval Not Required</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
06/08/2020	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