

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	<b>Designee Case Files</b> Disposition Authority Number: DAA-0237-2020-0013-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 384 643 411"><b>Designee Case Files</b></p> <p data-bbox="345 436 1149 464">Disposition Authority Number      <b>DAA-0237-2020-0013-0001</b></p> <p data-bbox="345 489 1520 600"><b>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.</b></p> <p data-bbox="345 625 919 653">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 678 849 705">Item Status                              <b>Active</b></p> <p data-bbox="345 730 818 758">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 783 818 894">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="345 919 805 1010">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="345 1035 1027 1104">GRS or Superseded Authority Citation      <b>NCI-237-77-7 /12 II-NNA-001102 /16</b></p> <p data-bbox="345 1150 659 1178"><b>Disposition Instruction</b></p> <p data-bbox="345 1203 1511 1272">Cutoff Instruction                      <b>Cut off at the end of each calendar year following the designee inactive status</b></p> <p data-bbox="345 1297 1446 1325">Retention Period                      <b>Destroy 25 year(s) after designee inactive status</b></p> <p data-bbox="345 1371 654 1398"><b>Additional Information</b></p> <p data-bbox="345 1423 951 1451">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
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