

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2020-0023
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 Aviation Environmental Design Tool (AEDT)

Internal agency concurrences will be provided No

Background Information The National Environmental Policy Act of 1969 (NEPA) requires the United States (U.S.) federal government to disclose the environmental consequences of its actions. FAA developed the Aviation Environmental Design Tool (AEDT) to help comply with NEPA by creating a software application that can estimate environmental concerns (such as noise, fuel consumption, and air pollutant emissions) from actions that affect aviation. The AEDT software system models aircraft performance to estimate fuel consumption, emissions, noise, and air quality consequences. Members of the public, environmental analysis consultants, and other U.S. Department of Transportation (DOT) federal and contract employees also use AEDT to estimate the environmental consequences of aviation. Users can access AEDT by way of the FAA public access page or through purchase and download of the software.

The purpose of the AEDT website is to provide AEDT users with information about AEDT, the computer software program, receive technical support on usage of the computer software program, and allow users to provide feedback including bug reports. The business process requires the user to first access the AEDT website to purchase the software. Once a user has successfully purchased the AEDT software, they are instructed to create an account on the AEDT website in order to download the software. If the user requires technical support, the user can also request technical support by entering feedback, which can be a feature request, question, sales and licensing issue, error message, unexpected result, web site issue, account issue or other.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0023

Sequence Number	
1	Audit Log Disposition Authority Number: DAA-0237-2020-0023-0001
2	AEDT Reports Disposition Authority Number: DAA-0237-2020-0023-0002

Records Schedule Items

Sequence Number	
1	<p>Audit Log</p> <p>Disposition Authority Number DAA-0237-2020-0023-0001</p> <p>The AEDT website creates an audit log of account creation, feedback creation and account activity. The AEDT Support Team reviews feedback and may provide responses after reviewing daily logs and investigating any concerns or unusual activity.</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 Cutoff when account activity is finalized.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>AEDT Reports</p> <p>Disposition Authority Number DAA-0237-2020-0023-0002</p> <p>Internal AEDT Master License document is an Excel spreadsheet. The spreadsheet includes a list of all entities that request the AEDT Software, information about a point of contact for each entity, what each entity purchased (e.g., software licenses and technical support), and what purchases have been fulfilled. Additional reports are also generated such as sales report, metrics report, feedback types report and ESRI license report.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the FY when reports are reconciled.

Retention Period

Destroy 3 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
11/24/2020	Certify	Richard Mattison	Agency Records Officer (ARO) FAA	Department of Transportation - Federal Aviation Admin
09/28/2021	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/12/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist