

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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               | <b>Audit Log</b><br>Disposition Authority Number: DAA-0237-2020-0023-0001    |
| 2               | <b>AEDT Reports</b><br>Disposition Authority Number: DAA-0237-2020-0023-0002 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="342 380 483 411"><b>Audit Log</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      <b>DAA-0237-2020-0023-0001</b></p> <p data-bbox="342 485 1507 636">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 data-bbox="342 657 919 688">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 709 850 741">Item Status                              <b>Active</b></p> <p data-bbox="342 762 818 793">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="342 814 818 940">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="342 961 805 1056">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="342 1087 659 1119"><b>Disposition Instruction</b></p> <p data-bbox="342 1150 1325 1182">Cutoff Instruction                      <b>Cutoff when account activity is finalized.</b></p> <p data-bbox="342 1203 1170 1234">Retention Period                        <b>Destroy 3 year(s) after cutoff</b></p> <p data-bbox="342 1276 656 1308"><b>Additional Information</b></p> <p data-bbox="342 1339 951 1371">GAO Approval                            <b>Not Required</b></p> |
| 2               | <p data-bbox="342 1392 553 1423"><b>AEDT Reports</b></p> <p data-bbox="342 1444 1154 1476">Disposition Authority Number      <b>DAA-0237-2020-0023-0002</b></p> <p data-bbox="342 1497 1507 1728">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 data-bbox="342 1749 919 1780">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 1801 850 1833">Item Status                              <b>Active</b></p> <p data-bbox="342 1854 818 1885">Is this item media neutral?          <b>Yes</b></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   |