

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2020-0027

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 Flight Service for the 21st Century

Internal agency concurrences will be provided No

Background Information The primary role of the FAA’s Flight Service is to provide weather data, aeronautical information, and flight planning services to General Aviation (GA) pilots. The FAA provides flight service to pilots through:

- a) Direct, voice-services contact – either via telephone or radio – with a certified Flight Service Specialist (“Specialist”) whom translate weather and aeronautical data into critical and comprehensible information tailored for a flight; and
- b) Automated, online web portals providing GA pilots’ access to both weather and aeronautical data, and the ability to file flight plans without speaking to a Specialist.

Flight Service supports disaster relief, medical evacuations, weather and traffic reporting, and business and personal travel to thousands of airports and landing areas. Military, law enforcement, commercial, corporate, Customs and Border Control, and air taxi operators also benefit from the services provided by Flight Service. Most users of non-managed airspace are customers of Flight Service.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0027

Sequence Number	
1	Flight Service Data Disposition Authority Number: DAA-0237-2020-0027-0001
2	Quality Assurance Reports Disposition Authority Number: DAA-0237-2020-0027-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 618 411">Flight Service Data</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0237-2020-0027-0001</p> <p data-bbox="345 485 1523 1936">Name (or organization), Address (Street, City, State/Province, Country, Postal Code), Phone Numbers (Primary, Mobile, Home-Base), Email address, Emergency Contacts (Name and Phone Number), Aircraft Registration Number (optional), Free-Form Text Fields to provide feedback, Username (email address), Passwords, Portable Device/Airborne Collision Avoidance System, Flight Plan Data, including the aircraft registration number, Active and Proposed Flights associated with the user profile, Pilot satellite communication equipment identification numbers including Garmin, SPOT, Skyconnect, and Spidertrack including 15 digit International Mobile Equipment Identity and 5 digit Authorization Code, Notice to Airmen (NOTAM), Certificate of Waiver or Authorization - Authorized identifier issued to a public operator for a specific Unmanned Aircraft Operating Area activity for which NOTAMs are submitted. Account Holder (User) – name and primary phone, primary aircraft, instrument rating automatically populated in flight plans; also supports Search and Rescue efforts; Airborne Collision Avoidance System and Single European Sky Air Traffic Management Research Pilot Details - Name, address, email address, phone number, emergency contacts, aircraft registration number, hours of flight, certification number, certification types, instrument ratings, user configuration settings International pilot information - nothing unique is captured for international pilots versus United States domestic pilots. Voice recordings - Ground/Ground (for extra-FS21 communications (e.g., specialist to Air Route Traffic Control controller), for two-way pilot communication with Remote Communications Outlets, and ground to ground for extra-FS21 communications, incoming preflight calls, outgoing emergency service calls, connecting pilots or other external users and specialists. Briefing Artifacts - includes flight plan information (pilot name, phone number, aircraft registration number and briefing content). The briefing artifacts are required for Quality Assurance and are available for 45 days. There are two types of briefings: Basic (a Flight Plan not filed) Briefing includes Aircraft ID, Aircraft Type, Type of Flight, Departure airport, Aircraft air speed, Estimated time of departure, En route altitude, Route of flight, Destination airport, and Estimated time en route. Flight Plan (Pilot will file a Flight Plan) Briefing includes Aircraft ID, Aircraft Type, Aircraft Equipment, Type of Flight, Departure airport, Aircraft air speed, Estimated time of departure, En route altitude, Route of flight, Destination airport, Estimated time en route, Fuel on board, Number of passengers, Pilot's information (Pilot's name, contact phone number, aircraft home), Aircraft color, beacon code and remarks Search & rescue information - This is flight details and contact attempt information. The pilot information that is available would be shared, and may include a list of places/facilities that contact was attempted (phone numbers are not included).</p>

During Search & Rescue if they need to contact the pilot, or they need to look on the airfield for the pilot, the following pilot information would be used: aircraft type, aircraft ID, phone number, aircraft's home location, that's the type of information that we give to law enforcement depending if they have some other way of tracking their location if they are lost like Spidertrack or Garmin

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the term of the contract

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Quality Assurance Reports

Disposition Authority Number DAA-0237-2020-0027-0002

QA Portal Data - audio, text and graphical data from the FS21 system. QA Portal reports - Contractual Requirements Statistical Reports - A statistical report will be generated by the Service Provider as part of their Program Monthly Review worksheet. CDRL 06 FFS-WDCR-06 Workload Data Collection Report - A monthly report generated to provide workload data information on number of calls; web usage; self-assisted services, NOTAMs, search and rescue, preflight, inflight and flight data information provided to the General Aviation community.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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Disposition Instruction

Cutoff Instruction

Cutoff at the end of the term of the contract

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
07/21/2020	Certify	Richard Allen	Records manager	FAA - FAA
10/22/2020	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/05/2020	Submit For Certification	Richard Allen	Records manager	FAA - FAA
12/16/2020	Certify	Richard Allen	Records manager	FAA - FAA
09/29/2021	Submit for Concurrence	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
10/13/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/14/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist