

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2020-0028
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 The Aviation Safety Voluntary Safety Reporting Program
Internal agency concurrences will be provided No

Background Information The Aviation Safety (AVS) Voluntary Safety Reporting Program (VSRP) will enable AVS employees to confidentially report issues related to aviation safety across all areas of AVS without punitive action or fear of reprisal. The AVS VSRP system will also allow the AVS VSRP Office to de-identify submissions, record findings of investigations, and track corrective actions for reported issues, and to perform analyses to inform FAA of potential systemic aviation safety hazards.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0028

Sequence Number	
1	Report Submission Disposition Authority Number: DAA-0237-2020-0028-0001
2	Corrective Action Disposition Authority Number: DAA-0237-2020-0028-0002

Records Schedule Items

Sequence Number	
1	<p>Report Submission</p> <p>Disposition Authority Number DAA-0237-2020-0028-0001</p> <p>AVS employees may report any issue that can have a potentially negative impact on aviation safety through the AVS VSRP, including, but not limited to aircraft operations, maintenance, repair, manufacturing, aerospace medicine, cabin safety, and avionics. This includes situations or conditions which could contribute to an unsafe condition. Issues may be local, regional, or national issues that deal with policies, procedures, or publications that are related to aviation safety. Note: Reports that do not meet the program criteria will not be accepted into the program or stored in the AVS VSRP system. These will be deleted once reviewed.</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 at the end of the calendar year in which all activity and actions have been completed.</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Corrective Action</p> <p>Disposition Authority Number DAA-0237-2020-0028-0002</p> <p>The Event Review Team (ERT) determines the appropriate actions based on the contents of reports and provided feedback. Informal and formal methods are used to resolve reports; recommendations are made for individual training or systemic corrective action. The ERT may issues a corrective action request (CAR), which is a formal request for action to resolve an identified safety issue. A CAR provides the Office of Primary Responsibility (OPR) and the appropriate bargaining unit representative specific information and possible recommendations for resolving the</p>

issues. CAR recommendations may include, for example, changes to directives, adjustment of timelines, formation of a workgroup, or changes to the national or local training curriculum. The VSRP system will be used to track status of development and implementation of Correction Action Plans in response to recommended corrective actions.

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which all activity and actions have been completed.

Retention Period Destroy 15 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
11/06/2020	Certify	Richard Mattison	Agency Records Officer (ARO) FAA	Department of Transportation - Federal Aviation Admin
04/01/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/05/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/07/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist