

## Request for Records Disposition Authority

Records Schedule Number      DAA-0237-2020-0029  
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 Activity and Crew Tracking System (FACTS)  
Internal agency concurrences will be provided      No

Background Information              Flight Program Operations uses the Flight Activity and Crew Tracking System (FACTS) to manage and track the activities of FAA employees with airmen performing Flight Program operations. FACTS is a web-based application that includes the ability to manage and track Flight Crewmember qualifications and currency regarding applicable projects, training, medical status and notification of approaching expiration dates for the Flight Program. The FACTS application receives data from the Civil Aviation Registry Applications (AVS Registry). Included in this data is a limited amount of medical information (i.e., certificate class and date), which originates from the Medical Support System (MSS).

Additionally, FACTS validate data from the most authoritative sources of the Official Systems of Record where appropriate and to provide the means to maintain the most current profile and comprehensive record of flight activity for all FAA Flight Crewmembers. FACTS represents the Official System of Record to manage and track all FAA Flight Crewmembers, in accordance with FAA Order 4040.9, FAA Aircraft Management Program. FACTS also collects information pertaining to aircraft. Aircraft information is limited to the aircraft make, model, and Aircraft Registration "N" number.

Moreover, FACTS provides the necessary data for the Quality Assurance Staff Division (AFS-040) to generate reports that will satisfy the applicable mandates of Congress and the General Services Administration (GSA) and fulfill its Flight Program oversight responsibilities. As such, this module interfaces with other FAA databases in support of the Flight Program requirements.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2020-0029

Sequence Number	
1	Flight activity for all FAA flight crewmembers Disposition Authority Number: DAA-0237-2020-0029-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 971 411"><b>Flight activity for all FAA flight crewmembers</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0237-2020-0029-0001</b></p> <p data-bbox="345 485 1520 632"><b>Flight Program Operations uses the Flight Activity and Crew Tracking System (FACTS) to manage and track the activities of airmen performing all Flight Program Operations duties. This includes required training, check rides, aircraft certification, research and development, and flight inspection</b></p> <p data-bbox="345 653 915 684">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 705 846 737">Item Status                                <b>Active</b></p> <p data-bbox="345 758 818 789">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 810 818 936">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="345 957 802 1052">Do any of the records covered by this item exist as structured electronic data?                        <b>No</b></p> <p data-bbox="345 1073 980 1125">GRS or Superseded Authority Citation      <b>N1-237-10-11/1</b></p> <p data-bbox="345 1167 659 1199"><b>Disposition Instruction</b></p> <p data-bbox="345 1220 1403 1251">Cutoff Instruction                        <b>Cutoff when flight activity is no longer needed</b></p> <p data-bbox="345 1272 1170 1304">Retention Period                         <b>Destroy 3 year(s) after cutoff</b></p> <p data-bbox="345 1346 656 1377"><b>Additional Information</b></p> <p data-bbox="345 1398 948 1430">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
04/06/2021	Certify	Richard Allen	Records manager	FAA - FAA
09/29/2021	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
10/13/2021	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