

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0002

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 Strategic Change and Project Management Files

Internal agency concurrences will be provided No

Background Information Records associated with planning for mission related program changes resulting from strategic planning or associated effort (e.g. congressional mandate). Records in this series include documents that are used in planning, development, implementation, adoption, and monitoring the results of these changes. Records used in the developing, administering, evaluating, and reporting of stakeholder feedback.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0002

Sequence Number	
1	Documents to support mission related program changes include: Disposition Authority Number: DAA-0237-2021-0002-0001
2	Stakeholder feedback through survey instruments, comment forms, correspondence, and non-written communications includes: Disposition Authority Number: DAA-0237-2021-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Documents to support mission related program changes include:</p> <p>Disposition Authority Number DAA-0237-2021-0002-0001</p> <p>1. Discovery reports include pre-planning documents for proposed initiatives that may or may not receive approval to move forward. 2. Project management planning documents include project schedules, risk registers, and other documentation supporting project planning. 3. Change management planning documents include change management assessments, change management strategies and plans, and other documentation supporting change management planning. 4. Closeout documents include, but are not limited to transition activities reviews, lessons learned and best practices. Exclusion includes project planning records for Technology in the General Records Schedules.</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 Cut-off inactive projects at the end of the calendar year in which the project became inactive</p> <p>Retention Period Destroy 6 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Stakeholder feedback through survey instruments, comment forms, correspondence, and non-written communications includes:</p> <p>Disposition Authority Number DAA-0237-2021-0002-0002</p> <p>1. Survey questionnaire, Instructions and other documents regarding administration of information collection instrument 2.Prepared script for focus group 3. Set of questions for telephone/in-person interviews, 4. Other correspondence, and comments, 5.Records related to the OMB clearance process, such as; OMB Form 83-I, Paperwork Reduction Act Submission, and supporting statement (for</p>

information collection); 7. Evaluations of instrument's effectiveness. Exclusions: Survey and feedback records in existing FAA Records Schedules (e.g. Directives and Advisory Circulars case file) or in General Records Schedules (e.g. Records Management program, Information Technology Help Desk records)

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 inactive projects at the end of the calendar year in which the project became inactive

Retention Period Destroy 6 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
04/01/2021	Certify	Richard Allen	Records manager	FAA - FAA
06/24/2022	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/27/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office