

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0005

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 Program Aircraft Management System

Internal agency concurrences will be provided No

Background Information Flight Program Operations (AJF) Aircraft Maintenance Division (AJF-2) uses FPAMS to manage the Aircraft Inspection, Maintenance, and Modification Records. Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:

- Servicing, manufacturing, rebuilding and testing equipment
- Classifying material's condition status
- Preventive maintenance
- Aircraft or equipment configuration and material alteration
- Logistics services

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0237-2021-0005

| Sequence Number |
|-----------------|
|-----------------|

| | |
|---|---|
| 1 | Aircraft Maintenance Records Disposition Authority Number: DAA-0237-2021-0005-0001 |
|---|---|

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="342 380 768 411">Aircraft Maintenance Records</p> <p data-bbox="342 432 1151 464">Disposition Authority Number DAA-0237-2021-0005-0001</p> <p data-bbox="342 489 1513 827">Includes records such as: • Maintenance manuals – Manuals that document aircraft maintenance requirements and schedule • Documentation of mechanical defects and evidence of repairs • Annotated manuals or manuals different from those the manufacturer issued – Manuals that describe modification certifications completed on FAA aircraft • Bulletins directing specific inspections and records of action – Alerts provided by aircraft manufacturers of maintenance actions • Logbooks – Logs of flight activity and maintenance actions on a specific aircraft • Diagnostic checkouts – Reports that document aircraft diagnosis and certification • Documentation of the execution and results of aircraft maintenance inspections</p> <p data-bbox="342 848 919 879">Final Disposition Temporary</p> <p data-bbox="342 900 850 932">Item Status Active</p> <p data-bbox="342 953 818 984">Is this item media neutral? Yes</p> <p data-bbox="342 1005 818 1037">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 data-bbox="342 1152 805 1184">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1268 1040 1331">GRS or Superseded Authority Citation N1-237-09-03/1/a/1 N1-237-09-03/1/a/4</p> <p data-bbox="342 1373 659 1404">Disposition Instruction</p> <p data-bbox="342 1436 1208 1467">Cutoff Instruction Cutoff after disposing of aircraft</p> <p data-bbox="342 1488 1479 1709">Retention Period Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use. Disposal may be a sale of the aircraft, transfer to another Agency, or sale and scrapping (excess) of specific parts.</p> <p data-bbox="342 1751 656 1782">Additional Information</p> <p data-bbox="342 1803 951 1835">GAO Approval Not Required</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 |