

Request for Records Disposition Authority

Records Schedule Number **DAA-0237-2021-0006**

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 **Certification and Compliance Management Information System (CCMIS)**

Internal agency concurrences will be provided **No**

Background Information **CCMIS is a web-based application that allows federal airport Inspectors to transmit and collect Information regarding activities related to safety certification and inspection of airports under Part 139 of the Federal Aviation Regulations (large air-carrier airports). It allows tracking and storage of deficiencies, recommendations, certificate actions, and enforcement details resulting from annual or surveillance inspections. CCMIS was created under Title 14, Code of Federal Regulations (CFR), Part 139 14 CFR Part 139.**

This schedule DOES NOT supersede Items scheduled under N1-237-92-4

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0006

Sequence Number

1

Inspection and Compliance Records

Disposition Authority Number: DAA-0237-2021-0006-0001

Records Schedule Items

Sequence Number	
1	<p>Inspection and Compliance Records</p> <p>Disposition Authority Number DAA-0237-2021-0006-0001</p> <p>Case files containing Inspection and compliance supporting documentation that provides a history of airport discrepancies cited as a result of inspections and surveillance activities. System contains any of the following content: Date of Inspection, letters of compliance, enforcement actions (Form 2150), findings, updates, date closed and other timeframe information, name of airport certified by an Inspection, findings, type of Inspection such as annual, spot, and surveillance.</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>GRS or Superseded Authority Citation N1-237-10-08/1a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when airport is no longer certified or all enforcement actions completed.</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>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
03/30/2021	Certify	Richard Allen	Records manager	FAA - FAA
05/10/2021	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/10/2021	Submit For Certification	Richard Allen	Records manager	FAA - FAA
05/10/2021	Certify	Richard Allen	Records manager	FAA - FAA
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