

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0007

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 Air Traffic Safety Oversight Credentialing System (AOVC)

Internal agency concurrences will be provided No

Background Information

AOVC is a web-based, credentialing application that issues and manages credentials for Air Traffic Control Specialists (ATCSs), Aeronautical Information Specialists (AISs) and Airway Transportation System Specialists (ATSSs) within the FAA and Department of Defense (DoD). The ATCS, AIS, ATSS are commonly referred to as credential holders. The credential is used to verify that an individual is certified to perform the functions indicated by their rating or designation on their credentialing card.

An Air Traffic Safety Oversight (AOV) Credential is issued to Air Traffic Control Specialists (ATCS), Airway Transportation Safety Specialists (ATSS), and Aeronautical Information Specialists (AIS) who provide direct safety-related services within the National Aerospace System either for the Federal Aviation Administration (FAA) or the Department of Defense (DoD). This authorization is per the International Civil Aviation Organization (ICAO) Annex 11, FAA Order 1100.161, FAA Order 8000.90, and FAA Order 7220.1. It shall remain active for a period of time not to exceed 70 years from it date of issuance to the airman. This schedule covers records formulated in the collection and documentation of the airman’s certifications of the course of a career.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0007

Sequence Number	
1	Air Traffic Safety Oversight Credentialing System Disposition Authority Number: DAA-0237-2021-0007-0001
2	Air Traffic Safety Oversight Service Audit, Assessments, and Safety Compliance Files Disposition Authority Number: DAA-0237-2021-0007-0002

Records Schedule Items

Sequence Number	
1	<p>Air Traffic Safety Oversight Credentialing System</p> <p>Disposition Authority Number DAA-0237-2021-0007-0001</p> <p>AOV uses a web-based credentialing application to document compliance with training, medical certification, and qualification requirements for Air Traffic Control Specialists (ATCS), Airway Transportation Safety Specialists (ATSS), and Aeronautical Information Specialists (AIS). Records shall remain active for the authorized flying age, a period not to exceed 70 years from its date of issuance. Records may include collection and documentation of credential certifications, medical certification, ratings, training requirements and skill evaluation for the course of an ATCS career.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</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 last medical certification.</p> <p>Retention Period Destroy 70 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Air Traffic Safety Oversight Service Audit, Assessments, and Safety Compliance Files</p> <p>Disposition Authority Number DAA-0237-2021-0007-0002</p> <p>Air Traffic Safety Oversight Service's, Air Traffic Safety Inspectors (ATSI) are representatives of Federal Aviation Administration's (FAA), Aviation Safety Organization who are authorized to perform audits, assessments, and inspections of the Air Navigation Service Providers' compliance with safety standards and safety management system. This authorization is per the International Civil</p>

Aviation Organization (ICAO) Annex 11, FAA Order 1100.161, FAA Order 8000.90, and FAA Order 7220.1. ATSI's conduct continuous operational safety surveillance of the Air Traffic Organization's delivery of air navigation services in multiple ways, such as scheduled, unscheduled, and repetitive audits and assessments of Air Traffic and Technical Operations facilities, services, or program areas. Records may include collection and documentation of audit/assessments and related reports, non-compliance findings, and follow-up actions for business use in future audits/assessments.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic records only.
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	Cutoff at the end of final report.
Retention Period	Destroy 20 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
08/25/2022	Certify	Richard Allen	Records manager	FAA - FAA
01/04/2023	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/11/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office