

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0008
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 Real Estate Management System (REMS)
Internal agency concurrences will be provided No

Background Information Real Estate Management System (REMS) is a DOT/FAA web portal that provides a data repository for all real estate contract information for the DOT/FAA. The purpose of REMS is to track the Real Estate Inventory for DOT/FAA Properties, which include facilities for work as well as housing for employees. REMS is used by employees in establishing and administering rental rates and other charges for Government rental quarters and related facilities located within the fifty States, the District of Columbia, and the territories and possessions of the United States. The information is entered or used by approximately 300 users nationwide on a daily basis. This tool provides all Real Estate related reports containing summary and details on Real Property Location, description, usage, lease information.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0008

Sequence Number	
1	Master file Disposition Authority Number: DAA-0237-2021-0008-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 496 411">Master file</p> <p data-bbox="342 432 1151 464">Disposition Authority Number DAA-0237-2021-0008-0001</p> <p data-bbox="342 485 1500 674">The system database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures that are either directly owned by DOT or leased through other parties like GSA. Data elements includes location of property, usage, property description, lease information and other data elements related to property assets.</p> <p data-bbox="342 695 919 726">Final Disposition Temporary</p> <p data-bbox="342 747 850 779">Item Status Active</p> <p data-bbox="342 800 821 831">Is this item media neutral? Yes</p> <p data-bbox="342 852 821 978">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="342 999 805 1083">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1104 1013 1167">GRS or Superseded Authority Citation N1-237-09-10/1/a</p> <p data-bbox="342 1209 659 1241">Disposition Instruction</p> <p data-bbox="342 1262 1479 1293">Cutoff Instruction Cutoff at the end of the FY in which asset is retired</p> <p data-bbox="342 1314 1422 1388">Retention Period Destroy 25 year(s) after the asset is flagged as retired asset</p> <p data-bbox="342 1430 659 1461">Additional Information</p> <p data-bbox="342 1482 951 1514">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
04/27/2022	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/10/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office