

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0011

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 Accident Incident Database System (AIDS)

Internal agency concurrences will be provided No

Background Information The Accident/Incident Database System (AIDS) was developed to be the official system of record for all Accidents and Incidents (A/I) investigated by the Federal Aviation Administration (FAA). AIDS contains relevant data concerning aviation A/I, that also serves as a centralized electronic repository of information used by internal and external stakeholders. AIDS supports FAA and industry needs for Risk Based Decision Making (RBDM) efforts. In addition, AIDS supports the FAA Pilot Records Database, by providing A/I reports to air carriers, with the Airman’s permission, on A/I events they were involved with.

This system is necessary to support the mission of the FAA, by sharing A/I related information and investigation reports. Upon the occurrence of an aviation accident or incident, an FAA Inspectors-In-Charge (IICs) investigates and collects information relating to the accident or incident. The information gathered is entered into the reporting tool, the Air Traffic Quality Assurance (ATQA) system to electronically complete FAA Form 8020-23, FAA Accident/Incident Report. Once completed, the data from the 8020-23 is transferred into the system of record, the AIDS database.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0237-2021-0011

Sequence Number	
1	Accident and Incident Database System Disposition Authority Number: DAA-0237-2021-0011-0001
2	Accident and Incident Database System-Public Use Version Disposition Authority Number: DAA-0237-2021-0011-0002

Records Schedule Items

Sequence Number	
1	<p>Accident and Incident Database System</p> <p>Disposition Authority Number DAA-0237-2021-0011-0001</p> <p>The Accident and Incident Database System (AIDS) contains accident and incident data records for commercial air transport, aerial work, and general aviation (private and commercial). Records include location information, aircraft information, operator information, narratives, findings, weather/environmental information, and pilot information. Note: Incidents are events that do not meet the aircraft damage or personal injury thresholds contained in the National Transportation Safety Board (NTSB) definition of an accident.</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 N1-237-05-002 / 1/a/1 N1-237-05-002 / 1/c</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Retention Period Delete information that identifies the individual when the pilot has reached 99 years of age or notification of deceased pilot.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Accident and Incident Database System-Public Use Version</p> <p>Disposition Authority Number DAA-0237-2021-0011-0002</p> <p>A public use version of the Accident and Incident Database System (AIDS) which contains accident and incident data records for commercial air transport, aerial work, and general aviation (private and commercial). Records include location information, aircraft information, narratives, findings, and weather/environmental</p>

information. NOTE: This version of the system is a snapshot and does not include the Specific Pilot Identifier, which pertains to the specific pilot name and certificate number fields maintained within the pilot information segment of the database to be consistent with agency expungement policy. Pilot information does not enhance or change how the system is used to track trends in aviation safety.

Final Disposition Permanent

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

GRS or Superseded Authority Citation
N1-237-05-002 / 1/a
N1-237-05-002 / 1/d
N1-237-05-002 / 1/b

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2020 To 2020

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	14.8 MB	10 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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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
05/18/2021	Certify	Richard Allen	Records manager	FAA - FAA
10/14/2021	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/03/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
03/03/2022	Certify	Richard Allen	Records manager	FAA - FAA
05/24/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/02/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
08/02/2022	Certify	Richard Allen	Records manager	FAA - FAA
12/06/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/07/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/07/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/14/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/14/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

12/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office
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