

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0013

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 iTRAK System

Internal agency concurrences will be provided No

Background Information iTRAK is a standalone system used as an internal investigative analysis tool with the Special Emphasis Investigations Team (SEIT). iTRAK’s capability as a comprehensive repository system is designed to support employees to capture, control, and analyze multi- source data. Users can add, delete, import and/or export records and reports as needed in support of investigative work. Creation of a record occurs during the onset of an investigation.

SEIT receives investigative requests via email, phone calls and/or regular mail. Employees enter preliminary data into iTRAK, at which point iTRAK assigns each investigation a unique case number. The types of cases SEIT investigates include: illegal and/or nefarious operations in the National Air Space (NAS), illegal charter aircraft operations, FAA Hotline Complaints, Whistleblower Complaints, designee investigations, criminal violations, and/or assist law enforcement agencies involving Federal aeronautical statutes. Data captured by iTRAK may include PII information, names, addresses, airman certificate numbers.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0237-2021-0013

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

| | |
|---|---|
| 1 | Investigative Case Files Disposition Authority Number: DAA-0237-2021-0013-0001 |
|---|---|

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="345 380 683 411">Investigative Case Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2021-0013-0001</p> <p data-bbox="345 485 1521 789">A case file created during the investigation of known or alleged illegal activities that stems from criminal violations of federal aeronautical statues to include; bribery, fraud, theft, and illegal operations of aircraft and airmen; medical and moral character of airmen; violation, irregularities, aircraft information (make, model, serial number, registration), airman information (certificate, addresses, date of birth), communication associated with the case, company names, addresses, and phone numbers. Final determinations are based on the actual findings of the investigation that resulted in the conclusion of the case file.</p> <p data-bbox="345 810 919 842">Final Disposition Temporary</p> <p data-bbox="345 863 850 894">Item Status Active</p> <p data-bbox="345 915 805 947">Is this item media neutral? No</p> <p data-bbox="345 968 1094 999">Explanation of limitation Electronic records only.</p> <p data-bbox="345 1020 821 1146">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="345 1167 821 1251">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1272 1052 1335">GRS or Superseded Authority Citation NC1-237-77-03 / 8/d</p> <p data-bbox="345 1377 659 1409">Disposition Instruction</p> <p data-bbox="345 1430 1305 1461">Cutoff Instruction Cutoff at the close of the investigation.</p> <p data-bbox="345 1482 1192 1514">Retention Period Destroy 30 year(s) after cutoff</p> <p data-bbox="345 1556 659 1587">Additional Information</p> <p data-bbox="345 1608 951 1640">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 |
|------------|--------------------------|------------------|---|---|
| 05/18/2021 | Certify | Richard Allen | Records manager | FAA - FAA |
| 06/17/2021 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 06/17/2021 | Submit For Certification | Richard Allen | Records manager | FAA - FAA |
| 06/17/2021 | Certify | Richard Allen | Records manager | FAA - FAA |
| 05/05/2022 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 09/13/2022 | Submit For Certification | Richard Allen | Records manager | FAA - FAA |
| 09/13/2022 | Certify | Richard Allen | Records manager | FAA - FAA |
| 12/06/2022 | Submit for Concurrence | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 12/14/2022 | 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 |