

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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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="345 489 1521 789">A case file created during the investigation of known or alleged illegal activities that stems from criminal violations of federal aeronautical statutes 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 818 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 818 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