

Request for Records Disposition Authority

Records Schedule Number	DAA-0237-2021-0015
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	Manned and Unmanned Aircraft (UAS) Accident/Incident Reporting and Declaration of Compliance
Internal agency concurrences will be provided	No
Background Information	<p>This schedule covers records pertaining to Declarations of Compliance and Accident reporting.</p> <p>With respect to Declarations of Compliance, the FAA developed the Declaration of Compliance for applicants who want to participate in declaring that their small unmanned aircraft meets the performance-based eligibility requirements for operations over people or with part 89 Remote Identification (RID) rule requirements of unmanned aircraft. Records include the Declaration of Compliance and supporting information that applicants submit to the FAA</p> <p>With respect to Manned Aircraft and UAS Accident and Incident Notification, Investigation, and Reporting events occurring in the National Airspace System. Records relating to the investigation and reporting of aircraft accident near midair collisions and incident reports are prepared and maintained by Flight Standards Service Offices, Flight Standards District Offices (FSDO), Certificate Management Offices (CMO), and International Field Offices (IFO) investigation staff. The Accident/ Incident Reports are submitted via Air Traffic Quality Assurance System (ATQA) Web Accident and Incident Reporting Tool, and the substantiating investigatory documents are maintained at the Flight Standards Service Offices.</p> <p>These documents relate to the investigation of aircraft accidents and incidents that support the reports used to determine the applicability of the FAA nine areas of responsibility, and provide the investigator's findings related to the accident or incident. These files have no further administrative value to FAA after the retention period specified.</p>

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0015

Sequence Number	
1	Manned and Unmanned Aircraft (UAS) Accident and Incident Reporting Disposition Authority Number: DAA-0237-2021-0015-0001
2	Operation and eligibility of Small Unmanned Aircraft System (sUAS) Disposition Authority Number: DAA-0237-2021-0015-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1356 411">Manned and Unmanned Aircraft (UAS) Accident and Incident Reporting</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0237-2021-0015-0001</p> <p data-bbox="342 485 1518 642">Case files relating to the reporting and investigation of Manned and Unmanned aircraft accidents, near midair collisions, and incidents. Files are maintained by the Office of Aviation Safety and Flight Standards District Offices (FSDO), Certificate Management Office (CMO), and the International Field Office (IFO).</p> <p data-bbox="342 653 917 684">Final Disposition Temporary</p> <p data-bbox="342 705 852 737">Item Status Active</p> <p data-bbox="342 758 820 789">Is this item media neutral? Yes</p> <p data-bbox="342 810 820 947">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="342 957 803 1052">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1083 657 1115">Disposition Instruction</p> <p data-bbox="342 1136 1356 1178">Cutoff Instruction cutoff when case is completed and closed</p> <p data-bbox="342 1199 1169 1230">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="342 1262 657 1293">Additional Information</p> <p data-bbox="342 1314 950 1346">GAO Approval Not Required</p>
2	<p data-bbox="342 1388 1307 1419">Operation and eligibility of Small Unmanned Aircraft System (sUAS)</p> <p data-bbox="342 1440 1153 1472">Disposition Authority Number DAA-0237-2021-0015-0002</p> <p data-bbox="342 1493 1518 1755">The FAA created the Declaration of Compliance (DOC) system for applicants who want to declare compliance with part 89 Remote Identification (RID) rule requirements of unmanned aircraft or part 107, subpart D eligibility requirements for small unmanned aircraft operations over people. Part 89 RID and part 107 Subpart D compliance requires submitting a DOC with information to include: make, model, series, serial number(s) etc., and any other supporting documentation used to demonstrate compliance.</p> <p data-bbox="342 1766 917 1797">Final Disposition Temporary</p> <p data-bbox="342 1818 852 1850">Item Status Active</p> <p data-bbox="342 1871 820 1902">Is this item media neutral? Yes</p>

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 when applicant no longer participates in the declaration of compliance program for its small UAS

Retention Period

Destroy 3 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
08/05/2021	Certify	Richard Allen	Records manager	FAA - FAA
01/25/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/16/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
03/16/2022	Certify	Richard Allen	Records manager	FAA - FAA
03/29/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/28/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
04/28/2022	Certify	Richard Allen	Records manager	FAA - FAA
05/10/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/10/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
05/10/2022	Certify	Richard Allen	Records manager	FAA - FAA
09/15/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

09/28/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office
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