

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0017
Schedule Status Approved

Agency or Establishment Federal Aviation Administration
Record Group / Scheduling Group Records of the Federal Aviation Administration
Records Schedule applies to Major Subdivision
Major Subdivision Aviation Security and Hazardious Materials Safety
Schedule Subject Aviation Insurance Program Records
Internal agency concurrences will be provided No

Background Information The FAA Aviation Insurance program provides insurance coverage for aircraft operations that are deemed essential to the foreign policy interests of the United States when commercial insurance is unavailable on reasonable terms. Insurance is issued for American or foreign-flag aircraft under contract to any federal department or agency that has an indemnification agreement with DOT.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0237-2021-0017

Sequence Number	
1	Insurance Coverage Contract/Policy Records Disposition Authority Number: DAA-0237-2021-0017-0001
2	Aviation Insurance Claims Files Disposition Authority Number: DAA-0237-2021-0017-0002
3	Records of "War Risk Occurrences" Disposition Authority Number: DAA-0237-2021-0017-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 984 411">Insurance Coverage Contract/Policy Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2021-0017-0001</p> <p data-bbox="345 485 1520 747">Case files documenting the certificate or contract of insurance coverage for aircraft. Records include the contract or policy forms, the application, Memorandum of Agreement (MOA), the policy terms, declaration pages, endorsements, riders, termination notices, guidelines, and manuals associated with or used for the rating or underwriting of the policy. NOTE: Both the original policy that is issued and any subsequent renewals of the policy must be retained in the policy file for the retention period.</p> <p data-bbox="345 768 919 800">Final Disposition Temporary</p> <p data-bbox="345 821 850 852">Item Status Active</p> <p data-bbox="345 873 818 905">Is this item media neutral? Yes</p> <p data-bbox="345 926 818 957">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 1073 805 1104">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1199 659 1230">Disposition Instruction</p> <p data-bbox="345 1262 1463 1335">Cutoff Instruction Cut off when contract/policy becomes obsolete or discontinued.</p> <p data-bbox="345 1356 1187 1388">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="345 1430 659 1461">Additional Information</p> <p data-bbox="345 1482 951 1514">GAO Approval Not Required</p>
2	<p data-bbox="345 1545 789 1577">Aviation Insurance Claims Files</p> <p data-bbox="345 1598 1154 1629">Disposition Authority Number DAA-0237-2021-0017-0002</p> <p data-bbox="345 1650 1430 1797">All documents necessary to substantiate a claim for aviation loss. These files contain proof of loss of submitted air line carriers, photographs, evaluations, justifications, receipts/invoices, payments (non-sensitive) information, and indemnification information.</p> <p data-bbox="345 1818 919 1850">Final Disposition Temporary</p> <p data-bbox="345 1871 850 1902">Item Status Active</p>

3	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff upon payment.
	Retention Period	Destroy 50 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Records of "War Risk Occurrences"	
	Disposition Authority Number	DAA-0237-2021-0017-0003
	Aviation insurance policy records consisting of correspondence and memorandums for significant incidents such as acts of violence against airlines, terrorism, hijackings, sabotage etc (example: 9/11).	
	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	
Disposition Instruction		
Cutoff Instruction	Cutoff upon final investigation of incident.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.	
Additional Information		
First year of records accumulation	1958	
What will be the date span of the initial transfer of records to the National Archives?	From 1958 To 2007	

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper	5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
04/19/2021	Certify	Richard Allen	Records manager	FAA - FAA
05/24/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/21/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
06/21/2022	Certify	Richard Allen	Records manager	FAA - FAA
11/02/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/07/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/07/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office