

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0019
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 Air Traffic Organization (ATO) Voluntary Safety Reporting Programs
Internal agency concurrences will be provided No

Background Information The Voluntary Safety Reporting Programs (VSRP), which includes Air Traffic Safety Action Program (ATSAP), Air Traffic Safety Action Program Region X (ATSAP-X), Technical Operations Safety Action Program (T-SAP), and Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT), are protected under CFR Part 193 and 49 U.S. Code §#40123.

Air Traffic Controllers, Flight Data Specialists, pilots, technicians, engineers, architects, Aviation Technical Systems Specialists, staff support specialists, and the Flight Procedures Team are eligible to submit confidential reports into their respective non-punitive programs. Each program website, listed below, is only accessible to eligible employees with a signed Non-Disclosure Agreement or other appropriate permissions. Safety Program Event Review Committees (ERCs) and analysts track and trend this confidential information.

The VSRPs enable the parties to have access to valuable safety information that may not otherwise be obtainable. The collected information is reviewed and analyzed to facilitate early detection and improved awareness of operational deficiencies and adverse trends. The information specified in employee reports is used to develop skill enhancement training or system corrective action to help solve safety issues and possibly eliminate deviations from, and deficiencies in, applicable air traffic control directives.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0237-2021-0019

Sequence Number	
1	Air Traffic Safety Action Program (ATSAP) Disposition Authority Number: DAA-0237-2021-0019-0001
2	Air Traffic Safety Action Program Region X (ATSAP-X) Disposition Authority Number: DAA-0237-2021-0019-0002
3	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT) Disposition Authority Number: DAA-0237-2021-0019-0003
4	Technical Operations Safety Action Program (T-SAP) Disposition Authority Number: DAA-0237-2021-0019-0004

Records Schedule Items

Sequence Number	
1	<p>Air Traffic Safety Action Program (ATSAP)</p> <p>Disposition Authority Number DAA-0237-2021-0019-0001</p> <p>Safety reports include, but are not limited to, on-the-job training and experience, airport construction, traffic advisories and safety alerts, runway separation/incursion and vehicle/pedestrian deviations, wrong surface events, procedures, and radio, radar, navigation and other equipment problems.</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>Disposition Instruction</p> <p>Cutoff Instruction cutoff when data is no longer needed for business use</p> <p>Retention Period Destroy 50 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Air Traffic Safety Action Program Region X (ATSAP-X)</p> <p>Disposition Authority Number DAA-0237-2021-0019-0002</p> <p>Safety reports include, but are not limited to, frangible mountings, approach lighting system issues, freezing rain sensors, tower/building/physical facility issues in design and construction, airport layout and requirements, facility equipment location and accessibility, property needs/permits/contracts, airport field symbology requirements, tower window and structural issues, and construction oversight</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

3	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 no longer needed for business use
	Retention Period	Destroy 50 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT)	
	Disposition Authority Number	DAA-0237-2021-0019-0003
	Safety reports include, but are not limited to, airport emergency responses, radio blind spots, tower windows and shades, new tower equipment, lack of coordination and inaccurate or outdated information, and improper use of runway safety area	
	Final Disposition	Temporary
	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 when no longer needed for business use	
Retention Period	Destroy 50 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
4	Technical Operations Safety Action Program (T-SAP)	
	Disposition Authority Number	DAA-0237-2021-0019-0004
	Safety reports include, but are not limited to, restorative and preventative maintenance, maintaining aging systems, Remote System Monitor (RSM)	

performance parameters/maintenance/training, control line failure, and preventative maintenance

Final Disposition Temporary

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 when no longer needed for business use

Retention Period Destroy 50 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
04/01/2021	Certify	Richard Allen	Records manager	FAA - FAA
09/29/2021	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/12/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/13/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/14/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist