

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2021-0023

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 Pilot Record Database (PRD)

Internal agency concurrences will be provided No

Background Information The Pilot Record Database (PRD) is a centralized electronic repository of pilot's information that is accessible before allowing an individual to begin serving as a pilot for part 119 certificate holders, fractional ownership programs, and operators conducting air tour operations. Air carriers, specific operators holding out to the public, entities conducting public aircraft operations, air tour operators, fractional ownerships, and corporate flight departments are required to enter data such as airman's employment, assignment to duty history, training and checking, drug and alcohol results, and disciplinary actions into the PRD. PRD improves aviation safety by automating Federal Aviation Administration (FAA) and Air Carrier to perform a standard check of a pilot's entire comprehensive record and history, which is accessible by pilots as well as Air Carriers prior to making a hiring decision for employment.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2021-0023

Sequence Number	
1	Master file Disposition Authority Number: DAA-0237-2021-0023-0001
2	PRD Airman Records Disposition Authority Number: DAA-0237-2021-0023-0002

Records Schedule Items

Sequence Number	
1	<p>Master file</p> <p>Disposition Authority Number DAA-0237-2021-0023-0001</p> <p>The record types covered by this schedule are Airmen Certificate information which includes the pilot's name, address, certificate numbers, which may be Social Security Numbers (SSN), certificate limitations, certificate rating, medical certificate class and date issue, and FAA pilot certificate disapprovals. These records also include employment history provided by the pilot and the date the National Driver Register was last queried by the pilot.</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 at the end of the calendar year</p> <p>Retention Period Delete information that identifies the individual when the pilot has reached 99 years of age or notification of deceased pilot</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>PRD Airman Records</p> <p>Disposition Authority Number DAA-0237-2021-0023-0002</p> <p>When a pilot grants consent for an employer to see their records, the PRD generates a PRD Airman Record (PAR). The consent period is selected by the pilot to be 30, 45, or 60 days. The pilot may revoke consent any time before it expires. The PAR contains records from the Master File previously described. The PAR also contains records provided by air carriers, specific operators holding out to the public, entities conducting public aircraft operations, air tour operators, fractional ownerships, and corporate flight departments who have reported records to the PRD. These records are comprised of a pilot's employment status,</p>

assignment to duty history, training and checking records, drug and alcohol results, and final disciplinary actions.

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 at the end of the calendar year

Retention Period Delete information that identifies the individual when the pilot has reached 99 years of age or notification of deceased pilot

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
05/24/2021	Certify	Richard Allen	Records manager	FAA - FAA
02/01/2022	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
02/08/2022	Submit For Certification	Richard Allen	Records manager	FAA - FAA
02/08/2022	Certify	Richard Allen	Records manager	FAA - FAA
02/15/2022	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
09/12/2022	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office