

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2022-0004

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 Airspace Access Program (AAP) System

Internal agency concurrences will be provided No

Background Information The Airspace Access Program (AAP) System, a National Airspace System (NAS) Defense Program (NDP), is only accessible to the public and the General Aviation (GA) community for the purpose of requesting authorization to fly within restricted airspace. The AAP System facilitates the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) in carrying out their mission to vet and authorize pilot or operator’s waivers for access into restricted airspace. The most-widely used function of the application is to apply for international waivers, which grant foreign aircraft permission to fly into, through and out of United States Airspace. Waivers are submitted by the public through online forms in the system. Once submitted, an Office of Management and Budget (OMB) control number is assigned. The data submitted through these forms includes PII that is utilized by the FAA and TSA to vet the manifest and operators.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0237-2022-0004

| Sequence Number |
|-----------------|
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|---|--|
| 1 | Waiver Requests Disposition Authority Number: DAA-0237-2022-0004-0001 |
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Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="345 380 589 411">Waiver Requests</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2022-0004-0001</p> <p data-bbox="345 485 1521 716">The aviation community requests approval to fly within requested airspace by submitting waivers prior to flight. These waivers include, but are not limited to Domestic Waivers, Moored Balloon Waivers, Sporting Event Waivers, International Waivers, Disney (Florida and California) Waivers, Unmanned Aircraft Waivers, and Ronald Reagan National Airport (DCA) Access Standard Security Program (DASSP) Authorization Waivers.</p> <p data-bbox="345 737 919 768">Final Disposition Temporary</p> <p data-bbox="345 789 850 821">Item Status Active</p> <p data-bbox="345 842 805 873">Is this item media neutral? No</p> <p data-bbox="345 894 1094 926">Explanation of limitation Electronic records only.</p> <p data-bbox="345 947 818 1073">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 1094 805 1188">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1220 659 1251">Disposition Instruction</p> <p data-bbox="345 1272 1219 1304">Cutoff Instruction Cutoff upon expiration of waiver.</p> <p data-bbox="345 1325 1192 1356">Retention Period Destroy 10 year(s) after cutoff.</p> <p data-bbox="345 1398 656 1430">Additional Information</p> <p data-bbox="345 1451 951 1501">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 |
|------------|------------------------|------------------|---|---|
| 09/22/2022 | Certify | Richard Allen | Records manager | FAA - FAA |
| 01/23/2023 | Submit for Concurrency | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 01/24/2023 | Return to Submitter | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/24/2023 | Submit for Concurrency | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 01/30/2023 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/31/2023 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 02/02/2023 | Approve | Debra Wall | Deputy Archivist | National Archives and Records Administration - ND Archives I Office |