

## Request for Records Disposition Authority

Records Schedule Number           DAA-0237-2022-0005

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                   National Vital Information System (NVIS)/National Program Tracking and Reporting Subsystem (NPTRS)

Internal agency concurrences will be provided   No

Background Information           The National Vital Information System (NVIS) and the National Program Tracking and Reporting Subsystem (NPTRS) collect and maintain data from regulated entities, designees, and non-certificated operators. The systems track surveillance, investigation, certification, and other activities of Aviation Safety Inspectors (ASIs). The systems provide automated capability to identify, analyze, and take corrective action on trends affecting aviation safety, enable better forecasting, planning of work programs, scheduling of human resources and transmittal of data within FAA entities.

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0237-2022-0005

| Sequence Number |   |
|-----------------|---|
| 1               | NVIS Data<br>Disposition Authority Number: DAA-0237-2022-0005-0001  |
| 2               | NPTRS Data<br>Disposition Authority Number: DAA-0237-2022-0005-0002 |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="342 380 500 411"><b>NVIS Data</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      <b>DAA-0237-2022-0005-0001</b></p> <p data-bbox="342 485 1487 863">The National Vital Information System (NVIS) provides the database link to the National Program Tracking and Reporting Subsystem (NPTRS) that enables the Flight Standards Service to manage human resources and the division and field office surveillance work programs effectively. NVIS provides a comprehensive description of air operator and air agency operational data, including the environmental ancillary files that identify the following data by the field office's identifier code:air carrier/air agency name, designator code, airport identifier, the air carrier's or air agency's operating certificate, maintenance and operations facilities (as applicable), and contractor information. NVIS is available to all Flight Standards offices and is read-only data.</p> <p data-bbox="342 884 919 915">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 936 850 968">Item Status                                <b>Active</b></p> <p data-bbox="342 989 805 1020">Is this item media neutral?            <b>No</b></p> <p data-bbox="342 1041 1092 1073">Explanation of limitation              <b>Electronic records only.</b></p> <p data-bbox="342 1094 821 1220">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="342 1241 805 1335">Do any of the records covered by this item exist as structured electronic data?                        <b>No</b></p> <p data-bbox="342 1356 1032 1409">GRS or Superseded Authority Citation      <b>N1-237-09-21 / 1/a</b></p> <p data-bbox="342 1451 662 1482"><b>Disposition Instruction</b></p> <p data-bbox="342 1503 1279 1535">Cutoff Instruction                        <b>Cut off at the end of each fiscal year.</b></p> <p data-bbox="342 1556 1170 1587">Retention Period                         <b>Destroy 3 year(s) after cutoff</b></p> <p data-bbox="342 1629 662 1661"><b>Additional Information</b></p> <p data-bbox="342 1682 951 1713">GAO Approval                              <b>Not Required</b></p> |
| 2               | <p data-bbox="342 1755 532 1787"><b>NPTRS Data</b></p> <p data-bbox="342 1808 1154 1839">Disposition Authority Number      <b>DAA-0237-2022-0005-0002</b></p>  |

Information in the National Program Tracking and Reporting Subsystem (NPTRS) is received electronically from the Enhanced Flight Standards Automation System (eFSAS) and the Safety Assurance System (SAS). Data in NPTRS is read-only.

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? Yes

GRS or Superseded Authority Citation N1-237-09-21 / 1/b

**Disposition Instruction**

Cutoff Instruction Cut off at the end of each fiscal year.

Retention Period Destroy no sooner than 30 year(s) after cutoff but longer retention is authorized

**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  |
|------------|------------------------|------------------|---|---|
| 03/29/2022 | Certify                | Richard Allen    | Records manager                         | FAA - FAA   |
| 11/02/2022 | Submit for Concurrency | 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                         |