

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 Disposition Authority Number: DAA-0237-2022-0005-0001
2	NPTRS Data Disposition Authority Number: DAA-0237-2022-0005-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 500 411">NVIS Data</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2022-0005-0001</p> <p data-bbox="345 485 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="345 884 919 915">Final Disposition Temporary</p> <p data-bbox="345 936 850 968">Item Status Active</p> <p data-bbox="345 989 805 1020">Is this item media neutral? No</p> <p data-bbox="345 1041 1092 1073">Explanation of limitation Electronic records only.</p> <p data-bbox="345 1094 818 1220">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 1241 805 1335">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1356 1032 1409">GRS or Superseded Authority Citation N1-237-09-21 / 1/a</p> <p data-bbox="345 1451 662 1482">Disposition Instruction</p> <p data-bbox="345 1503 1279 1535">Cutoff Instruction Cut off at the end of each fiscal year.</p> <p data-bbox="345 1556 1170 1587">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="345 1629 662 1661">Additional Information</p> <p data-bbox="345 1682 951 1713">GAO Approval Not Required</p>
2	<p data-bbox="345 1755 532 1787">NPTRS Data</p> <p data-bbox="345 1808 1154 1839">Disposition Authority Number DAA-0237-2022-0005-0002</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