

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2022-0011

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 Cybersecurity Test Facility (CyTF) Records

Internal agency concurrences will be provided No

Background Information CyTF is an FAA facility that hosts a number of IT systems that are used to conduct cybersecurity testing, research and development on physical and virtual replicas of FAA systems including systems for the National Airspace System (NAS). Physical access control to the CyTF facility, also referred as the CyTF Lab, is provided by an iris scanner that operates the electronic door lock to the Lab and collects information utilizing resources such as video surveillance, photographs, and fingerprints. These records are characterized as “Facility Identification Access Records” and are maintained by CyTF. The iris scanner takes a picture of the iris of a person and converts it to a number that uniquely corresponds to the picture. This number is referred to as the scanner iris code. Additionally the scanner encrypts the iris code and compares it to the valid encrypted codes stored in the scanner. If there is a match to a valid encrypted code stored in the scanner, the person is granted access to the Lab.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0237-2022-0011

| Sequence Number | |
|-----------------|---|
| 1 | Facility Identification Access Records Disposition Authority Number: DAA-0237-2022-0011-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="345 380 873 411">Facility Identification Access Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2022-0011-0001</p> <p data-bbox="345 485 1520 747">Facility identification verification and access credentials are issued to authorized employees by CyTF. The credentials provide authorized employees with local identification and access to the CyTF Lab. Identification information is stored in the CyTF Iris scanner and, for backup purposes, in a separate secure system linked to the names of the corresponding CyTF members. Facility identification access information containing personal employee data includes, fingerprints, photographs, iris scans and iris scan numbers.</p> <p data-bbox="345 768 919 800">Final Disposition Temporary</p> <p data-bbox="345 821 850 852">Item Status Active</p> <p data-bbox="345 873 805 905">Is this item media neutral? No</p> <p data-bbox="345 926 1094 957">Explanation of limitation Electronic records only.</p> <p data-bbox="345 978 821 1104">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 1125 821 1220">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1251 659 1283">Disposition Instruction</p> <p data-bbox="345 1304 1243 1335">Cutoff Instruction Cutoff when access is deactivated</p> <p data-bbox="345 1356 1170 1388">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="345 1419 659 1451">Additional Information</p> <p data-bbox="345 1472 951 1503">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 |
|------------|--------------------------|------------------|---|---|
| 08/30/2022 | Certify | Richard Allen | Records manager | FAA - FAA |
| 10/25/2022 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 11/03/2022 | Submit For Certification | Richard Allen | Records manager | FAA - FAA |
| 11/03/2022 | Certify | Richard Allen | Records manager | FAA - FAA |
| 01/23/2023 | Submit for Concurrence | 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 |