

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2022-0014

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 Federal Notice to Air Mission (NOTAM) System

Internal agency concurrences will be provided No

Background Information The Federal NOTAM System (NS) was deployed in 2010 under (Aeronautical Information Management Modernization Segment 1) AIMM S1.

FNS enables users to create, manage, and disseminate Notices to Air Mission (NOTAMs). These NOTAMs provide important information about changes to National Airspace System (NAS) infrastructure and services to pilots, air traffic control (ATC), and other NAS users.

NOTAM originators include Airports, DoD, Technical Operations, Tower Flight Operations, Procedure and Charting, and Airspace. NOTAM consumers include pilots, airlines, ATC, and other NAS stakeholders.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0237-2022-0014

Sequence Number	
1	Regulatory NOTAMS Disposition Authority Number: DAA-0237-2022-0014-0001
2	Non-regulatory NOTAMS Disposition Authority Number: DAA-0237-2022-0014-0002

Records Schedule Items

Sequence Number	
1	<p>Regulatory NOTAMS</p> <p>Disposition Authority Number DAA-0237-2022-0014-0001</p> <p>Flight Data Center (FDC) NOTAM. Flight Data Center NOTAMs are NOTAMs that are regulatory in nature such as changes to an instrument approach procedure or airway. Temporary Flight Restrictions (TFRs are temporary regulatory types of airspace) are also issued as FDC NOTAMs.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</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? Yes</p> <p>GRS or Superseded Authority Citation NC1-237-77-06 / 2 NC1-237-77-06 / 3</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at cancellation or expiration of NOTAM.</p> <p>Retention Period Destroy no sooner than 5 year(s) after cutoff but longer retention is authorized</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Non-regulatory NOTAMS</p> <p>Disposition Authority Number DAA-0237-2022-0014-0002</p> <p>Regular NOTAMS list any changes in the National Airspace System. All other types of NOTAMs including domestic, military, and international.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p>

Explanation of limitation	Electronic records only.
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
Disposition Instruction	
Cutoff Instruction	Cutoff at cancellation or expiration of NOTAM.
Retention Period	Destroy no sooner than 5 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
08/29/2022	Certify	Richard Allen	Records manager	FAA - FAA
01/04/2023	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/11/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office