

Request for Records Disposition Authority

Records Schedule Number DAA-0237-2022-0016

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 Instrument Flight Procedures

Internal agency concurrences will be provided No

Background Information Instrument Flight Procedure Automation (IFPA) is a suite of approximately ten (10) non-NAS systems that support the design, documentation, tracking, and distribution of aeronautical data used to establish and maintain the ~20,000 instrument flight procedures (IFPs) used to navigate the FAA’s national airspace systems (NAS). Examples of these systems and the aeronautical data they support include Airports and Navigational Aids (AIRNAV), IFP Standard Instrument Approach Procedures (SIAP), IFP Points and Holding (navigation points in space, holding patterns), and Procedure Workflow System (PWS) (workflow for new, amendment, and cancelation of IFPs). IFPA generates various FAA products such as FAA 8260 forms (official legal description of the IFP or FIX) and Aeronautical Radio, Inc (ARINC) Coding (computer code loaded into a flight inspection aircraft that tells the plane how to fly the IFP). IFPA data is made available to various FAA and non-FAA consumers to support their mission (e.g. convert data into aeronautical charts that are used by pilots to plan and fly).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0237-2022-0016

Sequence Number	
1	Terminal Instrument Procedures (Master File Data) Disposition Authority Number: DAA-0237-2022-0016-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1065 411">Terminal Instrument Procedures (Master File Data)</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0237-2022-0016-0001</p> <p data-bbox="345 485 1521 1167">Conventional and performance based navigation data used in the design of instrument and visual flight procedures for approaches, departures, en route instrument flight procedures, holding patterns, associated aeronautical data (e.g. airports, runways, nav aids, fix, obstacles, points) supporting the design of conventional and performance based navigation instrument and visual flight procedures, associated workflow data supporting the design and publication of instrument flight procedures and supporting aeronautical features, and the periodic review of instrument flight procedures. Also include airport, runway, Navigational Aid (nav aid), fix, segment, Minimum Safe Altitude (MSA) and obstacle data used in approaches, flight Procedure data converted into ARINC 424 format, point data used in flight procedure navigation, altitude, course and direction data to confine an aircraft within a specific airspace, radius, sector, center point and altitude data for the lowest safe altitude for a particular route, data used to track Aeronautical Information Services (AIS), Procedure Workflow System (PWS) projects, airport, landing strip, runway and lighting data, nav aid component and system data such as location and type, weather source data such as frequency and whether or not it is an altimeter and/or weather station and obstacle data such as location and height.</p> <p data-bbox="345 1188 919 1220">Final Disposition Permanent</p> <p data-bbox="345 1241 849 1272">Item Status Active</p> <p data-bbox="345 1293 818 1325">Is this item media neutral? Yes</p> <p data-bbox="345 1346 818 1377">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 1493 803 1524">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1619 659 1650">Disposition Instruction</p> <p data-bbox="345 1682 1268 1713">Cutoff Instruction Cutoff when data becomes inactive.</p> <p data-bbox="345 1734 1455 1808">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.</p> <p data-bbox="345 1850 656 1881">Additional Information</p> <p data-bbox="345 1902 834 1934">First year of records accumulation 1963</p>

What will be the date span of the initial transfer of records to the National Archives? **From 1963 To 1998**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	800 GB	200 MB
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
09/06/2022	Certify	Richard Allen	Records manager	FAA - FAA
11/10/2022	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/07/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office