Records Schedule Number: DAA-0237-2023-0003

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	Federal Aviation Administration
Record/Scheduling Group	0237 - Records of the Federal Aviation Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Forensic Toxicology Case Files
Additional Schedule Information	The Federal Aviation Administration (FAA) Office of Aerospace Medicine (AAM) Civil Aerospace Medical Institute (CAMI) uses the Toxicology Database (ToxDB) to enter and process toxicology information on individuals who have been involved in transportation accidents and incidents. Individuals who meet the criteria for transportation accidents are Airmen, Certificated airmen, non-certificated individuals, and non-aviation individuals involved in transportation accidents and incidents. These transportation accidents and incidents include, but are not limited to, aviation, rail, bus, maritime, and trucking. Personal information and specimens on the living and deceased are collected at the scene of the accident or incident by investigators and medical examiners. FAA and the National Transportation Safety Board (NTSB) investigators and medical officers use the data in their efforts to determine the causes of accidents. Researchers within the FAA utilize the data to accomplish their aviation safety related research objectives.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1
Number of Temporary disposition items: 1
Number of Permanent disposition items: 0
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0237-2023-0003

Item #	Title	Disposition
0001	Forensic Toxicology Case Files	Temporary

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Records Schedule Items

DAA-0237-2023-0003-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Forensic Toxicology Case Files
Item Description	Case files consist of but are not limited to, Chain of Custody documents, Specimen Inventory records, Tox Box Transfer and Accessioning Check Sheets, and FAA Tox Box Message Alerts.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after close of investigation.
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	07/10/2024