

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0004

Status: APPROVED
Date Approved: 08/17/2023

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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Records Schedule Number: DAA-0237-2023-0004

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Outline of Records Schedule Items for DAA-0237-2023-0004

Item #	Title	Disposition
0001	Certificate of Waiver or Authorization (COA) MASTERFILE	Temporary

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Records Schedule Number: DAA-0237-2023-0004

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Records Schedule Items

DAA-0237-2023-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Certificate of Waiver or Authorization (COA) MASTERFILE	
Item Description	<p>A Certificate of Waiver or Authorization (COA) is an authorization issued by the Air Traffic Organization (ATO) to a civil or public operator for a specific unmanned aircraft (UA) activity. After the submission of a COA application, the FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval process to ensure the UAS can operate safely with other airspace users.</p> <p>The Certificates of Waiver or Authorization covers application, approvals, denials, cancellations, UAS reporting, significant or unusual waivers or authorizations, and all other supporting information/data.</p> <p>The COA application includes but is not limited to, Internal user authentication token, External user authentication token, Proponent information (PII), Declarations, Point of Contact information (PII), Operational Description, UAS Platform (Description, Airworthiness, Lost link/Mission Procedures, Lights, Spectrum Analysis Approval, ATC Communications, Electronic Surveillance, Aircraft Performance Recording), Visual Surveillance, Flight Operations Area/Plan, Flight Aircrew Qualifications, Special Circumstances Operational Information, Air Traffic Communications, Procedures, Observer, Flight Operations Map.</p>	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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		

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Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when authorization is revoked or canceled.
Retention Period	Destroy 3 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
Accept	Data Migration	10/25/2022
Approve	Colleen Shogan	08/17/2023