

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0001

Status: APPROVED
Date Approved: 01/21/2025

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	Airman Knowledge Test Records
Additional Schedule Information	Airman knowledge test for U.S domestic include but not limited to; pilots, mechanics, repairmen, dispatchers, parachute riggers, flight navigators, and flight engineers. To operate or perform the aforementioned functions, individuals must be certified to operate as an airman in the National Airspace System (NAS). To earn an airman certificate, an applicant must successfully complete applicable knowledge and practical tests to demonstrate mastery of the knowledge and skills needed to safely operate in the NAS.
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-0237-2024-0001

Item #	Title	Disposition
0001	Airman Knowledge Test Active File	Temporary

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Records Schedule Items

DAA-0237-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Airman Knowledge Test Active File	
Item Description	An Airman Knowledge Test Active File consists of the following information: date, exam code, exam grade, exam title, expiration date, FAA Tracking Number (FTN), last name, first/middle name, and score. Additionally, comments, performance data, statistical analysis, and significant background information are included in the file.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-237-77-03 / 21	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off upon final test result.	
Retention Period	Destroy 5 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	01/21/2025