

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0008

Status: INACTIVE  
Date Approved: 05/17/2022

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## 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	Real Estate Management System (REMS)
Additional Schedule Information	Real Estate Management System (REMS) is a DOT/FAA web portal that provides a data repository for all real estate contract information for the DOT/FAA. The purpose of REMS is to track the Real Estate Inventory for DOT/FAA Properties, which include facilities for work as well as housing for employees. REMS is used by employees in establishing and administering rental rates and other charges for Government rental quarters and related facilities located within the fifty States, the District of Columbia, and the territories and possessions of the United States. The information is entered or used by approximately 300 users nationwide on a daily basis. This tool provides all Real Estate related reports containing summary and details on Real Property Location, description, usage, lease information.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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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: 1

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Outline of Records Schedule Items for DAA-0237-2021-0008

Item #	Title	Disposition
0001	Master file	Temporary

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Records Schedule Items

DAA-0237-2021-0008-0001		STATUS: INACTIVE - NOT FOR USE	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Master file		
Item Description	The system database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures that are either directly owned by DOT or leased through other parties like GSA. Data elements includes location of property, usage, property description, lease information and other data elements related to property assets.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-237-09-10/1/a	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2023-0010-0001 on 08/20/2025.</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at the end of the FY in which asset is retired		
Retention Period	Destroy 25 year(s) after the asset is flagged as retired asset		
<b>ADDITIONAL INFORMATION</b>			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

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Signatory Information

Action	User	Date
Approve	Debra Wall	05/17/2022