

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0008

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	Quality Assurance Reporting System (QUASAR)
Additional Schedule Information	The Quality Assurance Reporting System (QUASAR) is a workflow application designed to automate various business processes critical to the Office of Aviation Safety (AVS). It is also instrumental in maintaining and ensuring safety measures and optimizing business procedures within AVS. QUASAR provides a structured system for identifying potential instances of policy misalignment or actions that deviate from established protocols. This allows for acknowledgment, review, compliance, preventive measures, enhancing safety and remediation of such instances, ensuring corrective measures are taken promptly.
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: 2

Number of Temporary disposition items: 2

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-0237-2024-0008

Item #	Title	Disposition
0001	Nonconformity and Corrective Action (NCA)	Temporary
0002	Stakeholder Feedback	Temporary

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Records Schedule Items

DAA-0237-2024-0008-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Nonconformity and Corrective Action (NCA)	
Item Description	The Nonconformity and Corrective Action (NCA) process is a structured approach used by AVS organization to manage and rectify instances of nonconformities. Nonconformities refer to situations where a product, process, or service does not meet specified requirements, standards, or expectations. This could be identified through internal audits, customer complaints, quality control checks, etc.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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
N1-0237-10-005 / a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
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	

DAA-0237-2024-0008-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Stakeholder Feedback	

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Item Description	By actively collecting and utilizing feedback from stakeholders, organizations can gain valuable insights into areas for improvement, identify strengths and weaknesses, and make informed decisions to enhance the overall quality of their services and products. This process helps in aligning offerings with stakeholders' needs and expectations, ultimately leading to increased satisfaction and better outcomes.	
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
N1-0237-10-005 / a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2025-0006-0001 on 05/19/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
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	07/10/2024