

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0007

Status: APPROVED
Date Approved: 08/20/2025

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	DroneZone
Additional Schedule Information	<p>The FAA DroneZone is an enterprise system that includes multiple applications that is deployed by the Federal Aviation Administration (FAA) to manage, review, and process waivers, airspace authorizations, registration, and FAA-Recognized Identification Areas (FRIAs). The FAA DroneZone is also used for accident reporting submitted by operational users Part 107.</p> <p>It will also allow an entity to request status as a community-based organization (CBO), and a CBO or an educational institution to request approval to establish an FAA-Recognized Identification Area (FRIA), which is a location where people can operate unmanned aircraft systems (UAS) without remote identification.</p> <p>The UAS Registration collects UAS drone operator and drone specific information that allows UAS registered operators to apply for Airspace Authorizations to fly within controlled airspace or Part 107 Operational Waiver to fly outside the regulations of the UAS Part 107 rule. This process may be used by civil UAS operators to acquire FAA authorization to perform civil UAS operations.</p>
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: 3

Number of Temporary disposition items: 3

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-0237-2023-0007

Item #	Title	Disposition
0001	FAA-Recognized Identification Area (FRIA)	Temporary
0002	Community-Based Organization Recognition (CBO)	Temporary
0003	Notice of Identification	Temporary

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Records Schedule Items

DAA-0237-2023-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FAA-Recognized Identification Area (FRIA)	
Item Description	The FRIA module allows a Community-Based Organization (CBO) or an educational institution to request FRIAs, which are locations where people can operate Unmanned Aircraft Systems (UAS) without remote identification. Application information includes but is not limited to; name of the CBO or educational institution; name of the individual submitting the FRIA request (applicant); applicant's declaration; name, business email address, business telephone number and business address of the primary point of contact; the physical address of the proposed FRIA location; latitude and longitude coordinates of the proposed FRIA location; Letter(s) of Agreement (LOA), if applicable; and description of FRIA purpose and need as well as estimates of utilization (number of flights per week, 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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when application is cancelled or terminated	
Retention Period	Destroy 4 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2023-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Community-Based Organization Recognition (CBO)	

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Item Description	The CBO Recognition module within DroneZone collects, tracks, and processes requests made by organizations seeking FAA recognition. It collects information that includes but is not limited to: Proof of Section 501(c) (3) and 501(a) status, which entails a copy of an exemption letter from the Internal Revenue Service (IRS); a comprehensive set of safety guidelines that emphasize safe aeromodelling operations within the National Airspace System; a mission statement, which must demonstrate a furtherance of model aviation, describe assistance and support in the development and operation of local affiliates or clubs and locally designated flying sites to be operated under the prospective CBO.
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	Other: cutoff when CBO recognition is surrendered or revoked
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

DAA-0237-2023-0007-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Notice of Identification

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Item Description	Notice of Identification (NOI) system. 14 C.F.R. § 89.130 states that “no person may operate a foreign registered civil unmanned aircraft with remote identification in the airspace of the United States unless, prior to the operation, the person submits a notice of identification in a form and manner acceptable to the Administrator.” The following information is required by 14 C.F. R. § 89.130: operator’s name, address, phone number, and email address; authorized representative’s name, address, phone number, and email address (only if applicable); unmanned aircraft manufacturer and model name; remote identification serial number, country of registration, and registration number.
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 when operator notice is cancelled or expired.
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
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.