

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0009

Status: APPROVED
Date Approved: 01/21/2025
Last Modified: 04/18/2025

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	Airworthiness Directives and Alternate Methods of Compliance
Additional Schedule Information	This schedule addresses case files relating to the development and formulation of Airworthiness Directives (AD), Alternate Methods of Compliance (AMOC), and special conditions, of certification requirements for a product under 14 CFR.
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: 4
Number of Temporary disposition items: 4
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-0237-2023-0009

Item #	Title	Disposition
0001	Alternate Methods of Compliance (AMOC)	Temporary
0002	Airworthiness Directives (AD)	Temporary
0003	Special Conditions	Temporary
0004	Petitions for Exemptions (Exemption of certification requirements for a product under 14 CFR)	Temporary

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Records Schedule Items

DAA-0237-2023-0009-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Alternate Methods of Compliance (AMOC)	
Item Description	<p>Engineering background case files relating to and documenting all information and decisions leading up to the issuance of an AMOC or no AMOC if warranted. No Action Required (NAR). These files contain most of the decision-making information for why an AMOC was issued/not issued and include the, AMOC approval and other supporting data.</p> <p>Case files may include original incoming AMOC proposal, PI/FSDO/CHDO comments, if transmitted, Evidence that Flight Standards had an opportunity to comment, Substantiating data used to establish the acceptable level of safety that was the basis for approval of the AMOC (such as service information, emails, or calculations), coordination grid which includes signatures or initials, and final AMOC approval or denial letter.</p>	
Is this item media neutral?	Yes	
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 applicable aircraft no longer exist and type certificate is cancelled	
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-0237-2023-0009-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Airworthiness Directives (AD)	

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Item Description	Engineering background case files relating to and documenting all information and decisions leading up to the issuance of an AD, both foreign and domestic (Mandatory Continued Airworthiness Information - MCAI) and (or no AD if warranted/No Action Required (NAR)). These files contain most of the decision-making information for why an AD was issued/not issued and include the AD worksheet, and other supporting data. Case files may include record of technical decision making, FAA reports, summaries or lists of facts, data, or reports that support the AD action, ADs or other similar documents issued by an international civil aviation authority, AD worksheet, CARB presentation, CARB minutes.	
Is this item media neutral?	Yes	
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
NC1-237-83-01 / 11 / 1 / a / 1	Yes	This item applies only to Airworthiness Directives. It does not cover Civil and Federal Aviation Regulations.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when applicable aircraft no longer exists, and type certificate is cancelled.	
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-0237-2023-0009-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Special Conditions

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Item Description	A special condition is a regulation that applies to a particular aircraft design. The FAA issues special conditions when we find the airworthiness regulations for an aircraft, aircraft engine, or propeller design do not contain adequate or appropriate safety standards, because of a novel or unusual design feature. Records include but are not limited to, all correspondence and documentation pertaining to the issue of special conditions, draft proposal(s) of special conditions via Issue Paper(s), and final and amended Issue Paper(s) of special conditions.	
Is this item media neutral?	Yes	
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
NC1-237-83-01 / 11 / 1 / a / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when applicable aircraft no longer exists or inoperable.	
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-0237-2023-0009-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Petitions for Exemptions (Exemption of certification requirements for a product under 14 CFR)

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Item Description	Background case files created for individuals or entities requesting exemption of certification requirements for a product under 14 CFR. A petition for exemption is requested by an individual or entities requesting relief from the requirements of a regulation. Exemptions are valid until the expiration date stated in the grant, unless the FAA notifies the grantee that the exemption is superseded or rescinded. Records may include, name and mailing address of petitioner, specific section or sections of Title 14 of the Code of Federal Regulations (CFR) for exemption, extent of relief sought, reason for seeking relief, why the exemption would not adversely affect safety, or how the exemption would provide a level of safety at least equal to the existing requirement, description of the exemption, and FAA comment and decision documents.	
Is this item media neutral?	Yes	
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
NC1-237-83-01 / 11 / 1 / a / 7 / a	Yes	This item applies only to petitions for exemptions to rules created by Aviation Safety.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when petition has been granted or denied.	
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	Colleen Shogan	01/21/2025