

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0012

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	Non-federal Systems/Services: Maintenance, Sponsor, and Technician Records
Additional Schedule Information	<p>The FAA's Air Traffic Organization (ATO) Line of Business' Advanced Systems Design Service Team (ASDS) is responsible for implementing and managing the FAA's Non-federal Program. Title 49 of the United States Code (49 USC), Sub-Title VII, Aviation Programs, authorizes the FAA to regulate non-federal systems. ASDS manages the approval of non-federal systems designed for use in the National Airspace System (NAS). The team also regulates non-federal systems' lifecycles i.e., ownership, installation, commissioning, operation, maintenance, and decommissioning, in accordance with Title 14 Code of Federal Regulations, Chapter I, Sub-chapter J, Part 171 – Non-Federal Navigation Facilities as well as, assumption of ownership in accordance with 49 USC, Section 44502(e). As a result, the program generates and has a responsibility to manage records related to the approval for use, operation and maintenance, technical performance, inspections, and assumption of ownership when applicable.</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: 5

Number of Temporary disposition items: 5

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-0237-2023-0012

Item #	Title	Disposition
0001	Maintenance Documentation Records	Temporary
0002	Operations and Maintenance Manual	Temporary
0003	Non-Federal Technician Record	Temporary
0004	System Approval Documentation	Temporary
0005	Performance and Commissioning Inspection Records	Temporary

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Records Schedule Items

DAA-0237-2023-0012-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Maintenance Documentation Records	
Item Description	Maintenance documents consist of all periodic maintenance activities performed to maintain the non-federal system to include the technician's name and date of activity, malfunctions encountered while maintaining the system as well as adjustments made, repairs, parts replaced, component failures, causes, corrective actions, and NOTAMs or Notice to Air Missions issued to remove the system from service. These records also include periodic inspection documents and inspection reports.	
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 facility inspection is completed.	
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-0237-2023-0012-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Operations and Maintenance Manual	

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Item Description	The Operations and Maintenance Manual (OMM) is the overarching governing document that contains operational requirements for the non-federal system. It outlines the performance and maintenance requirements the system must meet and sustain to operate in the NAS. It also documents contact information and provides guidance with respect to outages and aircraft accidents/incidents.
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 manual is superseded or obsolete.
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-0237-2023-0012-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-Federal Technician Record	
Item Description	A Non-federal Technician record contains proof confirming a technician’s qualifications including training, licensing, and performance exams showing the technician has the knowledge, skills, and abilities to maintain a specific make and model of non-federal systems and FAA issued Verification Authority.	
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	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when technician is no longer employed.
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-0237-2023-0012-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	System Approval Documentation	
Item Description	Includes Intake Application, Concept of Operations, Equipment Specifications, Manufacturer’s Commercial Instruction Booklet/Manual, Manufacturer’s Test Results, Functional Hazard Assessments, Change Impact Analysis, Engineering Data, Drawings, Training Manuals, Exams, Modifications, and pertinent correspondence upon conclusion of the assessment approving or disapproving the request.	
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: Cut off when the system approved is no longer installed in the NAS.	
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-0237-2023-0012-0005	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Performance and Commissioning Inspection Records
Item Description	Performance and commissioning inspection records provide operational safety data including parameters at the time of commissioning, including adjustments and all meter readings.
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 commissioning record is superseded, or the system is decommissioned.
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.