

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0004

Status: APPROVED
Date Approved: 04/14/2026

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	Civil Aerospace Medical Institute (CAMI) Research Records
Additional Schedule Information	<p>The Federal Aviation Administration (FAA) Office of Aerospace Medicine (AAM) Civil Aerospace Medical Institute (CAMI) is the medical certification, research, education, and occupational health wing of the FAA's Office of Aerospace Medicine. CAMI researches the factors that influence human performance in the aerospace environment, finds ways to understand them, and communicates that understanding to the aviation community.</p> <p>CAMI Research and Development records are created in connection with human and scientific research and development programs relating to the development of new medical certification requirements, education methods, occupational health requirements, and the improvement or refinement of existing related requirements and methods. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering testing, and evaluation.</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: 2

Number of Permanent disposition items: 1

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-0237-2024-0004

Item #	Title	Disposition
0001	Research and Development Records : Research Project Planning Files	Temporary
0002	Research and Development Records : Non-Historically Significant Research Project Files	Temporary
0003	Research and Development Records : Historically Significant Research Project Files	Permanent

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Records Schedule Items

Group Title	Research and Development Records
Group Description	These records are created in connection with human and scientific research and development programs relating to the development of new medical certification requirements, education methods, occupational health requirements, and the improvement or refinement of existing related requirements and methods. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering testing, and evaluation.
DAA-0237-2024-0004-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Research Project Planning Files
Item Description	Routine administrative correspondence, progress/status reports, and records relating to the administration of planning, management, evaluation, and accomplishment of research and development programs and projects. Records include, project-related correspondence, meeting minutes, research progress reports, administrative records tracking timelines, program quality evaluations and reports to senior management, 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 at end of Calendar year.
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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DAA-0237-2024-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-Historically Significant Research Project Files	
Item Description	Case files maintained by offices responsible for research and development functions. Files consist of a complete history of each project from initiation through research, development, design, and testing to completion. Consists of data management plans, project authorization and clearance documents; project waivers, technical characteristics; test and trial results; laboratory notebooks; drawings, specifications, and photographs considered essential to research design, modifications, and engineering development; technical reports, notices of completion; and correspondence influencing the course of action taken on a project.	
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 at the end of the calendar year in which project closes.	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0237-2024-0004-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Historically Significant Research Project Files	

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	Item Description	<p>Case files maintained by offices responsible for research and development functions. Files consist of a complete history of each project from initiation through research, development, design, and testing to completion. Consists of data management plans, project authorization and clearance documents; project waivers, technical characteristics; test and trial results; laboratory notebooks; drawings, specifications, and photographs considered essential to research design, modifications, and engineering development; technical reports, notices of completion; and correspondence influencing the course of action taken on a project.</p> <p>Criteria for establishing which research projects are deemed as historically significant are but not limited to the following:</p> <ul style="list-style-type: none"> • Received national or international awards of distinction, • Resulted in a significant improvement in public health, safety, or other vital national interest, • Drew widespread national or international media attention and/or extensive congressional, DOT, FAA or other government department or agency investigation, • Showed the development of new and nationally or internationally significant techniques that are critical for future scientific endeavors, or • Made a significant impact on the development of national or international scientific, political, economic, or social priorities.
	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	Permanent
	Cutoff Instructions	Other: Cut off at end of calendar year in which project/program closes or when no longer needed for scientific reference.
	Are there multiple instructions for this item?	No
	Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION		

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Current Records Format	Textual data:50 MB
Approximate first year of records covered by this authority	1953
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1953 To: --/--/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



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.