

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0013

Status: APPROVED  
Date Approved: 05/05/2026

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## 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	Adjudication Docket Records in Aviation Safety Proceedings and Acquisition Dispute Proceedings
Additional Schedule Information	<p>The FAA Office of Adjudication within the Office of Chief Counsel serves as a forum for administrative proceedings. It handles acquisition cases and oversees docket management, appeals, and informal hearings concerning the enforcement of aviation safety regulations under the FAA's Civil Penalty Appeals Program.</p> <p>Consequently, adjudicative records of the Office of Adjudication fall into two categories of proceedings: (1) acquisition protests, contract disputes, and pre-disputes filed under 14 CFR part 17; and (2) enforcement of aviation safety regulations under 14 CFR part 13, subparts D and G. The adjudicative records in both consist of (1) final and interlocutory orders, (2) case files in administrative proceedings that either were or were not the subject of an appeal to a federal court, and (3) the adjudication decision memorandum for the case. The Office of Adjudication also maintains another category of non-adjudicative records relating to (1) voluntary alternative dispute resolution (ADR) proceedings, and (2) legal memoranda or opinions pertaining to issues and questions regarding its operations within the FAA.</p> <p>The records maintained by the Office of Adjudication are separate from records maintained by other FAA offices that appear in proceedings (even if those records are identical). This schedule covers the records maintained by the Office of Adjudication.</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: 6

Number of Temporary disposition items: 4

Number of Permanent disposition items: 2

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-0237-2024-0013

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Final and Interlocutory Order Case Files	Permanent
0002	Adjudicative Case Files for Administrative Proceedings	Temporary
0003	Adjudicative Case Files in Appealed Administrative Proceedings	Temporary
0004	Adjudication Decision Memorandum	Permanent
0005	Case Files Containing Non-Adjudicative Memoranda or Opinions	Temporary
0006	Alternative Dispute Resolution Records	Temporary

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Records Schedule Items

<b>DAA-0237-2024-0013-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Final and Interlocutory Order Case Files	
Item Description	Records encompassing final and interlocutory orders carrying precedential weight, issued by the Administrator or delegee under 14 CFR Parts 14 regarding The Equal Access to Justice Act (EAJA) and 17 regarding contractual protests and disputes, as well as Subparts D and G of Part 13 regarding aviation enforcement. These record case files include comprehensive, supporting documentation and correspondence.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-237-77-03 / 89a	No	
NC1-237-77-03 / 89b	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff and close if a petition for review is not filed within 60 days after issuance of the Administrator's final decision and order, or a decision or order of a U.S. Court of Appeal becomes final, whichever occurs first.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:20 mb	
Approximate first year of records covered by this authority	2009	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/2009 To: --/--/2010	

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Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0237-2024-0013-0002	STATUS: Active
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**ITEM GENERAL INFORMATION**

Item Title	Adjudicative Case Files for Administrative Proceedings
Item Description	Case files containing the administrative record for adjudication under 14 CFR Parts 14 regarding The Equal Access to Justice Act (EAJA) and 17 regarding contractual protests and disputes, as well as Subparts D and G of Part 13 regarding aviation enforcement, kept internally, excluding final and interim orders with precedential significance, in cases not appealed to or litigated in federal court.
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
N1-237-00-001 / 1a	No
N1-237-00-001 / 1b	No
N1-237-00-001 / 1c	No
N1-237-00-001 / 1d	No
N1-237-00-001 / 1e	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off for judicial review is 60 days after service of the final order
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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<b>DAA-0237-2024-0013-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Adjudicative Case Files in Appealed Administrative Proceedings	
Item Description	Case files containing the administrative record for adjudication under 14 CFR Parts 14 regarding The Equal Access to Justice Act (EAJA) and 17 regarding contractual protests and disputes, as well as Subparts D and G of Part 13 regarding aviation enforcement, subject to adjudication, excluding final and interlocutory orders with precedential significance, in adjudications, appealed to federal court.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off for judicial review is 60 days after service of the final order.	
Retention Period	Destroy 5 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0237-2024-0013-0004</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Adjudication Decision Memorandum	
Item Description	Office of Adjudication Decision Memorandum related to a final agency decision signed by the Administrator or delegees.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: cut off for judicial review is 60 days after service of the final order.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:20mb
Approximate first year of records covered by this authority	2009
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2009 To: --/--/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0237-2024-0013-0005	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Case Files Containing Non-Adjudicative Memoranda or Opinions
Item Description	Case Files reflecting legal memoranda or opinions on internal questions arising from law, regulations, and other matters affecting FAA, and related indexes.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off after resolution of case.
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0237-2024-0013-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Alternative Dispute Resolution Records
Item Description	Records pertaining to mediation, other forms of non-binding alternative dispute resolution procedures, and records pertaining to binding arbitration, all governed by the Administrative Dispute Resolution Act of 1996.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off after resolution of case.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
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	Edward Forst (Acting Archivist)	05/05/2026



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.