

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2025-0001

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	Tower Simulation System (TSS)
Additional Schedule Information	<p>TSS is an Air Traffic Control system used to evaluate students and allow oversight ensuring accountability and integrity, and to ensure consistent grading are applied by all evaluators to every student. Each air traffic controller student is in a simulated operational Air Traffic Control Tower environment that allows them to work through a variety of scenarios using video simulations of airfields and airspace operations administered by instructor trainers. The system uses voice recognition technology and high-fidelity graphic representation of the airport environment, ground radar, and airport radar system for aircraft movements both in the air and on the ground.</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: 1

Number of Temporary disposition items: 1

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-0237-2025-0001

Item #	Title	Disposition
0001	Air Traffic Control Evaluation Video	Temporary

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Records Schedule Items

DAA-0237-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Air Traffic Control Evaluation Video	
Item Description	Student video simulations of airfield and airspace operations, administered by an instructor/trainer.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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 training session 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	

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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.