

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

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	Manned and Unmanned Aircraft (UAS) Accident/Incident Reporting and Declaration of Compliance
Additional Schedule Information	<p>This schedule covers records pertaining to Declarations of Compliance and Accident reporting.</p> <p>With respect to Declarations of Compliance, the FAA developed the Declaration of Compliance for applicants who want to participate in declaring that their small unmanned aircraft meets the performance-based eligibility requirements for operations over people or with part 89 Remote Identification (RID) rule requirements of unmanned aircraft. Records include the Declaration of Compliance and supporting information that applicants submit to the FAA</p> <p>With respect to Manned Aircraft and UAS Accident and Incident Notification, Investigation, and Reporting events occurring in the National Airspace System. Records relating to the investigation and reporting of aircraft accident near midair collisions and incident reports are prepared and maintained by Flight Standards Service Offices, Flight Standards District Offices (FSDO), Certificate Management Offices (CMO), and International Field Offices (IFO) investigation staff. The Accident/ Incident Reports are submitted via Air Traffic Quality Assurance System (ATQA) Web Accident and Incident Reporting Tool, and the substantiating investigatory documents are maintained at the Flight Standards Service Offices.</p> <p>These documents relate to the investigation of aircraft accidents and incidents that support the reports used to determine the applicability of the FAA nine areas of responsibility, and provide the investigator's findings related to the accident or incident. These files have no further administrative value to FAA after the retention period specified.</p>
Is There a Classified Version of This Schedule?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Is consultation and coordination with
Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal
interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Outline of Records Schedule Items for DAA-0237-2021-0015

Item #	Title	Disposition
0001	Manned and Unmanned Aircraft (UAS) Accident and Incident Reporting	Temporary
0002	Operation and eligibility of Small Unmanned Aircraft System (sUAS)	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Records Schedule Items

DAA-0237-2021-0015-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Manned and Unmanned Aircraft (UAS) Accident and Incident Reporting	
Item Description	Case files relating to the reporting and investigation of Manned and Unmanned aircraft accidents, near midair collisions, and incidents. Files are maintained by the Office of Aviation Safety and Flight Standards District Offices (FSDO), Certificate Management Office (CMO), and the International Field Office (IFO).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
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: cutoff when case is completed and closed	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0237-2021-0015-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Operation and eligibility of Small Unmanned Aircraft System (sUAS)	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Item Description	The FAA created the Declaration of Compliance (DOC) system for applicants who want to declare compliance with part 89 Remote Identification (RID) rule requirements of unmanned aircraft or part 107, subpart D eligibility requirements for small unmanned aircraft operations over people. Part 89 RID and part 107 Subpart D compliance requires submitting a DOC with information to include: make, model, series, serial number(s) etc., and any other supporting documentation used to demonstrate compliance.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
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: cutoff when applicant no longer participates in the declaration of compliance program for its small UAS
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0015

Status: APPROVED
Date Approved: 09/28/2022

Signatory Information

Action	User	Date
Approve	Debra Wall	09/28/2022