

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2021-0019

Status: INACTIVE
Date Approved: 10/14/2021

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	Air Traffic Organization (ATO) Voluntary Safety Reporting Programs
Additional Schedule Information	<p>The Voluntary Safety Reporting Programs (VSRP), which includes Air Traffic Safety Action Program (ATSAP), Air Traffic Safety Action Program Region X (ATSAP-X), Technical Operations Safety Action Program (T-SAP), and Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT), are protected under CFR Part 193 and 49 U.S. Code §40123.</p> <p>Air Traffic Controllers, Flight Data Specialists, pilots, technicians, engineers, architects, Aviation Technical Systems Specialists, staff support specialists, and the Flight Procedures Team are eligible to submit confidential reports into their respective non-punitive programs. Each program website, listed below, is only accessible to eligible employees with a signed Non-Disclosure Agreement or other appropriate permissions. Safety Program Event Review Committees (ERCs) and analysts track and trend this confidential information.</p> <p>The VSRPs enable the parties to have access to valuable safety information that may not otherwise be obtainable. The collected information is reviewed and analyzed to facilitate early detection and improved awareness of operational deficiencies and adverse trends. The information specified in employee reports is used to develop skill enhancement training or system corrective action to help solve safety issues and possibly eliminate deviations from, and deficiencies in, applicable air traffic control directives.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 4

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Outline of Records Schedule Items for DAA-0237-2021-0019

Item #	Title	Disposition
0001	Air Traffic Safety Action Program (ATSAP)	Temporary
0002	Air Traffic Safety Action Program Region X (ATSAP-X)	Temporary
0003	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT)	Temporary
0004	Technical Operations Safety Action Program (T-SAP)	Temporary

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Records Schedule Items

DAA-0237-2021-0019-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Air Traffic Safety Action Program (ATSAP)
Item Description	Safety reports include, but are not limited to, on-the-job training and experience, airport construction, traffic advisories and safety alerts, runway separation/incursion and vehicle/pedestrian deviations, wrong surface events, procedures, and radio, radar, navigation and other equipment problems.
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2024-0011-0001 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: cutoff when data is no longer needed for business use
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0237-2021-0019-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Air Traffic Safety Action Program Region X (ATSAP-X)

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Item Description	Safety reports include, but are not limited to, frangible mountings, approach lighting system issues, freezing rain sensors, tower/building/physical facility issues in design and construction, airport layout and requirements, facility equipment location and accessibility, property needs/permits/contracts, airport field symbology requirements, tower window and structural issues, and construction oversight
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2024-0011-0002 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: cutoff when no longer needed for business use
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0237-2021-0019-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT)
Item Description	Safety reports include, but are not limited to, airport emergency responses, radio blind spots, tower windows and shades, new tower equipment, lack of coordination and inaccurate or outdated information, and improper use of runway safety area
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

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2024-0011-0003 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: cutoff when no longer needed for business use
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0237-2021-0019-0004	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Technical Operations Safety Action Program (T-SAP)
Item Description	Safety reports include, but are not limited to, restorative and preventative maintenance, maintaining aging systems, Remote System Monitor (RSM) performance parameters/maintenance/training, control line failure, and preventative maintenance
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0237-2024-0011-0004 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: cutoff when no longer needed for business use
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Accept	Data Migration	04/01/2021
Approve	David Ferriero	10/14/2021