

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0019

Status: APPROVED
Date Approved: 08/06/2024

General Information

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| Agency or Establishment | Federal Aviation Administration |
| Record/Scheduling Group | 0237 - Records of the Federal Aviation Administration |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Congressional Relations Records |
| Additional Schedule Information | The Office of Government and Industry Affairs (AGI) is the principal advisor to the Administrator and FAA Lines of Business/Staff Offices on all matters concerning the Congress, aviation industry groups, and other governmental organizations. AGI serves as the primary point of contact for Members of Congress and congressional staff for all FAA issues and inquiries and also coordinates with the Department of Transportation's Office of Governmental Affairs to ensure work is consistent with the Department's policies. |
| 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: 4

Number of Temporary disposition items: 3

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-0237-2023-0019

| Item # | Title | Disposition |
|---------------|---------------------------------------------------------|--------------------|
| 0001 | Congressional Meeting, Presentation, and Briefing Files | Temporary |
| 0002 | Congressional Correspondence | Temporary |
| 0003 | Reports to Congress | Permanent |
| 0004 | Supporting Documentation for Reports to Congress | Temporary |

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Records Schedule Items

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| DAA-0237-2023-0019-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Congressional Meeting, Presentation, and Briefing Files | |
| Item Description | Congressional meeting, presentation, and briefing files consist of documentation created in the course of conversations, meetings, briefings, and other informational presentations involving senior level FAA officials, Members of Congress, and congressional committees and staff. These documents include but are not limited to responses, meeting agendas and minutes, reports and other background information used to debrief participants. | |
| 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 when meetings and presentations are final. | |
| Retention Period | Destroy 6 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-0237-2023-0019-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Congressional Correspondence | |

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| Item Description | Congressional correspondence consists of emails and letters from FAA and Members of Congress, sent on behalf of their constituents. Correspondence is received and referred to program offices for a reply to inquiries regarding matters within the scope and activity of FAA's mission. Inquiries include requests for information about FAA programs, projects, and activities pertaining to substantive policy issues. |
| 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 when correspondence is addressed. |
| Retention Period | Destroy 6 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-0237-2023-0019-0003 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Reports to Congress |
| Item Description | Records consist of studies and reports made to Congress in accordance with congressional mandates by presenting objectives on annual accomplishments of the agency programs, initiatives, and other plans for future program activities during the next fiscal year. These studies and reports are made available to the public at the time of submission. |
| 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 |

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| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Permanent |
| Cutoff Instructions | Cut off at end of Fiscal year. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 15 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Textual data:76KB |
| Approximate first year of records covered by this authority | 2004 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: 10/1/2004 To: 9/30/2009 |
| Frequency of transfer | 1 |
| Are any of the records covered by this item subject to a FOIA exemption? | No |

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| DAA-0237-2023-0019-0004 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Supporting Documentation for Reports to Congress |
| Item Description | Records consist of supporting documentation that contributes to reports and studies. Supporting documentation includes correspondence, comments, justifications, and other background information supporting the preparation of the report. |
| 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 when report is completed. |
| Retention Period | Destroy 3 year(s) after cutoff |
| ADDITIONAL INFORMATION | |

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| GAO Approval Required | No |

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Signatory Information

| Action | User | Date |
|---------|----------------|------------|
| Approve | Colleen Shogan | 08/06/2024 |