

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0006

Status: APPROVED
Date Approved: 12/20/2024

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	Service Difficulty Reporting System (SDRS)
Additional Schedule Information	<p>The Federal Aviation Administration (FAA) SDRS database contains records of mechanical malfunctions, defects, and failures on civil aviation aircraft. The aviation community submits these reports (via online portal, email, mail and fax) to the FAA whenever a system, component, or part of an aircraft, power plant, propeller, or appliance fails to function in a normal or usual manner. Service Difficulty Reports (SDRs) are collected, stored, and made readily available to the appropriate segments of the FAA, aviation community, and general public for review and analysis. FAA certificated air carriers, commercial air operators, and repair stations are required to submit reports in accordance with Title 14, Code of Federal Regulation (CFR) Sections 121.703, part 91, § 91.1415; part Service difficulty reports; 125.409, Reports of defects or unairworthy conditions; 135.415, Service difficulty reports; and 145.221, Service difficulty reports. The general aviation and international communities submit reports voluntarily.</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: 2

Number of Temporary disposition items: 1

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-0237-2023-0006

Item #	Title	Disposition
0001	Reports : Service Difficulty Reports	Permanent
0002	Reports : Malfunction and Defect Reports	Temporary

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Records Schedule Items

Group Title		Reports	
DAA-0237-2023-0006-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Service Difficulty Reports		
Item Description	Information includes dates of report, air carrier or manufacturer information, major equipment identification, description of service difficulty, part name, manufacturer part number, part condition, defect location, model numbers, serial numbers, report submitted by information, aircraft registration number, and part service information. Service Difficulty Reports have a mandatory reporting requirement per 14 CFR Parts 121, 125, 135, and 145.		
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?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-237-10-004 / 1/b	Yes	The Service Difficulty Reports are superseded by this schedule item.	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cut off upon processing of report.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Structured data formats:75GB		
Approximate first year of records covered by this authority	1999		
End year of records covered by this authority	Still being created		
Date span of the initial transfer	From: 01/01/1999 To: 01/01/2005		

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Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0237-2023-0006-0002	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Malfunction and Defect Reports
Item Description	Information includes dates of report, air carrier or manufacturer information, major equipment identification, description of service difficulty, part name, manufacturer part number, part condition, defect location, model numbers, serial numbers, report submitted by information, aircraft registration number, and part service information. A Malfunction or Defect Report is a voluntary submission by the General Aviation Community.
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?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-237-10-004 / 1/b	Yes The Malfunction and Defect Reports are superseded by this schedule item.
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon processing of report.
Retention Period	Other: Destroy 20 years 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	Colleen Shogan	12/20/2024