

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0017

Status: APPROVED
Date Approved: 12/19/2024

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	Aviation Safety Records
Additional Schedule Information	Aviation Safety (AVS) is an organization responsible for the certification, production approval, and continued airworthiness of aircraft, and all operational and maintenance enterprises; certification of pilots, mechanics, and others in safety-related positions; and civil flight operations. The organization's main function is continued operational safety, achieved through safety surveillance and oversight programs, audits, evaluations, air traffic oversight, education and training, permitting and licensing, research, and accident/incident investigations, and by ensuring that existing certificate holders continue to meet the safety requirements, standards, and regulations of their original certification.
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: 18

Number of Temporary disposition items: 13

Number of Permanent disposition items: 5

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-0237-2023-0017

Item #	Title	Disposition
0001	Engineering and Manufacturing General Correspondence Files	Temporary
0002	FAA Safety Recommendation Background Case Files	Temporary
0003	Engineering Technical Standard Order (TSO) Development Documents	Temporary
0004	Engineering Technical Standard Order Approval (TSOA)	Temporary
0005	Engineering Parts Manufacture Approvals (PMAs)	Temporary
0006	Canceled Type Certificate or Supplemental Type Certificate Case Files	Temporary
0007	Foreign Aircraft Supplemental Type Certificate Case Files	Permanent
0008	Domestic Aircraft Type Certificate Case Files	Permanent
0009	Domestic Aircraft Supplemental Type Certificate Case Files	Permanent
0010	Foreign Aircraft Type Certificate Case Files	Permanent
0011	NTSB Safety Recommendation Case Files	Temporary
0012	NTSB Safety Recommendation Background Case Files	Temporary
0013	Certificate Management Evaluations-Headquarters Planning Files	Temporary
0014	Specific Evaluation Planning Files	Temporary
0015	Final Production Approval Records	Temporary
0016	General Aviation Safety Correspondence Files	Temporary
0017	Certificate Management Completed Evaluation Case Files	Temporary
0018	Aircraft Certification Service Appeals Records	Permanent

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Records Schedule Items

DAA-0237-2023-0017-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Engineering and Manufacturing General Correspondence Files	
Item Description	Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.	
Is this item media neutral?	Yes	
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
NC1-237-77-03 / 14/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when case file is closed.	
Retention Period	Other: Destroy 5 years after cutoff.	
	NOTE: Files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under 8110-12, TYPE CERTIFICATION RECORD.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2023-0017-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FAA Safety Recommendation Background Case Files	

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Item Description	Case files consist of safety recommendations generated internally, by foreign airworthiness authorities. Also included are FAA's responses to safety recommendations resulting from accidents/incidents of various aircraft, copies of the safety recommendations, and any technical or analytical documents leading to the final response.	
Is this item media neutral?	Yes	
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
N1-237-05-003 / 7	No	
N1-237-05-003 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when safety recommendation case file is closed.	
Retention Period	Destroy 15 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2023-0017-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Engineering Technical Standard Order (TSO) Development Documents
Item Description	Documents associated with production authorizations issued to manufacturers found to meet Technical Standard Order performance standards, and which are not related to a specific manufacturer, product, or facility. Documents include, the TSO, the proposed TSO, copies of associated minimum performance standards (MPS), references to other relevant standards, internal FAA correspondence, internal FAA clearance records with attached comments, copy of the Federal Register Notice, public comments received, and a summary of the public comments.

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Is this item media neutral?	Yes
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
N1-237-05-003 / 16/8150	No
N1-237-05-003 / 16/8150.1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when canceled, surrendered, withdrawn, or otherwise terminated.
Retention Period	Destroy 100 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Engineering Technical Standard Order Approval (TSOA)
Item Description	Documents related to specific manufacturers, models, products or facilities including applications and associated technical data, quality control system reviews, approvals, requests for deviation, cancellations, minor design changes, surveillance activity reports, correspondence, malfunction and defect reports, and audit and surveillance reports.
Is this item media neutral?	Yes
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
N1-237-05-003 / 17	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when applicable aircraft no longer exists.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0005		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Engineering Parts Manufacture Approvals (PMAs)		
Item Description	PMAs are critical safety documents related to specific companies or parts to include: applications, approvals, correspondence, technical data and test results, evidence of licensing agreements, conformity statements, and requests for critical or minor changes.		
Is this item media neutral?	Yes		
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	
N1-237-05-003 / 11/8110.3	No		
N1-237-05-003 / 11/8110.3 (a)	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off when canceled, surrendered, withdrawn, or otherwise terminated.		
Retention Period	Destroy 10 year(s) after cutoff.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		

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GAO Approval Required	No
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DAA-0237-2023-0017-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Canceled Type Certificate or Supplemental Type Certificate Case Files
Item Description	Case files maintained by field aircraft certification offices, consisting of agency correspondence, deliberations, and documentation related to the reason for cancellation. These are case files where the Type Certificate (TC) is not issued.
Is this item media neutral?	Yes
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
N1-237-05-003 / 10/8110.1a (5)	No
N1-237-05-003 / 10/8110.2a	No
N1-237-05-003 / 10/8110.2b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when project is terminated.
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

DAA-0237-2023-0017-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Foreign Aircraft Supplemental Type Certificate Case Files
Item Description	Aircraft case files maintained by field offices for which the Unites States is not the state of design.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-237-05-003 / 9/8110.1a (4)	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when Aircraft no longer exists
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1000 cu ft ; Structured data formats:150 MB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information

DAA-0237-2023-0017-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Domestic Aircraft Type Certificate Case Files
Item Description	Aircraft case files maintained by field aircraft certification offices for which the United States is the state of design. Case files consist of engineering data, drawings, specifications related to the prototype; and project data airworthiness certificates, copies of directives, correspondence and publications related to subsequent modifications of the character required by regulations to be made the subject of engineering investigation for comparison with airworthiness standards for inclusion on the Type Certificate.
Is this item media neutral?	Yes

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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
N1-237-05-003 / 8/8110.1a (1)	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when Aircraft no longer exists.
Are there multiple instructions for this item?	Yes
Instructions	
Records to which this instruction applies	Transfer Instruction
Paper-based textual records	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1000 cu ft ; Structured data formats:200 TB
Approximate first year of records covered by this authority	1933
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information

DAA-0237-2023-0017-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Domestic Aircraft Supplemental Type Certificate Case Files
Item Description	Case files maintained by field aircraft certification offices for which the United States is the state of design.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-237-05-003 / 9/8110.1 a (2)	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when Aircraft no longer exists.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:1000 cu ft ; Structured data formats:200GB
Approximate first year of records covered by this authority	1933
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information

DAA-0237-2023-0017-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Foreign Aircraft Type Certificate Case Files
Item Description	Aircraft case files maintained by field aircraft certification offices for which the United States is not the state of design.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-237-05-003 / 9/8110.1a (3)	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when Aircraft no longer exists.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:30 cu ft	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/---- To: --/--/----	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information	

DAA-0237-2023-0017-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	NTSB Safety Recommendation Case Files	
Item Description	Case files of safety recommendations, resulting from accidents incidents of various aircraft, correspondence and documents used in the development and formation of airworthiness directives (ADs).	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-237-05-003 / 2	No	
N1-237-05-003 / 3	No	
N1-237-05-003 / 4	No	

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NCI-237-83-01 / 13.3	No
NCI-237-83-01 / 13.3/1	No
NCI-237-83-01 / 13.3/2	No
NCI-237-83-01 / 13.3/a	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 the accident incident case is officially closed.
Retention Period	Destroy 100 year(s) after cutoff or when no longer needed for agency business whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	NTSB Safety Recommendation Background Case Files	
Item Description	Includes extra copies of the Safety Recommendation and technical or analytical documents consulted by the FAA to draft the official FAA response, grid version of the FAA response memo, copy of the signed FAA response memo, memos from Accident Investigation (AAI), and letters from the NTSB. These files are located in FAA's regional offices.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-237-05-003 / 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Cutoff Instructions	Cut off at end of Calendar year when accident/incident case is officially closed.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0013		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Certificate Management Evaluations-Headquarters Planning Files		
Item Description	Files include general program guidance and management documents such as program committee meeting minutes, schedules, and office and directorate reports.		
Is this item media neutral?	Yes		
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	
N1-237-05-003 / 12/8120.1	No		
N1-237-05-003 / 12/8120.1 (a)	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Fiscal year when evaluation 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		

DAA-0237-2023-0017-0014		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Specific Evaluation Planning Files		

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Item Description	Specific evaluation records created prior to an evaluation audit include logistical information on team assignments, locations where team members will meet, and the hours during which the audit will be performed.	
Is this item media neutral?	Yes	
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
N1-237-05-003 / 13	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when evaluation is completed.	
Retention Period	Destroy 1 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2023-0017-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Final Production Approval Records
Item Description	Authority or approval granted by the FAA to manufacturer to produce aircraft parts or parts thereof.
Is this item media neutral?	Yes
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
N1-237-05-003 / 15/8120.2	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when surrendered, suspended, revoked, or otherwise terminated.
Retention Period	Destroy 100 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0016		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	General Aviation Safety Correspondence Files		
Item Description	Correspondence consist of reports and relative documents pertaining to the administration of programs for the safety of flights of civil aircraft by assuring the airworthiness of aircraft, the competency of airmen, the adequacy of flight operations and maintenance activities, and evaluation of flight facility performance.		
Is this item media neutral?	Yes		
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	
NC1-237-77-03 / 14/1a	No		
NC1-237-77-03 / 14/1b	No		
NC1-237-77-03 / 14/1c	No		
NC1-237-77-03 / 14/1d	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off when no longer needed for business use.		
Retention Period	Destroy 5 year(s) after cutoff.		
ADDITIONAL INFORMATION			

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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ITEM GENERAL INFORMATION	
Item Title	Certificate Management Completed Evaluation Case Files
Item Description	Case files include the final report, documentary evidence, and correspondence. Some documentary evidence may become part on an Enforcement Investigative Report (EIR) case file.
Is this item media neutral?	Yes
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 Explanation in Part?
N1-237-05-003 / 14	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when evaluation is completed.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0237-2023-0017-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Aircraft Certification Service Appeals Records

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Item Description	The Aircraft Certification Safety and Accountability Act, Section 110, required the FAA to create a process for individuals involved in a certification activity to appeal design certification decisions made by the FAA. The appeal process applies to compliance activities in type certification and type validation projects involving an applicant for, or holder of (including Organization Designation Authorization (ODA)) a type certificate (TC), amended TC, or supplemental type certificate (STC).
Is this item media neutral?	Yes
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	Permanent
Cutoff Instructions	Cut off when the associated type design approval(s) no longer exists
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:30 MB
Approximate first year of records covered by this authority	2023
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(4) Trade Secrets and Commercial or Financial Information

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/19/2024