

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0019

Status: APPROVED  
Date Approved: 08/06/2024

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## 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	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

National Archives and Records Administration  
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Outline of Records Schedule Items for DAA-0237-2023-0019

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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Records Schedule Items

<b>DAA-0237-2023-0019-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
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	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
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	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0237-2023-0019-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Congressional Correspondence	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when correspondence is addressed.
Retention Period	Destroy 6 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0237-2023-0019-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
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
<b>ADDITIONAL INFORMATION</b>	
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

DAA-0237-2023-0019-0004	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
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
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when report is completed.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	

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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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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Elysia Hamelin	09/28/2023
Approve	Colleen Shogan	08/06/2024