

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0003

Status: APPROVED
Date Approved: 09/16/2024

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	Document Imaging Workflow System (DIWS)
Additional Schedule Information	The Document Imaging Workflow System (DIWS) or its equivalent, is an electronic information system that serves as the official repository of records for the Aerospace Medical Certification Division. DIWS is a global repository of airmen medical certification applications, medical certification exams, and supporting documentation used for processing medical certificates under 14 CFR Part 67.
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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

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-0237-2024-0003

Item #	Title	Disposition
0001	Aerospace Medical Certification Files	Temporary

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Records Schedule Items

DAA-0237-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Aerospace Medical Certification Files	
Item Description	Aerospace Medical Certification Files include medical examination records and supporting documentation for airmen. These files contain information on individuals with significant medical conditions, including ECG tracings, diagnostic images, and microfiche of original tracings from medical exams of airline transport pilots. For those with no significant medical issues, the files include medical examination certification records, medical records, microfiche, digital images, and electrocardiograms.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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
N1-237-05-005 / 1a/1	No	
N1-237-05-005 / 1a/2	No	
N1-237-05-005 / 1b	No	
NC1-237-78-01 / 2a	No	
NC1-237-78-01 / 2b	No	
NC1-237-78-01 / 3a	No	
NC1-237-78-01 / 3b	No	
NC1-237-77-07 / 10a	No	
NC1-237-77-07 / 10b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 100 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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Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024