

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

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	Technical Training Records
Additional Schedule Information	<p>This schedule covers records about conducting, designing, developing, and implementing technical trainings within Federal agencies that are mission related or specific in nature. Typically, technical training is based on job requirements relating to: airports, air traffic, flight and regulatory standards, instructor led training, international or other specialized job-related technical training, and technical operations,. This schedule includes documentation of technical training provided from any source and applies to all groups of Federal, United States military, civilian, contract, international, and out of agency personnel. The training may cover advanced, career development, and specialized supervisory/managerial training. It does not include training on administrative activities or specialized training on firearms, health and safety, national defense, political appointees, or non-mission specific training.</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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

Outline of Records Schedule Items for DAA-0237-2024-0007

Item #	Title	Disposition
0001	Technical Training Program Records	Temporary
0002	Curriculum (Course) Program Records	Temporary
0003	Student and Employee Training Records	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

Records Schedule Items

DAA-0237-2024-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Technical Training Program Records	
Item Description	<p>Technical Training Program records cover the assessment, management, planning, and evaluation of an agency’s technical training program. These training courses are used by the aviation industry, the military, FAA employees, and the general public to ensure the knowledge, skills, and expertise in the areas of aviation, aircraft, and equipment safety are mastered.</p> <p>The Technical Training Program records consist of correspondence, plans, documents and reports reflecting the development and administration of programs relating to aviation training such as: agreements and certifications; course quotas and schedules; employee attendance and development; foreign assistance and training; instructor professional licenses; logistics and coordination documents; management, professional skills, and technical training; mandatory training tracking and reporting files; notices of courses and/or training opportunities; occupational and organizational needs assessment; program evaluations; registration forms; student, class, or instructor evaluations; and student skills assessments and/or training statistics.</p> <p>NOTE: The Foreign Assistance Case Files will include technical training correspondence, reports, project implementation orders, agreements, loan and supply support, and related papers documenting the administration of aviation technical assistance to foreign countries.</p>	
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
NC-237-75-3 / 3a	No	
NC-237-75-3 / 3b	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

NC-237-75-3 / 3c	No
NC-237-75-3 / 3d	No
NC-237-75-3 / 4	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 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-0237-2024-0007-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Curriculum (Course) Program Records		
Item Description	Curriculum records consist of records used in the process of conducting any technical training such as course curriculum, handbooks, instructor guides, manuals, lesson plans for examinations, performance assessments, presentations, and syllabi. Also included are course reference and working files relating to material specific to inspections, maintenance, and modifications.		
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	
NC-237-75-3 / 5	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off when course curriculum is superseded or obsolete.		
Retention Period	Destroy 5 year(s) after cutoff		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

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

DAA-0237-2024-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Student and Employee Training Records	
Item Description	<p>Student records covered by this schedule include Air Traffic Controllers (ATC) and FAA personnel training records. Records include but are not limited to: certificates and ratings, employment data, as well as the training and proficiency records; academic transcripts; completion certificates/verification documents for specific technical training; exams; grades; instruction/evaluation report forms; international training records and reports; material on courses taken; personal and professional records; professional licenses; documentation of mission related training and inspection, maintenance and modification records.</p> <p>NOTE: Upon completion of training, ensure completion data for FAA personnel is in electronic system of record; provide certificate of completion or transcript of training to Out of Agency office.</p>	
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
NC1-237-79-3 / 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after completion of training	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0007

Status: APPROVED
Date Approved: 09/16/2024

Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024