

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2024-0011

Status: APPROVED
Date Approved: 06/22/2024

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	Air Traffic Organization (ATO) Voluntary Safety Reporting Programs
Additional Schedule Information	<p>The Voluntary Safety Reporting Programs (VSRP), which includes Air Traffic Safety Action Program (ATSAP), Air Traffic Safety Action Program Region X (ATSAP-X), Technical Operations Safety Action Program (T-SAP), and Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT), are protected under CFR Part 193 and 49 U.S. Code §40123.</p> <p>Air Traffic Controllers, Flight Data Specialists, pilots, technicians, engineers, architects, Aviation Technical Systems Specialists, staff support specialists, and the Flight Procedures Team are eligible to submit confidential reports into their respective non-punitive programs. Each program website, listed below, is only accessible to eligible employees with a signed Non-Disclosure Agreement or other appropriate permissions. Safety Program Event Review Committees (ERCs) and analysts track and trend this confidential information.</p> <p>The VSRPs enable the parties to have access to valuable safety information that may not otherwise be obtainable. The collected information is reviewed and analyzed to facilitate early detection and improved awareness of operational deficiencies and adverse trends. The information specified in employee reports is used to develop skill enhancement training or system corrective action to help solve safety issues and possibly eliminate deviations from, and deficiencies in, applicable air traffic control directives.</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: 4

Number of Temporary disposition items: 4

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-0237-2024-0011

Item #	Title	Disposition
0001	Air Traffic Safety Action Program (ATSAP)	Temporary
0002	Air Traffic Safety Action Program Region X (ATSAP-X) records	Temporary
0003	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT)	Temporary
0004	Technical Operations Safety Action Program (T-SAP)	Temporary

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Records Schedule Items

DAA-0237-2024-0011-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Air Traffic Safety Action Program (ATSAP)	
Item Description	Records relating to non-disclosure agreements (NDAs), memorandums of understanding (MOUs), safety reports include, but are not limited to, on-the-job training and experience, airport construction, traffic advisories and safety alerts, runway separation/incursion and vehicle/pedestrian deviations, wrong surface events, procedures, and radio, radar, navigation and other equipment problems.	
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
DAA-0237-2021-0019-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when data is no longer needed for business use	
Retention Period	Destroy 50 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2024-0011-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Air Traffic Safety Action Program Region X (ATSAP-X) records	

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Item Description	Records relating to non-disclosure agreements (NDAs), memorandums of understanding (MOUs), safety reports, Event Review Committee records, information shares, information requests, corrective action requests and supporting information. Safety reports include, but are not limited to, frangible mountings, approach lighting system issues, freezing rain sensors, tower/building/physical facility issues in design and construction, airport layout and requirements, facility equipment location and accessibility, property needs/permits/contracts, airport field symbology requirements, tower window and structural issues, and construction oversight.	
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
DAA-0237-2021-0019-0002	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 50 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2024-0011-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Safety Actions from Event Reporting-Federal Contract Towers (SAFER-FCT)

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Item Description	Records relating to non-disclosure agreements (NDAs), memorandums of understanding (MOUs), safety reports, Event Review Committee records, information shares, information requests, corrective action requests and supporting information. Safety reports include, but are not limited to, airport emergency responses, radio blind spots, tower windows and shades, new tower equipment, lack of coordination and inaccurate or outdated information, and improper use of runway safety area.	
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
DAA-0237-2021-0019-0003	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 50 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2024-0011-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Technical Operations Safety Action Program (T-SAP)

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Item Description	Records relating to non-disclosure agreements (NDAs), memorandums of understanding (MOUs), safety reports, Event Review Committee records, information shares, information requests, corrective action requests and supporting information. Safety reports include, but are not limited to, restorative and preventative maintenance, maintaining aging systems, Remote System Monitor (RSM) performance parameters/maintenance/training, control line failure, and preventative maintenance.	
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
DAA-0237-2021-0019-0004	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 50 year(s) 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
Accept	Joseph Bengel	03/08/2024
Approve	Colleen Shogan	06/22/2024