ORDER

1350.15C

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LIBRARY

RECORDS ORGANIZATION, TRANSFER, AND DESTRUCTION STANDARDS

AUGUST 29, 2001

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

DIRECTIVE NO. 1350.15C

RECORD OF CHANGES

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FAA Form 1320-5

FOREWORD

This order provides guidance to employees at all levels of FAA the on proper protection and preservations of valuable information. This order consolidates of the General Records Schedule created by the National Archives and Records Administration (NARA) and FAA specific retention schedules approved by the Archivist of the United States. The result is a single source for accurate information regarding disposition of FAA record materials.

Institutionalization of sound records management practices takes total quality effort, but provides the right information in a timely manner, thus enhancing and increasing organizational effectiveness.

This order has been sent to the National Archives and Records Administration for review. This schedule is a compilation of all currently approved disposition authorities granted to FAA by the National Archives and Records Administration.

Original Signed By

Tim Lawler

Director of Cost and Performance Management

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CHAPTER 1. GENERAL

1-1. PURPOSE.

This order establishes guidelines and procedures for the systematic destruction or retention of records and their retirement to a Federal Records Center as required by Federal statutes and regulations. Disposition of records must be accomplished in accordance with approved standards set forth in this order. This order has been sent to the National Archives and Records Administration (NARA) for review.

1-2. DISTRIBUTION.

This order is distributed to the division level in the Washington headquarters and at the Technical Center, to all secretaries in the regions, to all managers and supervisors at the Aeronautical Center; standard distribution to all field offices and facilities; and to all Records Management Officers.

1-3. CANCELLATION.

This order cancels Order 1350.15B, Records Organization, Transfer, and Destruction Standards dated, September 30, 1987.

1-4. EXPLANATION OF CHANGES.

This revision:

a. Provides retention and disposal standards for records that were not previously scheduled and changes the disposition of those schedules which have been updated since the last printing.

b. Separates the Freedom of Information Act (FOIA) and Privacy Act area into two separate series, 1270 is used for FOIA, and 1280 is used for Privacy Act.

c. Incorporates the Commercial Space Transportation organization records into the FAA schedule.

d. Lists the approved disposition authority for all scheduled record series, and indicates series without proper disposition authority. Organizations that maintain these records will be required to contact the Agency Records Officer to obtain appropriate disposition authority.

e. Incorporates the General Records Schedule (GRS) provided by NARA. These record materials, common to most government agencies, are scheduled by NARA for all government entities. The agency is bound by these schedules unless it requests specific authority to deviate from the government-wide standard.

1-5. ACRONYMS.

AD	Airworthiness Directive
CAR	Civil Aviation Regulations
CFR	Code of Federal Regulations
FPM	Federal Personnel Manual
FRC	Federal Records Center
GAO	General Accounting Office
GRS	General Records Schedule
HRPM	Human Resources Policy Manual
NARA	National Archives and Records Administration
NIST	National Institute of Standards and Technology
NOTAM	Notice to Airmen
OMB	Office of Management and Budget
OPF	Official Personnel File
OPM	Office of Personnel Management
PL	Public Law
RMO	Records Management Officer

1-6. DEFINITIONS.

a. **Adequate and Proper Documentation** - A record of the conduct of Government business that is:

(1) Complete and accurate to the extent required to document the organization, function, policies, decisions, procedures, and essential transactions of the agency.

(2) Designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

b. **Administrative Records** – Records that support agency mission activities, but are not part of the mission function. Administrative records relate to activities such as, but are not limited to budget and finance, human resource, equipment, supplies, facilities, public and congressional relations, and contracting.

c. **Case Files** - Records, regardless of media, documenting a specific action, event, person, place, project, or other matter. They are filed by a unique name, number or, particular event or action that causes the case to be closed or become inactive.

d. **Chronological retention** - Documents are retained for a specified period of time, and final disposition is based on simple computation of document age.

e. **Conditional retention** – Retention period of documents is dependent upon certain conditions; e.g., aircraft blueprints used for certification purposes are maintained until the last aircraft of that type no longer exists, or building plans are maintained until the building is no longer under agency control.

f. **Cutoff** - The breaking or ending of files at regular intervals, usually the end of a fiscal or calendar year, to permit their disposal or transfer in complete blocks and, to permit space for the setting up of new files. Case files are ordinarily cut off at the end of the year in which the case is closed.

g. **Data Base** - A collection of data related to a particular topic or purpose and the tools for using the data.

h. **Data Base Management System** - A software system used to access and retrieve information stored in a database.

i. **Data file** - Related numeric, textual, or graphic information that is organized in a strictly prescribed form and format in an electronic file.

j. **Disposal** - The final action taken in the life cycle of temporary records. Upon expiration of the retention period, disposal generally consists of destruction, and occasionally, donation to a government agency or organization or to an eligible person.

k. **Disposition** – Includes:

(1) Destruction (disposal) of temporary records no longer needed for conducting current business;

(2) Transfer of inactive records to regional records services facilities; transfer to NARA of records determined to have sufficient historical or other value to warrant continued preservation; and,

(3) Donation of temporary records to an eligible person or organization after the authorized retention period has expired and after NARA has approved the donation.

l. **Electronic Record** - Any information that is recorded by, or in a form at that only a computer can process and that satisfies the definition of a Federal record in 44 USC 3301. (Electronic records include numeric, graphic, and text information, which may be recorded on any medium capable of being read by a computer and which satisfies the definition of a record. This includes, but is not limited to, magnetic media, such as tapes and disks, and optical disks. Unless otherwise noted, these requirements apply to all electronic records systems, whether on microcomputers, minicomputers, or mainframe computers, regardless of storage media, in network or stand-alone configurations).

m. **Federal Records Centers (FRC)** – Government facilities that provide temporary storage and reference service for records that are needed infrequently by the creating agency but are not yet eligible for disposal or transfer to the National Archives. Records stored at records centers remain in the legal custody of the creating agency. The Washington National Records Center serves as the Regional Records Services Facility for the Washington, D.C. area.

n. **Files Custodian** - Every organization, at least down to the division level, within the Federal Aviation Administration is required to have an official file station. Individuals responsible for the official file stations are called File Custodians.

o. **Inactive Record** - A record no longer needed for the conduct of business.

p. **Microform** - A medium containing greatly reduced images or microimages. Types of microform include microfilm, microfiche, aperture cards, and computer output microfilm.

q. **Nonrecord Materials** - Those Federally owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301) or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.

r. **Office of Primary Responsibility (OPR)** - The organizational unit with primary responsibility for developing, and/or implementing a policy, program, or function.

s. **Program Records** – The records created by each Federal agency in performing the unique functions that stem from the distinctive mission of the agency.

t. **Records Schedule** - A document approved by the National Archives and Records Administration, which provides authority for the final disposition of recurring or nonrecurring records. Includes Standard Form 115, Request for Records Disposition Authority, and the General Records Schedule (GRS). Records shall not be destroyed except as authorized by an approved records schedule.

u. **Record Series** - File units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from an activity, document a specific type of transaction, take a particular physical form, or have some other relationship arising from their creation, receipt, or use, such as restrictions on access or use.

v. **Scheduling** - The process of developing schedules for the disposition of records, along with disposition instructions for nonrecord materials. (NARA, "A Federal Records Management Glossary")

w. **Working Files** - Preliminary drafts, rough notes, and similar materials that were used to prepare final copies. Working files may meet the statutory definition of records and shall be maintained to ensure adequate and proper documentation if:

(1) They were circulated and made available to employees other than the creator for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with agency staff about agency business; and

(2) They contain unique information, such as substantive annotations or comments, that adds to a proper understanding of the agency's formulation and execution of basic policies, decisions, actions, or responsibilities.

1-7. GENERAL.

a. The heads of Federal agencies are responsible for making and preserving records, including electronic records, containing adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. The records shall be maintained so as to be easily retrievable. The records should be designed to furnish information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities. (See 44 U.S.C. 3101). Each Federal agency is required to establish an active and continuing records management program, and is responsible for submitting records disposition schedules to the Archivist of the United States for approval. No record may be destroyed without the authorization of the Archivist. Unauthorized destruction of records can result in criminal penalty [18 U.S.C. 2071].

b. These standards cover retention, transfer, and destruction of all FAA files. The standards cover all data wherever it is kept and whatever its physical characteristics. The operating officials concerned develop the standards, working with the FAA records officer and National Archives and Records Administration record specialists. Once approved the standards must be followed, until they are officially changed.

c. File standards provided herein are used to prepare official file lists for all file stations. The lists outline contents, arrangement, and transfer and destruction provisions. Order 1350.14, Records Management, provides guidance in creating official file lists. Anyone having trouble in interpreting or implementing this schedule is urged to contact the responsible organizations Records Management Officer, or the Agency Records Officer in the Office of Cost and Performance Management.

1-8 LEGAL REQUIREMENTS.

The National Archives and Records Administration Act of 1984 (Public Law 98-497, 44 United States Code [U.S.C.] Chapter 29), amended the records management statutes to divide records management responsibilities between NARA and the General Services Administration (GSA). Under the Act, NARA is responsible for adequacy of documentation and records disposition and GSA is responsible for economy and efficiency in records management. Federal agency records management programs must comply with regulations promulgated by both NARA and GSA. The following references contain federal recordkeeping requirements:

a. Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 759 Section 111).

b. Federal Records Act of 1950, as amended (44 U.S.C. Chapter 21, Chapter 29, Chapter 31, Chapter 33).

c. National Archives and Records Administration Act of 1984 (Public Law 98-497, 44 U.S.C. Chapter 21).

d. Paperwork Reduction Act of 1980, as amended (44 U.S.C. Chapter 35).

e. 36 CFR Chapter XII, Subchapter B, especially Part 1234, "Electronic Records Management."

f. Federal Information Resources Management Regulation (FIRMR) Bulletin B-"Electronic Records Management." (Note that FIRMR Bulletin B-1 is essentially the same as 36 CFR Chapter XII, Subchapter B, Part 1234).

g. FIRMR Part 201-9, "Creation, Maintenance, and Use of Records."

h. 18 U.S.C. Chapter 101, Records and Reports - §2071, Concealment, removal, or mutilation generally.

i. 5 U.S.C. § 552, Freedom of Information Act.

j. Order 1350.14, Records Management.

1.9. OBJECTIVES.

The objectives of the records management program are to:

a. Provide policy, standards, and effective controls over the creation, organization, maintenance, and use of agency record materials.

b. Provide standards for the preservation of records of continuing value, and the systematic disposal or transfer to storage or records centers of all records of temporary value in accordance with applicable laws and regulations.

c. Provide training and guidance on records management systems and procedures in each program element in order to assist in records management and retrieval.

d. Evaluate records management programs and recordkeeping systems to ensure effectiveness, efficiency, adherence to changing agency policy and technology, and compliance with applicable laws and regulations.

1-10. RESPONSIBILITIES:

a. Each office, service, region, and center is responsible for instituting records management activities to carry out program objectives and implementing the provisions of this order in his/her respective area. He/she will designate a qualified person to serve as Records Management Officer (RMO) for the office or service and an alternate.

b. The RMO will assist in carrying out these general responsibilities and will specifically:

(1) Facilitate the disposition of records, to ensure that permanent records are preserved and ultimately transferred to the Archives and that temporary records no longer of current use are promptly disposed of or retired in accordance with their disposition schedules.

(2) Submit each proposed records schedule developed by an organization on SF-115, Request for Records Disposition Authority, to the FAA Records Management Officer for concurrence. Upon the FAA Records Management Officer's concurrence, proposed records disposition schedules will be sent to NARA for approval. Organizations shall not adopt a proposed records schedule, or dispose of records based on a proposed records schedule, prior to final approval by NARA. Consideration will be given to the need for the records in conducting current business, as well as the likelihood for potential future usage for legal, fiscal, and administrative purposes; and adequate documentation, including the opinion of the Office of the Chief Counsel, as necessary.

(3) Maintain a directory of file stations and a descriptive list of records maintained at each file station.

c. The Office of Cost and Performance Management (APF):

(1) Develops and implements agencywide records management policies, systems, standards, and procedures.

(2) Provides technical advice and assistance to other offices responsible for the records management functions.

(3) Represents the agency to NARA in obtaining approval for the disposal of records.

(4) Ensures compliance with statutory, regulatory, and departmental requirements and standards.

(5) Reviews and conducts required agencywide coordination for all prepared records disposition schedules and obtains approval for the schedules from NARA.

a. Each Government and contract employee is responsible for the protection and preservation of documentation of agency function for which the are responsible following the procedures set forth in this directive as well as Order 1350.14.

b. Program and Project Managers are responsible for creation, maintenance, protection, and disposal of records with other program areas. They shall:

(1) Create records to ensure adequate and proper documentation of there are of responsibility.

(2) Implement procedures to ensure records are protected from theft, loss, or unauthorized access.

(3) Transfer or destruction of inactive records as specified in this order. Coordinate changes with their organization's RMO to establish new types of records, or to make changes in the records retention schedule.

b. The National Archives and Records Administration will evaluate and coordinate schedules submitted for approval.

1-11. RECORDS SCHEDULES

a. All records must be scheduled for disposition by NARA. Requests for changes to existing schedules or new schedules may be initiated through the office Records Management Officer. The scheduled shall be prepared on a Standard SF-135, Request for Records Disposition Authority, coordinated with all affected organizational elements, and approved by the Agency

b. Records Officer prior to submission to NARA.
Records schedules should be developed and written in such a manner as to minimize the need for updating. Records should be described in general terms that will not be likely to change frequently. Specific forms, names of reports and systems or similarly detailed references should be avoided.

c. Disposition instructions in record schedules are mandatory. Managers or employees may not dispose of records prior to their authorized disposal date of retained beyond that date. If a program official determines that records need to be retained longer than authorized by the schedule, the Records Management Officer should be contacted to obtain approval from NARA, and if necessary, to revise the schedule.

d. Nonrecord materials are not generally included on record schedules because their disposal is not covered by 44.U.S.C., Chapter 33. Officials should dispose of nonrecord materials as soon as they have served their purpose and are no longer needed. The Records Management Officer should be contacted for advice if there is any question whether documentary materials are records or nonrecords.

CHAPTER 2. USING THE RETENTION SCHEDULE

2-1. USING THIS ORDER.

Each item in this order is in the following format:

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority

a. **Item Numbers**. Items are numbered using Order 0000.1, FAA Standard Subject Classification System. This numbering system should also be used to file the related documents.

b. **Title and Description of Records**. The title and description of records describes in general terms names and contents that may cover several record series and accommodate minor differences in naming and arranging local files. Broad terms generally, the records are not identified with specific organizations so that similar records will follow the same standards. Standards should not be stretched to cover records that are obviously not related to the records described. When data is microfilmed or created electronically, provisions for maintaining those specific file formats are covered.

(1) General correspondence files. General correspondence file standards are usually provided within standards for major program records. This correspondence consists of letters, memos, reports, etc., related to the principle function of the program office. General correspondence files are usually arranged by the FAA Standard Subject Classification System.

a. Files at various organizational levels. Standards give varied retention periods when related records are kept by national, regional, and local offices. While there are some exceptions, most permanent records are kept only by the agency office of primary interest. Such offices or activities are responsible for agencywide policy, plans, programs, and procedures in their functional areas.

c. **Disposition**. Final actions related to record materials that are no longer valuable to the agency in conducting current business.

(1) Permanent Retention. Records which have enduring value to the agency will be protected for historical and reference purposes. Records which are identified as permanent also reflect the amount of time that they remain under the legal control of the agency prior to transfer of custody to the National Archives.

(2) Temporary Retention. Most files fall into this category, and are maintained for a specified period of time, and then destroyed in accordance with the guidelines in this order. Destruction dates may relate to the passage of time, or a particular event. In Real Property cases, for instance, records are retained until the property is transferred from government control. Other disposition instructions indicate specific time periods, such as Time & Attendance Source Records are destroyed when they are 6 years and 3 months old.

(a) On-Site Storage and Destruction. For items that have short life cycles, it may be more convenient or more economical to maintain them at the facility and destroy them on-site.

(b) Off-Site Storage and Destruction. Inactive records may be transferred to off-site storage facilities if on-site storage is not available. Records should only be sent if they are not referred to more than once a month per drawer, and they are of sufficient value to warrant the additional expense of transporting and storing records off-site for the period.

d. **Authority**. The authority listed is the number assigned to the NARA approved SF-115, Request for Record Disposal Authority, or the General Records Schedule (GRS) item number. Without disposition authority signed by the Archivist of the United States, records cannot be destroyed.

2-2. APPLYING RETENTION STANDARDS.

a. **Administration**. Each activity shall be responsible for setting up its records for orderly disposition in accordance with standards provided in this order. Effective programming requires:

(1) The determination of disposal authorization to apply to each file or records series the activity accumulates.

(2) The establishment of suitable cut-off periods and transfer dates.

(3) The development of appropriate retention periods for records not covered by disposal authorizations and the submission of recommendations through channels as provided in Order 1350.14, Records Management.

(4) The annual inspection and audit by the cognizant records officer, of the activity's records and related disposition procedures and practices to ensure that:

(a) All records accumulated are covered by items in this order,

(b) Proper disposal authorizations are being applied to the records, and

(c) Records are actually disposed of when they become eligible for destruction and transferred to storage when they become no longer useful for current agency business.

b. **File Division**. Records should be disposed of in a "block" whenever possible. Documents that must be maintained for substantially longer or shorter periods than other portions of the file should be physically separated and filed as individual records series. While a physical separation of these records is preferred, some files, such as general correspondence files, may contain materials having different retention values. When the file volume is small and when the differences in retention periods is not substantial, the entire file may be retained as a 'block' and disposed of upon expiration of the longest retention period. When the differences are substantial, each file category should be identified for disposal as a separate series of records.

c. **Accidental Destruction of Records**. The accidental destruction of records will be reported to the Agency Records Officer in APF-100. This report will include:

(1) A complete description of the records destroyed, including dates of records if known.

(2) Volume destroyed in cubic feet; if machine readable cite the number of reels.

(3) The office of origin.

(4) A statement of the circumstances surrounding the destruction.

(5) A statement of the safeguards and planned procedures to prevent further instances of loss of documentation.

d. **Questions**. If you have any questions about the procedures or descriptions in this order, please contact the Records Management Officer for your organization, or contact the Agency Records Officer in APF-100. It is recommended that if you are not sure if an item is a record or not, err on the side of caution, and maintain the record until such time that an opinion may be obtained from a records professional, or from NARA.

CHAPTER 3. GENERAL ADMINISTRATIVE FILES

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3-1. SHORT-TERM TEMPORARY FILES. A substantial number of files contain temporary material that is useful but not essential to record the program activity of the office holding it. These files are often called housekeeping files, reader files, publications files, extra copy files, information copy files, etc. In many cases, there is a separate office of primary interest that maintains a related master copy for longer term retention. Ideally, much of this material should be destroyed WITHOUT FILING, thus reducing the volume of material in the files and making them more serviceable. The following standards cover the more common types of these temporary materials produced by FAA offices and activities. These temporary materials WILL NOT be transferred to the Federal Records Center.		
	a. **Office Administration Files.** Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office. [NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]	**Destroy** when 2 years old or when no longer needed, whichever is sooner.	GRS 23 Item 1
	b. **FAA Publications - Reference Copies.** Copies of FAA and predecessor agency publications including copies of orders, bulletins, manuals, circulars, memoranda, informational announcements, public relations material, and other printed or processed documents. (Preservation of record sets is the responsibility of the issuing or controlling office.)	**Destroy** when superseded or obsolete.	Nonrecord
	c. **Outside Publications.** Publications of other Government agencies, commercial firms, or private institutions, including catalogues, price lists, and similar publications.	**Destroy** when superseded or obsolete.	Nonrecord
	d. **Library Materials.** Copies of books, pamphlets, journals, and similar materials.	**Refer** to librarian for disposition.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	e. **Reading Files.** Copies of correspondence signed and maintained by the approving officials office, used solely as a reading or reference file for the convenience of personnel.	**Destroy** when 2 years old, or when no longer needed, whichever is sooner.	GRS 23 Item 1
	f. **Duplicate Copies.** Identical duplicate copies of all documents contained in same file.	**Destroy** immediately.	Nonrecord
	g. **Requests for Information or Publications.** Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	**Destroy** when 3 months old.	GRS 23 Item 7(a)
	h. **Letters of Transmittal.** Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.	**Destroy** when 3 months.	GRS 23 Item 7(b)
	i. **Quasi-Official Notices.** Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.	**Destroy** when 3 months old.	GRS 23 Item 7(c)
	j. **Mailing Lists.** Correspondence, request forms, and other records relating to changes in mailing lists.	**Destroy** after appropriate revision of mailing list or after 3 months, whichever is sooner.	GRS 13 Item 4(a)
	k. **Drafts.** Preliminary and intermediate drafts of letters, memoranda, reports and other papers.	**Destroy** when final drafts are completed, unless the changes substantially alter the contents.	GRS 16 Introduction, 4th paragraph
	l. **Work Sheets.** Work sheets and other work papers that are NOT an integral part of a file.	**Destroy** when work is completed or transferred to a more permanent form.	Nonrecord
	m. **Shorthand Notes.** Stenographers' notebooks, and stenotype tapes.	**Destroy** when notes have been transcribed.	Nonrecord
	n. **Reproduction Material.** Stencils, ditto masters, multilith plates, and other duplicating media used for preparing form letters, issuances, etc.	**Destroy** when purpose has been served.	Nonrecord
	o. **Routine Control Files.** Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work progress sheets, statistical tabulating aids such as punched cards, and records which control work and record action taken.	**Destroy** 2 years after date of last entry.	GRS 23 Item 8

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	p. **Personal Files.** Personal papers and privately purchased books kept in an office for the convenience of the employee. OFFICIAL RECORDS WILL NOT BE INCLUDED IN PERSONAL FILES	**Destroy** at the convenience of the individual or the office.	Nonrecord
	q. **Suspense Files.** Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.		
	1. A note or other reminder to take action.	**Destroy** after action is taken	GRS 23 Item 6(a)
	2. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw documents when reply is received. 1) If suspense copy is an extra copy, **Destroy** immediately. (2) If suspense copy is the file copy, incorporate it into the official files.	GRS 23 Item 6(b)
	r. **Schedules of Daily Activities.** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.		
	s. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials. [NOTE: High level officials include the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]	**Destroy** or **delete** when 2 years old.	GRS 23 Item 5(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(2) Records documenting routine activities containing no substantive information and records containing substantive information, which has been incorporated into organized files.	**Destroy** or **delete** when no longer needed for convenience of reference.	GRS 23 Item 5(b)
	t. **Tracking and Control Records**. Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	**Destroy** or **delete** when 2 years old, or 2 years after the date of the last entry, whichever is applicable.	GRS 23 Item 8
	u. **Finding Aids (or Indexes).** Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	**Destroy** or **delete** with the related records.	GRS 23 Item 9
	v. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced	GRS 23 Item 10
	2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 23 Item 10
3-2. RESERVED.			

CHAPTER 4. GENERAL MANAGEMENT AND ADMINISTRATION

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
0000	**CHECKLISTS AND INDEXES**		
1000	**ADMINISTRATION, MANAGEMENT, AND POLICIES**		
The records described below relate to the general management, planning, organization, and direction of the Federal Aviation Administration and the performance of the administrative management functions. They result from the development of agency plans, policies, and programs; management surveys, paperwork management, data processing system, work simplification, and other management improvement programs; agency relations with the public, Congress, and other external bodies; release of information under the Freedom of Information Act and the Privacy Act; investigations of personnel, applicants for employment, and contractors; employee travel; security and protective services matters, including the safeguarding of classified information; administrative support services; and defense planning activities.			
	1. **Administrative Policy and Planning Files.** Documents relating to policy development and the overall planning, coordination, control, and executive direction of the assigned missions of the agency. Specifically, these files are accumulated by the Administrator, his top level staff, and heads of regions and centers.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 1 Approved 8/6/74
	2. **History Program Files.** Documents prepared and accumulated by the agency historian, consisting of historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 2 Approved 8/6/74
	3. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 14 Item 37(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 14 Item 37(b)
1010	**SELECTION ORDERS**		**OPR Action needed to request disposition authority.**
1020	**METRIC SYSTEM**		**OPR Action needed to request disposition authority.**
1050	**ENVIRONMENTAL QUALITY ACTIVITIES**		**OPR Action needed to request disposition authority.**
1052	**ENERGY POLICIES AND PROCEDURES**		**OPR Action needed to request disposition authority.**
1053	**ENERGY PLANNING CONSERVATION**		**OPR Action needed to request disposition authority.**
1054	**ENVIRONMENTAL NETWORK**		**OPR Action needed to request disposition authority.**
1070	**HOTLINE FILES**		
	1. **FAA Administrator's Hotline.** Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.		
	a. Administrator's Office.		
	(1) Paper Files.	**Destroy** when 5 years old.	N1-237-95-3 Approved 6/6/95
	(2) Electronic Records.	**Destroy** individual data records when paper files are destroyed.	N1-237-95-3 Approved 6/6/95
	(3) System Documentation.	**Update** as needed. **Destroy** documentation when superseded.	N1-237-95-3 Approved 6/6/95
	b. All other offices.	**Destroy** when 2 years old.	N1-237-95-3 Approved 6/6/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Consumer Hotline.** Files include Hotline call records, correspondence, reports, and related documents accumulated by the staff in the course of the operation.		
	a. Paper Files.	**Destroy** when 2 years old.	N1-237-96-2 Approved 7/9/96
	b. Electronic Files.	**Destroy** individual data records when paper files are destroyed.	N1-237-96-2 Approved 7/9/96
	c. System Documentation.	**Destroy** superseded documentation.	N1-237-96-2 Approved 7/9/96
1100	**ORGANIZATION, AUTHORITIES, AND FUNCTIONS**		
	1. **Organization Planning Files.** Documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 3 Approved 8/6/74
	2. **Organization Working Files.** Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 23 Item 1
1110	**COMMITTEES AND CONFERENCES**		
	1. **Committee and Conference Files** [NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]		
	a. Records relating to establishment, organization, membership, and policy of internal committees, excluding committees covered by 1110(2).	**Destroy** 2 years after termination of committee.	GRS 16 Item 8(a)
	b. Records created by committees.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	**Destroy** when 3 years old.	GRS 16 Item 8(b)(1)
	(2) Official files of the committee sponsor, secretariat, or recorder.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 4 Approved 8/6/74
	(3) All other committee records.	**Destroy** when 3 years old.	GRS 16 Item 8(b)(2)
	c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information. [NOTE: This sub-item does not apply to records maintained at the General Services Administration or records covered elsewhere in this schedule.]	**Destroy** 5 years after termination of committee.	GRS 16 Item 8(c)
	2. **Committee Management Files.** Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.		
	a. Files for advisory, interagency, and international committees sponsored by FAA.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 5 Approved 8/6/74
	b. Files for internal FAA committees.	**Destroy** 1 year after termination of committee.	NC-174-227 Item 5 Approved 8/6/74
	3. **Staff and Local Meeting and Conference Files.** Minutes, agenda, and related documents.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 23 Item 1
	4. **Committee Inventory Files.** Annual and special inventory reports of FAA committees in existence.		
	a. Accumulated by the Federal Aviation Agency Committee Management Officer.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 6 Approved 8/6/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Accumulated by the Federal Aviation Administration Committee Management Officer.	**Destroy** when 5 years old.	NC-174-227 Item 6 Approved 8/6/74
	c. All others.	**Destroy** when 2 years old.	NC-174-227 Item 6 Approved 8/6/74
1200	**EXTERNAL RELATIONS**		
	General Correspondence Files. Routine correspondence, reports, and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminating information to the public, but EXCLUDING files described elsewhere in this manual.		
	a. Agency office of primary interest.	**Destroy** when 2 years old.	NC1-237-77-3 Item 1 Approved 12/2/77
	b. All other offices.	**Destroy** when 1 year old.	NC1-237-77-3 Item 1 Approved 12/2/77
1210	**PUBLIC RELATIONS**		
	1. **Informational Release Files.** Records documenting the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.		
	a. Releasing office (record set only).	**PERMANENT. Transfer to FRC** when 4 years old or earlier if inactive. **Offer to NARA** when 9 years old.	NC1-237-77-3 Item 36 Approved 12/2/77
	b. All other offices.	**Destroy** when no longer needed for administrative purposes.	NC1-237-77-3 Item 36 Approved 12/2/77
	2. **Informational Release Approval Files.** Drafts of press releases, speeches, and articles with approvals for release or publication.	**Destroy** when 2 years old.	GRS 14 Item 1

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Information Request Files.** Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	**Destroy** when 3 months old.	GRS 14 Item 1
	4. **Acknowledgement Files.** Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	**Destroy** 3 months after acknowledgement and referral.	GRS 14 Item 2
	5. **Press Service Files.** Press service teletype news and similar materials.	**Destroy** when 3 months old	GRS 14 Item 3
	6. **Information Project Files.** Informational service project case files maintained in formally designated informational offices.	**Destroy** 1 year after close of file or 1 year after completion of project.	GRS 14 Item 4
	7. **Commendation/Complaint Correspondence Files.** Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	**Destroy** when 3 months old	GRS 14 Item 5
	8. **Indexes and Check Lists.** Bibliographies, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	**Destroy** when superseded or obsolete	GRS 14 Item 6
1220	**CONGRESSIONAL RELATIONS**		
	Congressional Inquiry Files. Copies of Congressional correspondence and replies on matters within the scope of FAA maintained by Congressional liaison offices which do not serve as unique documentation of the programs of the office.	**Destroy** when 2 years old.	GRS 23 Item 1
1230	**INTERAGENCY RELATIONS**		**OPR Action needed to request disposition authority.**
1240	**INTERNATIONAL RELATIONS**		
	The records described below relate to the coordination of international activities of the agency, development and coordination of FAA and U.S. positions on matters considered by international civil aviation organizations, providing secretariat services for the Interagency Group on International Aviation (IGIA), and management of agency foreign assistance programs.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **General Correspondence Files.** Correspondence, reports, agreements, studies, and other documents reflecting the planning, direction, coordination, and evaluation of international aviation programs of FAA, and the development of international aviation policy with other United States Government agencies, industry, foreign governments, and international bodies, maintained by the agency office of primary interest.	**PERMANENT. Transfer to FRC** when 4 years old. **Offer to NARA** when 24 years old.	NC1-237-77-3 Item 78 Approved 12/2/77
	2. **Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files.** Documents produced and accumulated in connection with the development and presentation of the position of FAA and the U.S. on ICAO or other international civil aviation organization matters, and to implementation of recommendations, including minutes of Air Navigation and other committee papers, reports and related correspondence and documents.		
	a. Offices responsible for coordinating on IGIA and ICAO matters.	**PERMANENT. Offer to NARA** when 40 years old.	NC1-237-77-3 Item 79 Approved 12/2/77
	b. All others.	**Destroy** when 1 year old.	NC1-237-77-3 Item 79 Approved 12/2/77
	3. **IGIA Liaison Files.** Documents accumulated in the coordination and conduct of agency participation in IGIA activities and in briefing designated representatives prior to meetings of IGIA.		
	a. IGIA and ICAO numbered papers and related indexes and correspondence.	**PERMANENT. Cutoff** files and indexes in 5 year blocks. **Offer to NARA** when 40 years old.	NC1-237-77-3 Item 80(a) Approved 12/2/77
	b. Designations of agency representatives to the IGIA.	**Destroy** when superseded.	NC1-237-77-3 Item 80(b) Approved 12/2/77
	4. **IGIA and ICAO Publications Files.** Processed papers, documents, numbered and unnumbered memorandums, agenda, minutes, and reports printed and distributed by the IGIA and ICAO.	**Destroy** when no longer required for current operations.	II-NNA-1017 Item 8 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Foreign Participant Training Files.** Case files consisting of correspondence, reports, project implementation orders, ICAO agreements, travel and allowance vouchers, and related papers documenting the aviation training of foreign nationals by FAA, maintained by the Office of International Aviation.	**Destroy** closed case files 7 years after termination of training.	NN-173-149 Item 1 Approved 3/26/73
	6. **Foreign Assistance Country Files.** Case files consisting of correspondence, reports, loan and supply support agreements, and related papers documenting the administration of aviation technical assistance programs to individual foreign countries by FAA, maintained by the Office of International Aviation.	**Destroy** closed case files when 10 years old.	NN-173-149 Item 2 Approved 3/26/73
1250	**AVIATION EDUCATION PROGRAM**		
	Aviation Education, Promotion, and Development files containing Aviation Safety programs and activities pertaining to the promotion of flying and mechanic schools, air shows, air tours, and other activities related to advancement of aviation.	**Destroy** when 2 years old.	II-NNA-1102 Item 11 Approved 7/12/54
1260	**AVIATION WAR RISK INSURANCE**		**OPR Action needed to request disposition authority.**
1270	**FREEDOM OF INFORMATION ACT**		
	1. **Freedom of Information Act (FOIA) Requests Files.** Files created in response to requests for information under the Freedom of Information Act (5 U.S.C. 552), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	**Destroy** 2 years after date of reply.	GRS 14 Item 11(a)(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	**Destroy** 2 years after date of reply.	GRS 14 Item 11(a)(2)(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(b) Requests appealed.	**Destroy** as authorized under item 1270(2).	GRS 14 Item 11(a)(2)(b)
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	**Destroy** 6 years after date of reply.	GRS 14 Item 11(a)(3)(a)
	(b) Appealed requests.	**Destroy** as authorized under item 1270(2).	GRS 14 Item 11(a)(3)(b)
	b. Official file copy of requested records.	**Dispose** of in accordance with disposition instruction for the related records, or in accordance with the related FOIA request, whichever is later.	GRS 14 Item 11
	2. **Freedom of Information Act Appeals Files.** Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	(1) Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).	**Destroy** 6 years after final determination by agency or 6 years after the time at which a requester could file suit or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 12(a)
	(2) Official file copy of records under appeal.	**Dispose** of in accordance with disposition instructions for the related records, or in accordance with the related FOIA requests, whichever is later.	GRS 14 Item 12(b)
	3. **FOIA Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.		
	(1) Registers or listing.	**Destroy** 6 years after date of last entry.	GRS 14 Item 13(a)
	(2) Other files.	**Destroy** 6 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS 14 Item 13(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **FOIA Reports Files.** Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act.		
	a. Annual reports to the Congress at departmental or agency level.		**OPR Action needed to request disposition authority.**
	b. Other reports.	**Destroy** when 2 years old.	GRS 14 Item 14
	5. **Freedom of Information Act Administrative Files.** Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	**Destroy** when 2 years old.	GRS 14 Item 15
1280	**PRIVACY ACT**		
	1. **Privacy Act Requests Files.** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	**Destroy** 2 year after date of reply.	GRS 14 Item 21(a)(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	**Destroy** 2 years after date of reply.	GRS 14 Item 21(a)(2)(a)
	(b) Appealed requests.	**Destroy** as authorized under item 1280(2).	GRS 14 Item 21(a)(2)(b)
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	**Destroy** 5 years after date of reply.	GRS 14 Item 21(a)(3)(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(b) Appealed requests.	**Destroy** as authorized under item 1280(2).	GRS 14 Item 21(a)(3)(b)
	b. Official file copy of requested records.	**Dispose** of in accordance with disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.	GRS 14 Item 21(b)
	2. **Privacy Act Amendment Case Files.** Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).		
	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	**Dispose** in accordance with disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.	GRS 14 Item 22(a)
	b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	**Dispose** of in accordance with disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 22(b)
	c. Appealed requested to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	**Dispose** of in accordance with disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 22(c)
	3. **Privacy Act Accounting of Disclosure Files.** Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	**Dispose** of in accordance with disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.	GRS 14 Item 23

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Privacy Act Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.		
	a. Registers or listings.	**Destroy** 5 years after date of last entry.	GRS 14 Item 24(a)
	b. Other files.	**Destroy** 5 years after final action by the agency or final adjudication by courts, whichever is later.	GRS 14 Item 24(b)
	5. **Privacy Act Report Files.** Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget and the Report on New Systems.	**Destroy** when 2 years old.	GRS 14 Item 25
	6. **Privacy Act General Administrative Files.** Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	**Destroy** when 2 years old.	GRS 14 Item 26
1300	**MANAGEMENT PROGRAMS**		
	1. **General Correspondence Files.** Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence files of the Office of Primary Responsibility relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.	**PERMANENT. Transfer to FRC** when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 7 Approved 8/6/74
	b. All others.	**Destroy** when 5 years old.	NC-174-227 Item 7 Approved 8/6/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 16 Item 15(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 16 Item 15(b)
	3. **Management Information Files.** Manuals, charts, analysis sheets, problem sheets, program status and evaluation reports, and supporting documents developed in the administration of programs for the preparation of management information.		
	a. Record copies maintained by the Office of Primary Responsibility.	**PERMANENT. Transfer to FRC** when 4 years old or earlier if inactive. **Offer to NARA** when 10 years old.	NC-174-227 Item 9 Approved 8/6/74
	b. All other offices.	**Destroy** when superseded or no longer needed.	NC-174-227 Item 9 Approved 8/6/74
	4. **Internal Evaluation Reports.** Contains information concerning the effectiveness and performance of the various offices and facilities in carrying out policies, systems, standards, and procedure. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.		
	a. National Program Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	**Transfer to FRC** when 2 years old. **Destroy** when 7 years old.	NC1-237-83-3 Item 1 Approved 9/23/83

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(2) Regional Office.	**Transfer to FRC** when 2 years old. **Destroy** when 7 years old.	NC1-237-83-3 Item 1 Approved 9/23/83
	(3) Field Offices.	**Destroy** upon notification that the regions have received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	**Destroy** upon notification that the region has received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	b. Office Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	**Destroy** when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(2) Regional Office.	**Destroy** when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(3) Field Offices.	**Destroy** upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	**Destroy** upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
1310	**MANAGEMENT ANALYSIS, SURVEYS, AND EVALUATIONS**		
	1. **Management Project Files.** Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments.	**PERMANENT. Transfer** closed case files to FRC when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. **Management Project Working Papers.** Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Management Project Control Files.** Documents showing assignments, progress, and completion of projects.	**Destroy** 1 year after completion of project.	GRS 16 Item 5
	4. **Feasibility Studies.** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	**Destroy** 5 years after completion or cancellation of study.	GRS 16 Item 9
1320	**DIRECTIVES MANAGEMENT**		
	1. **Directives Case Files.** Official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents.		
	a. Case files for national, regionwide, or centerwide directives containing orders and handbooks; notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, or Regional or Center Directors regardless of subject matter.	**PERMANENT. Transfer** inactive file to FRC when no more than 4 years old. **Offer to NARA** when 20 years old.	NC1-237-77-3 Item 2 Approved 12/2/77
	b. Case files for national, regionwide, or centerwide directives containing one-time or temporary instructions (such as notices not covered by item (1)(a)).	**Destroy** inactive file after 5 years.	NN-169-45 Item 1b Approved 4/21/69
	2. **Directives Master Reference Files.** Files of directives for which directives management officers are responsible.	**Destroy** when canceled or no longer needed for reference.	Nonrecord
	3. **Directives Working and Reference Files.** Directives records other than those described above.	**Destroy** when canceled or no longer needed for reference.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Administrative Issuances** (NOTE: Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget (OMB) and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.)		
	a. Notices and other types of issuances related to routine administrative functions.(e.g., payroll, procurement, personnel)	**Destroy** when superseded or obsolete.	GRS 16 item 1(a)
	b. Case files related to (a) above that document aspects of the development of the issuance.	**Destroy** when issuance is destroyed.	GRS 16 item 1(b)
1330	**FORMS MANAGEMENT**		
	1. **Forms Numerical Files.** Case files containing the record copy of each form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence including instructions and documentation showing inception, scope, and purpose of form.	**Destroy** 5 years after related form is discontinued, superseded, or canceled.	GRS 16 Item 3(a)
	2. **Forms Functional Files.** Case files consisting of a sample copy of each current form for convenience of office.	**Destroy** when related form is discontinued, superseded, or canceled.	GRS 16 Item 3(b)
	3. **Forms Supply Files.** Requisitions, specifications, issue and stock control records, and other documents pertaining to supply control maintained for each form.	**Destroy** when related form is discontinued, superseded, or canceled.	GRS 16 Item 3(b)
1340	**REPORTS MANAGEMENT**		
	Reports Control Files. Case files maintained for each report created or proposed including public use reports. (This standard does not apply to the reports themselves but only to the files accumulated in the administrative control of the reports. This includes clearance forms, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.)	**Destroy** 2 years after the report is discontinued.	GRS 16 Item 6
1350	**RECORDS MANAGEMENT**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Records Disposition Files.** Descriptive inventories, disposal authorizations, schedules, and reports. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives and Records Administration(NARA); and related documentation.		
	a. SF 115s that have been approved by NARA.	**Destroy** 2 years after superseded.	GRS 16 Item 2(a)(1)
	b. Other records.	**Destroy** 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.	GRS 16 Item 2(a)(2)
	c. Routine correspondence and memoranda.	**Destroy** when 2 years old.	GRS 16 Item 2(b)
	2. **Statistical Reports of Records Holdings,** including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.		
	a. Records held by offices that prepare reports on agency-wide records holdings.	**Destroy** when 3 years old.	GRS 16 Item 4(a)
	b. Records held by other offices.	**Destroy** when 1 year old.	GRS 16 Item 4(b)
	3. **Reports, Correspondence, and Related Records** concerning the development and improvement of the management of records includes the management of files, forms, correspondence, mail, reports, microfilm, ADP systems, word processing, vital records, and all other aspects of records management not covered elsewhere.	**Destroy** when 6 years old.	GRS 16 Item 7

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Microform Inspection Records.** Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230. **NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to NARA. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.**	**Destroy** 1 year after the records are transferred to the legal custody of NARA.	GRS 16 Item 10(a)
	5. **Agency Copy of Logs** and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	**Destroy** when 2 years old, or when superseded, whichever is later.	GRS 16 Item 10(b)
1360	**CORRESPONDENCE MANAGEMENT**		
	Correspondence Management and Control includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.		
	a. Instructions.	**Destroy** when superseded.	II-NNA-1017 Item 18 Approved 7/13/54
	b. All other material.	**Destroy** when 2 years old.	II-NNA-1017 Item 18 Approved 7/13/54
1370	**INFORMATION RESOURCES MANAGEMENT (DATA PROCESSING MANAGEMENT AND STATISTICAL RECORDS)**		
	1. **Data Processing Project Files.** Case files resulting from ADP surveys and feasibility studies.	**PERMANENT. Transfer** closed case files to FRC when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. **Data Processing Working Papers.** Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to ADP surveys and feasibility studies.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Data processing Report Files.** Record copies of reports of inventories of utilization and costs of automatic data processing in the agency.	**Transfer** completed reports to FRC when 4 years old or earlier. **Destroy** when 10 years old.	NC-174-227 Item 11 Approved 8/6/74
	4. **Aviation statistics publication Files.** Record set of statistical publications, surveys, and staff studies, such as FAA Air Traffic Activity, Census of U.S. Civil Aircraft, and Handbook of Aviation.	**PERMANENT. Transfer** published reports to FRC when 4 years old. **Offer to NARA** when 10 years old.	NC-174-227 Item 12 Approved 8/6/74
	5. **Aviation statistics source Files.** Source data used in compiling publications and studies described in item (3), Monthly Summary Airport Operations and Instrument Approaches; FAA Form 7230-13, Monthly Activity Record Flight Service Stations, or equivalents; industry reports and questionnaires; worksheets; and machine tabulations.	Disposition is 2 years **EXCEPT** for background material on fed airways activities which is 4 years.	II-NNA-1391 Item 6(b) Approved 5/12/55
1375	**STANDARD DATA ELEMENTS AND CODES**		**OPR Action needed to request disposition authority.**
1380	**WORK MEASUREMENT, PERFORMANCE, AND STAFFING ANALYSIS**		
	1. **Work Measurement Project Files.** Case files resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.	**PERMANENT. Transfer** closed case files to FRC when 4 years old or earlier. **Offer to NARA** when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. **Management project working papers.** Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74
	3. **Program Tracking and Reporting System (PTRS) activity reports.** Consolidated monthly and quarterly summary reports reflecting work activity (man-hours and units) maintained by Washington and Regional Headquarters Flight Standards Divisions.	**Destruction not authorized.**	Revalidation required
1390	**WORK SIMPLIFICATION AND MANAGEMENT IMPROVEMENT**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Management improvement Report Files. Record copies of management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.		
	a. Record copies maintained by the Office of Management Systems.	**PERMANENT. Transfer to FRC** when 4 years old. **Offer to NARA** when 10 years old.	NC-174-227 Item 10 Approved 8/6/74
	b. All others.	**Destroy** when superseded or no longer needed.	NC-174-227 Item 10 Approved 8/6/74
1395	**VALUE ENGINEERING**		**OPR Action needed to request disposition authority.**
1400	**CIVIL RIGHTS PROGRAM**		
	1. **Civil rights general Files.** Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. Includes status reports, EEO counselor data, and evaluations.		
	a. Status reports and evaluations.	**PERMANENT. Offer to NARA** when 10 years old.	NC1-237-77-3 Item 57 Approved 12/2/77
	b. All other records.	**Destroy** when 5 years old.	NC1-237-77-3 Item 57 Approved 12/2/77
	2. **Official Discrimination Complaint Case Files.** Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	**Destroy** 4 years after resolution of case.	GRS 1 Item 25(a)
	3. **Copies of Complaint Case Files.** Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	**Destroy** 1 year after resolution of case.	GRS 1 Item 25(b)
	4. **Preliminary and Background Files.**		
	a. Background records not filed in the Official Discrimination Complaint Case Files.	**Destroy** 2 years after final resolution of case.	GRS 1 Item 25(c)(1)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	**Destroy** when 2 years old.	GRS 1 Item 25(c)(2)
	5. **Compliance Records.**		
	a. Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.	**Destroy** when 7 years old.	GRS 1 Item 25(d)(1)
	b. EEO Compliance Reports.	**Destroy** when 3 years old.	GRS 1 Item 25(d)(2)
	6. **Employee Housing Requests.** Forms requesting agency assistance in housing matters, such as rental or purchase.	**Destroy** when 1 year old.	GRS 1 Item 25(e)
	7. **Employment Statistics Files.** Employment statistics relating to race and sex.	**Destroy** when 5 years old.	GRS 1 Item 25(f)
	8. **EEO General Files.** General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	**Destroy** when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS 1 Item 25(g)
	9. **EEO Affirmative Action Plans (AAP)**		
	a. Agency copy of consolidated AAP(s).	**Destroy** 5 years from date of plan.	GRS 1 Item 25(h)(1)
	b. Agency feeder plan to consolidated AAP(s).	**Destroy** 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1 Item 25(h)(2)
	c. Report of onsite reviews of Affirmative Action Programs.	**Destroy** 5 years from date of report.	GRS 1 Item 25(h)(3)
	d. Agency copy of annual report of Affirmative Action accomplishments.	**Destroy** 5 years from date of report.	GRS 1 Item 25(h)(4)
1410	**NON-DISCRIMINATION**		**OPR Action needed to request disposition authority.**
1420	**SEXUAL HARASSMENT**		**OPR Action needed to request disposition authority.**
1500	**TRAVEL AND TRANSPORTATION**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Employee travel Files.** Correspondence requests, travel authorizations and orders, itineraries, and routing trip reports exclusive of records maintained for accounting purposes (item 2710).	**Destroy** when 2 years old.	GRS 9 Item 4(a)
	2. **Employee foreign service travel Files.** Correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records, and related materials pertaining to foreign assignments, exclusive of records maintained for accounting purposes (item 2710).	Place in inactive file upon separation from foreign service. **Destroy** inactive file when 4 years old.	
	3. **Non-Federally Funded Travel**		
	a. **Non-Federally Funded Travel.** Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.	**Destroy** when 4 years old.	GRS 9 Item 6(a)
	b. **Statements, forms, and other records used to compile Semiannual Expense Reports** for Non-Federally Funded Travel.	**Destroy** 1 year after submission of report to the Office of Government Ethics.	GRS 9 Item 6(b)
	4. **Federal Employee Transportation Subsidy Records.** Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.	**Destroy** when 3 years old.	GRS 9 Item 7
	5. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 9 Item 8(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 9 Item 8(b)
	6. **Passport Files.** Requests for passport actions, notifications for passport services, such as FAA Form 1500-1 or equivalent, clearances, correspondence, and related papers generated in obtaining passports for FAA personnel performing foreign travel.		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	**Destroy** when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9 Item 5(a)
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	**Destroy** when 1 year old	GRS 9 Item 5(b)
	c. Passport Registers. Registers and lists of agency personnel who have official passports.	**Destroy** when superseded or obsolete.	GRS 9 Item 5(c)
1510	**TEMPORARY DUTY TRAVEL**		**OPR Action needed to request disposition authority.**
1520	**PERMANENT CHANGE OF STATION**		**OPR Action needed to request disposition authority.**
1600	**INVESTIGATIONS AND SECURITY**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **General Correspondence Files.** Correspondence, reports, and related materials accumulated in the administration and direction of traditional security and protective security programs, including personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security. For records relating to programs for the prevention of criminal acts against air transportation, see item 1650.		
	a. Correspondence files of the Office of Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, air security guards, and the development of deterrent systems for the prevention of criminal acts against air transportation. Includes studies and reports of significant accomplishments.	**Permanent. Offer** to NARA when 10 years old.	NC-237-75-1 Item 1 Approved 7/26/1974
	b. Classified Documents Administrative Correspondence Files. Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 1
	c. Security and Protective Services Administrative Correspondence Files. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 8
	2. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 18 Item 30(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 18 Item 30(b)
	c. All others.	**Destroy** when 2 years old.	GRS 18 Item 1
	3. **Classified document Control Files.** Records maintained by security control points and Top Secret Control Officers, such as accountability records, control logs and document receipts.		
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	**Destroy** 5 years after documents shown on forms are downgraded, transferred, or destroyed.	GRS 18 Item 5(a)
	b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. [NOTE: Master files and data bases created to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on a Standard Form (SF) 115.]	Destroy when related document is downgraded, transferred, or destroyed.	GRS 18 Item 5(b)
	c. Records concerning information or material classified Confidential.	**Destroy** 2 years after final disposition of related material.	GRS 18 Item 1
	d. Records documenting the receipt and issuance of classified documents.	**Destroy** when 2 years old.	GRS 18 Item 2
	e. Certificates relating to the destruction of classified documents.	**Destroy** when 2 years old.	GRS 18 Item 3
	f. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 4
	g. Requests and authorizations for individuals to have access to classified files.	**Destroy** 2 years after authorization expires.	GRS 18 Item 6
	4. **Lock combination Files.**		
	a. Documents, such as Form DOT F 600.6, Combination Record, or equivalent, used to record safe combinations and names of persons knowing combinations.	**Destroy** when superseded by a new form or list or upon turn-in of containers.	GRS 18 Item 7(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Checklist.	**Destroy** 3 months following the last entry on the form. **Note: Forms involved in investigations are retained until completion of the investigation.**	GRS 18 Item 7(b)
	5. **Survey and inspection Report Files.**		
	a. Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	**Destroy** when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS 18 Item 9
	b. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	**Destroy** when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS 18 Item 10
	6. **Police function Files.** Reports, statements of witnesses, warning notices, and other papers relating to arrests, commitments, and traffic violations.	**Destroy** when 2 years old.	GRS 18 Item 14(b)
	7. **Loss and theft Files.** Reports, loss statements, receipts, and other papers relating to lost and found articles.	**Destroy** after case is closed	GRS 18 Item 15(b)
	8. **Security violation Files.** Reports of security violations, retained by guard forces or other persons performing security patrols.		
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecution determination, exclusive of filed held by the Department of Justice or Department of Defense offices responsible for making such determinations.	**Destroy** 5 years after close of case.	GRS 18 Item 24(a)
	b. All other files, exclusive of documents placed in official personnel folders.	**Destroy** 2 years after completion of final action.	GRS 18 Item 24(b)
	9. **Credentials Files. Identification credentials and related papers.**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	**Destroy** credentials 3 months after return to issuing office.	GRS 11 Item 4(a)
	b. Receipts, indices, listings, and accountable records.	**Destroy** after all listed credentials are accounted for.	GRS 11 Item 4(b)
	10. **Visitor Control Files.** Registers, cards, or logs for recording names of visitors and related data maintained for facilities security purposes.	**Destroy** 2 year after final entry or 2 year after date of document, as appropriate.	GRS 18 Item 17(b)
	11. **Official investigative Case Files.** These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System.		
	a. Office of origin.		
	(1) Investigations of applicants and employees. EXCLUDES employee "locate" investigations. Upon completion of investigation of administrative action, transfer original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials from the official investigative case file to the employee's Personnel Security File (PSF).	**Destroy** the PSF in accordance with the provisions of item 1600(10) above.	NC1-237-77-3 Item 6 Approved 12/2/77
	(2) Investigations to locate employees or airmen.	**Destroy** upon completion of administrative action or 5 years from date of last entry, whichever is sooner.	NC1-237-77-3 Item 6 Approved 12/2/77
	(3) Airmen/aircraft record searches.	**Destroy** upon completion of administrative or appeal actions but not later than 5 years from the date of last entry into the file.	NC1-237-77-3 Item 6 Approved 12/2/77
	(4) Other investigations not listed above. EXCLUDES "locate" investigations and aircraft/airman record searches requested by other agencies.	**Destroy** 5 years following last completed action of litigation or 5 years from the date of last inquiry or entry into the file.	NC1-237-77-3 Item 6 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Lead office.	**Destroy** investigative case file 60 days after referral to the office of origin.	NC1-237-77-3 Item 6 Approved 12/2/77
	c. ACS information copies of reports of investigation received from an office or Lead Office.	**Destroy** 90 days after completion of final action.	NC1-237-77-3 Item 6 Approved 12/2/77
	12. **Investigative Correspondence Files.** The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, Official Investigative Case Files or PSF but which have a retrieval or reference value to the investigations program.	**Destroy** contents 3 years from date of origin.	NC1-237-77-3 Item 7 Approved 12/2/77
	13. **Investigative index Files.** Consist of FAA Forms or index cards which refer to a subject of investigation or FAA investigative reports, or are maintained in lieu of an FAA Report of Investigation, or those used as a reference source to other materials indexed in the FAA's Investigative Record System.		
	a. FAA investigations of applicants and employees.	**Destroy** 5 years after destruction of the PSF.	NC1-237-77-3 Item 8 Approved 12/2/77
	b. Other FAA investigations.	**Destroy** those index cards that refer to FAA investigations on other than employees or applicants, or that are maintained in lieu of an FAA Report of Investigation, 20 years after creation of the index card.	NC1-237-77-3 Item 8 Approved 12/2/77
	c. Investigative correspondence card files.	**Destroy** 5 years after destruction of the related file material.	NC1-237-77-3 Item 8 Approved 12/2/77
	d. Reports about stolen aircraft and aircraft engaged in illegal activities.	**Destroy** 5 years after creation.	NC1-237-77-3 Item 8 Approved 12/2/77
	e. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	**Destroy** when 2 years old.	GRS 18 Item 11

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	14. **Property Pass Files.** Property pass files, authorizing removal of property or materials.	**Destroy** 3 months after expiration or revocation.	GRS 18 Item 12
	15. **Guard Assignment Files.** Files relating to guard assignments and strength.		
	a. Ledger records.	**Destroy** 3 years after final entry.	GRS 18 Item 13(a)
	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	**Destroy** when 2 years old.	GRS 18 Item 13(b)
	16. **Police Functions Files.** Files relating to exercise of police functions.		
	a. Ledger records of arrest, cars ticketed, and outside police contacts.	**Destroy** 3 years after final entry.	GRS 18 Item 14(a)
	b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	**Destroy** when 2 years old.	GRS 18 Item 14(b)
	c. Reports on contact of outside police with building occupants.	**Destroy** when 1 year old.	GRS 18 Item 14(c)
	17. **Personal Property Accountability Files.** Files relating to accountability for personal property lost or stolen.		
	a. Ledger files.	**Destroy** 3 years after final entry.	GRS 18 Item 15(a)
	b. Reports, loss statements, receipts and other documents relating to lost and found articles.	**Destroy** when 1 year old.	GRS 18 Item 15(b)
	18. **Key Accountability Files.** Files relating to accountability for keys issued.		
	a. For areas under maximum security.	**Destroy** 3 years after turn-in of key.	GRS 18 Item 16(a)
	b. For other areas.	**Destroy** 6 months after turn-in of key.	GRS 18 Item 16(b)
	19. **Visitor Control Files.** Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.		
	a. For areas under maximum security.	**Destroy** 5 years after final entry or 5 years after date of document, as appropriate.	GRS 18 Item 17(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. For other areas.	**Destroy** 2 years after final entry or 2 years after date of document, as appropriate.	GRS 18 Item 17(b)
	20. **Facilities Checks Files.** Files relating to periodic guard force facility checks.		
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	**Destroy** when 1 year old.	GRS 18 Item 18(a)
	b. Reports of routine after-hours security checks that either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.	**Destroy** when 1 month old.	GRS 18 Item 18(b)
	21. **Guard Service Control Files.**		
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	**Destroy** when superseded or obsolete.	GRS 18 Item 19(a)
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	**Destroy** when 1 year old.	GRS 18 Item 19(b)
	c. Automatic machine patrol charts and registers of patrol and alarm services.	**Destroy** when 1 year old.	GRS 18 Item 19(c)
	d. Arms distribution sheets, charge records, and receipts.	**Destroy** 3 months after return of arms.	GRS 18 Item 19(d)
	22. **Logs and Registers.** Guard logs and registers not covered elsewhere in this schedule.		
	a. Central guard office master logs.	**Destroy** 2 years after final entry.	GRS 18 Item 20(a)
	b. Individual guard post logs of occurrences entered in master logs.	**Destroy** 1 year after final entry.	GRS 18 Item 20(b)
	23. **Security Clearance Administrative Subject Files**. Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 21

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	24. **Personnel Security Clearance Files.** Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.		
	a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	**Destroy** upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS 18 Item 22(a)
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	**Destroy** in accordance with the investigating agency instructions.	GRS 18 Item 22(b)
	c. Index to the Personnel Security Case Files.	**Destroy** with related case file.	GRS 18 Item 22(c)
	25. **Personnel Security Clearance Status Files.** Lists or rosters showing the current security clearance status of individuals.	**Destroy** when superseded or obsolete.	GRS 18 Item 23
	26. **Security Violations Files.** Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.		
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecution determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	**Destroy** 5 years after close of case.	GRS 18 Item 24(a)
	b. All other files, exclusive of documents placed in official personnel folders.	**Destroy** 2 years after completion of final action or when no longer needed, whichever is sooner.	GRS 18 Item 24(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	27. **Classified Information Nondisclosure Agreements.** Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).		
	a. If maintained separately from the individual's official personnel folder.	**Destroy** when 70 years old.	GRS 18 Item 25(a)
	b. If maintained in the individual's official personnel folder.	Apply the disposition for the official personnel folder.	GRS 18 Item 25(b)
	28. **Mandatory Review For Declassification Requests Files.** Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.		
	a. Correspondence and supporting documents. (EXCLUDES the official file copy of the records if filed herein, and sanitizing instructions, if applicable).		
	(1) Granting access to all the requested records.	**Destroy** 2 years after date of reply.	GRS 14 Item 31(a)(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Request not appealed.	**Destroy** 2 years after date of reply.	GRS 14 Item 31(a)(2)(a)
	(b) Request appealed.	**Destroy** as authorized under Item 32.	GRS 14 Item 31(b)(2)(b)
	(3) Denying access to all or part of the records requested.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(a) Request not appealed.	**Destroy** 5 years after date of reply.	GRS 14 Item 31(a)(3)(a)
	(b) Request appealed.	**Destroy** as authorized under Item 32.	GRS 14 Item 31(a)(3)(b)
	b. Official file copy of requested records.	Dispose of in accordance with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.	GRS 14 Item 31(b)
	c. Sanitizing instructions.	**Destroy** when superseded, or when requested documents are declassified or destroyed.	GRS 14 Item 31(c)
	29. **Mandatory Review for Declassification Appeals Files**. Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	a. Correspondence and supporting documents.(EXCLUDES the official file copy of the records under appeal if filed herein).	**Destroy** 4 years after final determination by agency.	GRS 14 Item 32(a)
	b. Official file copy of records under appeal.	**Dispose** of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request. whichever is later.	GRS 14 Item 32(b)
	30. **Mandatory Review for Declassification Control Files.** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.		
	a. Registers or listing.	**Destroy** 5 years after date.	GRS 14 Item 33(a)
	b. Other files.	**Destroy** 5 years after final action by the agency.	GRS 14 Item 33(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	31. **Mandatory Review for Declassification Reports Files.** Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.	**Destroy** when 2 years old.	GRS 14 Item 34
	32. **Mandatory Review for Declassification Administrative Files.** Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.	**Destroy** when 2 years old.	GRS 14 Item 35
	33. **Erroneous Release Files.** Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.		
	a. Files that include the official file copy of the released records.	Follow the disposition instructions approved for the released official file copy, or **Destroy** 6 years after the erroneous release, whichever is later.	GRS 14 Item 36(a)
	b. Files that do not include the official file copy of the released records.	**Destroy** 6 years after the erroneous release.	GRS 14 Item 36(b)
1650	**CIVIL AVIATION SECURITY**		
	1. **General Correspondence Files.** Correspondence, reports, and related materials accumulated in the administration and direction of programs for the prevention of criminal acts against air transportation.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Files of the Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, airport security, air security guards, collection and dissemination of information concerning threats against air commerce, and the research, development, and maintenance of deterrent systems for the prevention of criminal acts against air transportation, including test data on detection devices and X-ray baggage inspection equipment. Includes studies and reports of significant accomplishments.	**PERMANENT. Transfer to FRC** when 5 years old. **Offer to NARA** when 10 years old.	NC-237-75-1 Item 1 Approved 7/26/74
	b. All others.	**Destroy** when 2 years old.	NC-237-75-1 Item 1 Approved 7/26/74
	2. **Civil aviation security rulemaking Project Files.** Case files reflecting the development of new or amended Federal Aviation Regulations, and grants or denials of exemption petitions.		
	a. Initial supplementary, final projects reports, internal coordination correspondence, executive summary, and other items determined to be significant by project officer.	**PERMANENT. Transfer to FRC** 5 years after completion of final action and as volume warrants. **Offer to NARA** when 15 years old.	NC1-237-77-3 Item 37 Approved 12/2/77
	b. All other material.	**Destroy** 5 years after completion of final action.	NC1-237-77-3 Item 37 Approved 12/2/77
	3. **Operations liaison Files.** Documents relating to the collection, evaluation and dissemination of Civil Aviation Security Information such as hijacking, sabotage, terrorism, bomb threats, attempts to board with concealed weapons, and related incidents. Included are statistical and summary data, reports, and related indices.		
	a. Original Records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-5 Item 1 Approved 6/6/77
	b. Microfilm of original records.	**Destroy** microfilm when 50 years old.	NC1-237-77-5 Item 1 Approved 6/6/77
	4. **Air carrier/airport program review Files.** Documents relating to air carrier/airport security enforcement programs submitted by air carriers/ airport operators to FAA for approval.	**Destroy** when superseded by new program document.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Air carrier, airport and individual violation Files.** Case files relating to investigations of air carrier and airport violations, and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security including investigations, reports, statistical data and summaries.		
	a. Offices of primary interest for case files. These are as follows: Principal Security Inspectors for designated air carrier violations, Civil Aviation Security Field Offices for airport violations at airports under their jurisdiction, and Civil Aviation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction.		
	(1) Case files relating to violations which result in Administrative Enforcement Actions.	**Destroy** 1 year after the year in which the case is closed in the EIS. (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(2) Case files relating to violations which result in Legal Enforcement Action.		
	(a) Official case file.	**Transfer** to the office of Assistant Chief Counsel. These case files become legal enforcement case files and are retained, transferred and destroyed in accordance with series 2150/1 of this order.	N1-237-92-5 Item 1 Approved 10/13/94
	(b) Official case file copies maintained by the Civil Aviation Security Office of Primary Interest.	**Destroy** 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(3) Case files resulting in "no action".	**Destroy** 30 days after (or no more than 90 days) the date the case is closed in the EIS. (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(4) All other closed case files.	**Destroy** when no longer needed for reference.	N1-237-92-5 Item 1 Approved 10/13/94
1700	**ADMINISTRATIVE SERVICES**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **General Correspondence Files.** Administrative correspondence, reports, forms and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.		
	a. Agency office of primary interest.	**Destroy** when 2 years old.	NC1-237-77-3 Item 9 Approved 12/2/77
	b. Offices and units responsible for performance of administrative support services.	**Destroy** when 2 years old.	II-NNA-1017 Item 96 Approved 7/13/54
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 11 Item 6(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 11 Item 6(b)
	3. **Directory Files.** Correspondence, forms and other records relating to the compilation of telephone listings and directories.	**Destroy** 2 months after issuance of directory.	GRS 11 Item 3
	4. **Employee locator Files.**	**Destroy** upon separation of employee from activity.	Nonrecord
1710	**PUBLICATIONS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Internal publications Files.** Each FAA internal publication, advisory circular, regulation, and similar material, with supporting case file, if any, maintained by the issuing or controlling office.		
	a. Record copy.	**PERMANENT. Transfer to FRC** when 4 years old. **Offer to NARA** when 10 years old.	NC1-237-77-3 Item 10 Approved 12/2/77
	b. All other copies.	**Destroy** when no longer needed for administrative purposes.	NC1-237-77-3 Item 10 Approved 12/2/77
	c. All related case files.	**Transfer** closed case files to FRC when 4 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 10 Approved 12/2/77
	2. **Publication planning Files.** Editorial matter relating to the publication of a manuscript, including drafts, galley and page proofs, and similar materials.	**Destroy** 2 years after issuance of related production.	GRS 13 Item 2
	3. **Publications Control Files.** Documents used to record actions in processing publications.	**Destroy** 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13 Item 3
1720	**PRINTING AND DISTRIBUTION**		
	1. **Administrative Correspondence Files.** Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	**Destroy** when 2 years old.	GRS 13 Item 1
	2. **Electronic Mail and Word Processing System Copies**. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 13 Item 7(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 13 Item 7(b)
	3. **Project Files.** Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.		
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	**Destroy** 1 year after completion of job.	GRS 13 Item 2(a)
	b. Files pertaining to planning and other technical matters.	**Destroy** when 3 years old.	GRS 13 Item 2(b)
	4. **JCP Reports Files.** Reports to Congress and related records.		
	a. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	**Destroy** when 3 years old.	GRS 13 Item 5(a)
	b. Copies in subordinate reporting units and related work papers.	**Destroy** 1 year after date of report.	GRS 13 Item 5(b)
	5. **Control Files.** Control registers pertaining to requisitions and work orders.	**Destroy** 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13 Item 3
	6. **Mailing Lists.**		
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	**Destroy** after appropriate revision of mailing list or after 3 months, whichever is sooner.	GRS 13 Item 4(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Card lists.	**Destroy** individual cards when cancelled or revised.	GRS 13 Item 4(b)
	7. **Internal Management Files.** Records relating to internal management and operation of the unit.	**Destroy** when 2 years old.	GRS 13 Item 6
	8. **Requisition on the Public Printer.** Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	**Destroy** 3 years after completion or cancellation of requisition.	GRS 3 item 6(a)
	b. Accounting copy of requisition.	**Destroy** 3 years after period covered by related account.	GRS 3 Item 6(b)
	9. **Printing Reports Files.** Reports to Joint Committee on Printing regarding operation of FAA printing plants and inventories of printing, binding, and related equipment.	**Destroy** when 3 years old.	GRS 13 Item 5(a)
	10. **Inventory and Stock Control Files.** Documents reflecting supply status of publications and blank forms.	**Destroy** when 1 year old.	GRS 13 Item 3
	11. **Distribution Schedule Files.** Schedules, shipping instructions, and related papers used to determine printing quantities for FAA publications and forms.	**Destroy** when 2 year old.	GRS 13 item 1
1730	**VISUAL, EXHIBITS, AND GRAPHICS**		
	1. **Visual Services Files.** Original art work, illustrations, slides, handbills, flyers, letterhead, charts and graphics, negatives, and other visual aids, handbills, fliers, letterhead, graphs.	**Destroy** when no longer needed for further reproduction.	GRS 21 Item 6, 7, 8
	2. **Visual Services Work Order Files.** Documents relating to requests for visual services and of work performed.	**Destroy** when 1 year old.	GRS 23 Item 1
1740	**AUDIO-VISUALS**		
	1. **Black & White and Color Photographic Prints.**		
	a. Agency-generated, sponsored, or gathered prints of historical and modern aircraft, airports, air traffic control facilities and equipment, civilian and military aviation activities, and major Federal Aviation Administration (FAA) officials, programs, and events.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 1(a) Approved 11/6/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Transitory photographic files. Agency-generated, sponsored, or gathered prints of insignificant and routine activities such as coverage of FAA awards ceremonies, retirements, campaign activities and training programs common to most government agencies.	**Destroy** when 1 year old.	GRS 21 Item 1(b)
	c. Photographic work order files. Documents relating to requests for photographic services, and of work performed.	**Destroy** when 1 year old.	GRS 21 Item 1
	2. **Black & White Negatives and Contact Sheets.**		
	a. Black and white photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related log or finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 2(a) Approved 11/6/95
	b. Transitory black and white negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)	**Destroy** when 1 year old.	GRS 21 Item 1
	3. **Color Negatives and Contact Sheets.**		
	a. Color photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 3(a) Approved 11/6/95
	b. Transitory color negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)	**Destroy** when 1 year old.	GRS 21 Item 1
	4. **Color Slides.**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Color photographic slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically significant subject matter. (see 1a)	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 4(a) Approved 11/6/95
	b. Transitory color slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically insignificant or routine subject matter. (see 1b)	**Destroy** when 1 year old.	GRS 21 Item 1
	5. **Motion Picture Films and Video Recordings.**		
	a. Motion Picture Films and Video Recordings. Agency-generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical FAA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate), plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 5(a) Approved 11/6/95
	b. Films acquired from outside sources for personnel and management training.	**Destroy** 1 year after completion of training program.	GRS 21 Item 9
	c. Video or Motion Picture Routine Surveillance footage.	**Destroy** when 6 months old.	GRS 21 Item 11 and Item 18
	d. Routine scientific, medical, or, engineering footage	**Destroy** When 2 years old.	GRS 21 Item 12
	e. Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184.	**Destroy** when no longer needed.	Nonrecord
	f. Programs acquired from outside sources for personnel and management training.	**Destroy** 1 year after completion of training program.	GRS 21 Item 14
	g. Rehearsal or practice tapes.	**Destroy** immediately.	GRS 21 Item 16
	h. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	**Destroy** 1 year after completion of training program.	GRS 21 Item 17
	i. Routine scientific, medical or engineering recordings.	**Destroy** when 2 years old.	GRS 21 Item 19

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	j. Recordings that document routine meetings and award presentations.	**Destroy** when no longer needed.	GRS 21 Item 20
	k. Duplicate dubbing and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	**Destroy** when no longer needed.	Nonrecord
	6. **Magnetic Audiotape Recordings.**		
	a. Magnetic audiotape recordings. Agency-generated,, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges that document historical FAA personalities, speeches, conferences, and other significant events and activities. NOTE: For permanent magnetic audiotape recording, NARA wants the original or earliest generation plus a second copy.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 69(a) Approved 11/6/95
	b. Transitory magnetic audiotape recordings files. Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges pertaining to historically insignificant or routine subject matter.	**Destroy** when 1 year old or when no longer needed.	N1-237-95-6 Item 6(b) Approved 11/6/95
	7. **Graphic Arts.**		
	a. Two copies of agency generated, sponsored, or gathered posters distributed agencywide or to the public and outstanding artwork of unusual or outstanding merit. NOTE: For original artwork of unusual or outstanding merit, NARA wants, if possible, 2x2 color slide or 4x5 color transparency copies of the items. For additional guidance, contact NARA's Nontextual Archives Division.	**PERMANENT. Cutoff** file every 5 years. **Transfer** 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 7(a) Approved 11/6/95
	b. Viewgraphs	**Destroy** when 1 year old or when no longer needed.	GRS 21 Item 5
	c. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	**Destroy** when no longer needed for publication or reprinting.	GRS 21 Item 6
	d. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	**Destroy** when no longer needed for publication or reprinting.	GRS 21 Item 7

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	e. Line copies of graphs and charts.	**Destroy** when no longer needed for publication or reprinting.	GRS 21 Item 8
	8. **Audio (Sound) Recordings**		
	a. Recordings of meetings made exclusively for note taking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	**Destroy** immediately after use.	GRS 21 Item 22
	b. Dictation belts or tapes.	**Destroy** immediately after use.	GRS 21 Item 23
	c. Pre-mix sound elements created during the course of a motion picture, television, or radio production.	**Destroy** immediately after use.	GRS 21 Item 24
	d. Library sound recordings (e.g., effects, music).	**Destroy** when no longer needed.	Nonrecord
	e. Daily or spot news recordings available to local radio stations on a call-in basis.	**Destroy** when 6 months old.	GRS 21 Item 26
	f. Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	**Destroy** when no longer needed	Nonrecord
	9. **Still Photography**		
	a. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	**Destroy** when 1 year old.	GRS 21 Item 1
	b. Personnel identification or passport photographs.	**Destroy** when 5 years old or when superseded or obsolete, whichever is later.	GRS 21 Item 2
	c. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	**Destroy** 1 year after completion of training program.	GRS 21 Item 3
	d. Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.	**Destroy** when no longer needed.	Nonrecord
	10. **Related Documentation**		
	a. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	**Dispose** of according to the instructions covering the related audiovisual records.	GRS 21 Item 28

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Finding aids for identification, retrieval, or use of temporary audiovisual records.	**Dispose** of according to the instructions covering the related audiovisual records.	GRS 21 Item 29
1750	**LIBRARY SERVICES**		**OPR Action needed to request disposition authority.**
1760	**OFFICE SERVICES**		**OPR Action needed to request disposition authority.**
	1. **Office Equipment Service Files.** Requests for office equipment maintenance service, such as typewriter repairs and telephone service.	**Destroy** 3 month after work is performed or requisition canceled.	GRS 11 Item 5
	2. **Parking Permit Files.** Documents relating to applications for an issuance of car parking permits.	**Destroy** credentials 3 months after return to issuing office.	GRS 11 Item 4(a)
	3. **Messenger Service Files.** Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	**Destroy** when 2 months old.	GRS 12 Item 1
1770	**MAIL MANAGEMENT**		
	1. **Post Office and Private Mail Company Records.** Postal Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.		
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	**Destroy** when 1 year old.	GRS 12 Item 5(a)
	b. Application for registration and certification of declared value mail.	**Destroy** when 1 year old.	GRS 12 Item 5(b)
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	**Destroy** when 1 year old.	GRS 12 Item 5(c)
	2. **Mail Production Files.** Production reports of mail handled and work performed and related complications.	**Destroy** when 1 year old.	GRS 12 Item 6(d)
	3. **Remittance Record Files.** Record of remittances (cash, check, money orders) and other valuables enclosed in incoming mail.	**Destroy** when 1 year old.	GRS 12 Item 6(e)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Mail Control Files.** Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 1770(1), and those used as indexes to correspondence files.	**Destroy** when 1 year old.	GRS 12 Item 6(a)
	a. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	**Destroy** when 6 months old.	GRS 12 Item 6(b)
	b. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	**Destroy** when 6 months old.	GRS 12 Item 6(c)
	c. Statistical reports and data relating to handling of mail and volume of work performed.	**Destroy** when 1 year old.	GRS 12 Item 6(d)
	d. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	**Destroy** when 1 year old.	GRS 12 Item 6(e)
	e. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	**Destroy** when 6 months old.	GRS 12 Item 6(f)
	f. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	**Destroy** when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 12 Item 6(g)
	g. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	**Destroy** 5 months after separation or transfer of individual or when obsolete, whichever is applicable.	GRS 12 Item 6(h)
	5. **Postal Irregularities File.** Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	**Destroy** 3 years after completion of investigation.	GRS 12 Item 8
1780	**CONFERENCE ROOMS**		**OPR Action needed to request disposition authority..**
1800	**PROGRAM MANAGEMENT AND APPRAISAL**		**OPR Action needed to request disposition authority..**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1810	**SYSTEM ACQUISITION**		**OPR Action needed to request disposition authority..**
1811	**ACQUISITION MANAGEMENT**		**OPR Action needed to request disposition authority.**
1812	**SYSTEMS ACQUISITION MANAGEMENT-SYSTEMS REQUIREMENTS**		**OPR Action needed to request disposition authority.**
1813	**SYSTEMS ACQUISITION MANAGEMENT - ACQUISITION AUTHORIZATION**		**OPR Action needed to request disposition authority.**
1820	**MANAGEMENT GUIDELINES**		**OPR Action needed to request disposition authority.**
1830	**TELECOMMUNICATIONS MANAGEMENT**		
	1. **Communication General Files.**		
	a. Correspondence and related records pertaining to internal administration and operation.	**Destroy** when 2 years old.	GRS 12 Item 2(a)
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	**Destroy** when 3 years old	GRS 12 Item 2(b)
	c. Telecommunications statistical reports including cost and volume data.	**Destroy** when 1 year old.	GRS 12 Item 2(c)
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 12 Item 9(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 12 Item 9(b)
	3. **Telephone Use (Call Detail) Records.** Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by Item 2500, Accountable Officers' Accounts Records.	**Destroy** when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS 12 Item 4
	4. **Telecommunications voucher files.**		
	a. Reference copies of vouchers, bills, invoices, and related records.	**Destroy** when 1 fiscal year old.	GRS 12 Item 2(d)(1)
	b. Records relating to installation, change, removal, and servicing of equipment.	**Destroy** 1 year after audit or when 3 years old, whichever is sooner.	GRS 12 Item 2(d)(2)
	c. Copies of agreements with background data and other records relating to agreements for telecommunications services.	**Destroy** 2 years after expiration or cancellation of agreement.	GRS 12 Item 2(e)
	5. **Telecommunications Operational Files.**		
	a. Message registers, logs, performance reports, daily load reports, and related and similar records.	**Destroy** when 6 months old.	GRS 12 Item 3(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	**Destroy** when 2 years old.	GRS 12 Item 3(b)
	6. **Directory Service Files**. Correspondence, forms, and other records relating to the compilation of directory service listings.	**Destroy** 2 months after issuance of listing.	GRS 11 Item 3
1840	**APPRAISAL**		**OPR Action needed to request disposition authority.**
1850	**MANAGEMENT AND PRODUCTIVITY IMPROVEMENT**		**OPR Action needed to request disposition authority.**
1860	**SYSTEM PLANNING AND DEVELOPMENT**		**OPR Action needed to request disposition authority.**
1880	**MANAGEMENT INFORMATION**		
	1. **Microform Inspection Records.**		
	a. Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.	**Destroy 1** year after the records are transferred to the legal custody of the National Archives.	GRS 16 Item 10(a)
	b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	**Destroy** when 2 years old, or when superseded, whichever is later.	GRS 16 Item 10(b)
	2. **IRM Triennial Review Files.** Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Includes associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	**Destroy** when 7 years old.	GRS 16 Item 11
	3. **Information Collection Budget Files.** Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	**Destroy** when 7 years old.	GRS 16 Item 12

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Documents Published in the Federal Register.**		
	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e)(3); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.	**Destroy** when 1 year old.	GRS 16 Item 13(a)
	b. Files documenting the processing of semiannual regulatory agenda.	**Destroy** when 2 years old.	GRS 16 Item 13(b)
	5. **Internal Control Records.** Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement.		
	6. **Policy, procedure, and guidance Files.** Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.	**Destroy** when superseded.	GRS 16 Item 14(a)
	7. **Management control plans.** Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.	**Destroy** when superseded.	GRS 16 Item 14(b)
	8. **Risk analyses.** Reports and supporting materials used to document review of program areas for susceptibility **to loss or unauthorized use** of resources, errors in reports and information, and illegal and unethical actions.	**Destroy** after next review cycle.	GRS 16 Item 14(c)
	a. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress.	**Destroy** after next reporting cycle.	GRS 16 Item 14(d)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.	**Destroy** 1 year after report is complete.	GRS 16 Item 14(e)
	9. **Review Files.** Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.		
	a. Office with responsibility for coordinating Internal Control functions.	Cut off when no further corrective action is necessary. **Destroy** 5 years after cutoff.	GRS 16 Item 14(f)(1)
	b. Copies maintained by other offices as internal reviews.	Cut off when no further corrective action is necessary **Destroy** 1 year after cutoff.	GRS 16 Item 14(f)(2)
1900	**EMERGENCY READINESS AND OPERATIONS**		
	1. **Defense Readiness Planning Files.** Records documenting the administration of defense readiness and civil defense plans and programs, including consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans; duplicates of each plan and directive issued with related significant background papers; and related correspondence.	**Destroy** when 5 years old.	NC1-237-77-3 Item 11 Approved 12/2/77
	2. **Emergency Plan Files.** Copies of emergency plans and directives, other than those described in (1) above.	**Destroy** when superseded or obsolete.	Nonrecord
	3. **Operation Tests Files.** Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	**Destroy** when 3 years old.	GRS 18 Item 28

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Emergency Planning Administrative Correspondence Files.** Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 26
1910	**EMERGENCY OPERATIONS ORDERS AND PLANS**		
	1. **Emergency Planning Administrative Correspondence Files.** Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	**Destroy** when 2 years old.	GRS 18 Item 26
	2. **Emergency Planning Case Files.** Case files accumulated by offices responsible for the preparation and issuance of plans and directives. Files consist of a copy of each plan or directive issued, and related background documents, EXCLUDING 1 record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	**Destroy** 3 years after issuance of a new plan or directive.	GRS 18 Item 27
	3. **Emergency Operations Tests Files.** Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	**Destroy** when 3 years old.	GRS 18 Item 28
	4. **National Defense Executive Reserve (NDER) Case Files.** Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies. Files include qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.		
	a. Case files on reservists.	**Destroy** 5 years after termination from NDER program.	GRS 18 Item 29(a)
	b. Case files on individuals whose applications were rejected or withdrawn.	**Destroy** when 5 years old.	GRS 18 Item 29(b)
1920	**CIVIL AVIATION EMERGENCY READINESS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1930	RADIOLOGICAL EMERGENCY OPERATIONS		OPR Action needed to request disposition authority.
1940	EMERGENCY RESOURCE MANAGEMENT		OPR Action needed to request disposition authority.
1950	EMERGENCY OPERATIONS TESTS AND EXERCISES		OPR Action needed to request disposition authority.
1990	NATIONAL COMMAND AND CONTROL SYSTEM		OPR Action needed to request disposition authority.

CHAPTER 5. LEGAL AND FINANCIAL MATTERS

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2000	**LEGAL**		
	The records described below are generated in accomplishing the legal work of the agency, including the providing of legal counsel and advice on matters pertaining to agency functions; the administration of agency legislative, enforcement, rules drafting and interpretation rules codification, tort claims, and contract appeals programs; and the conduct of litigation in which the agency is involved or has an interest.		
	1. **General Correspondence Files.** Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence resulting in opinions, correspondence with National Transportation Safety Board, and other correspondence of a substantive nature.	**PERMANENT.** **Cut-off** files annually. **Transfer to FRC** when 4 years old. **Offer to NARA** when 19 years old.	NC1-237-77-3 Item 81 Approved 12/2/77
	b. Queries on violation history, duplicate copies of aviation medical denials, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions.	**Destroy** when 1 year old.	NC1-237-77-3 Item 81 Approved 12/2/77
	2. **Legal Workload Report Files.** Periodic workload reports of attorneys, such as FAA Form 2000-1 or equivalent.	**Destroy** when 2 years old.	NN-163-163 Item 3 Approved 9/25/63
2010	**OPINIONS**		
	1. **Legal Opinion Files.** Documents reflecting legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA, and related indexes.		
	a. Precedential decisions. Microfilm a 5 year block in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-3 Item 82 Approved 12/2/77
	b. Microfilm.		
	(a) Record copy.	**PERMANENT.** **Offer to NARA** with record copy of accompanying AVLEX Subject Index upon filming and verification of quality of film.	NC1-237-77-3 Item 82 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(b) Microfilm duplicate.	**Destroy** in agency when no longer needed for legal research.	NC1-237-77-3 Item 82 Approved 12/2/77
	c. All other copies.	**Destroy** in agency when 5 years old.	NC1-237-77-3 Item 82 Approved 12/2/77
2050	**LEGISLATION**		
	1. **Legislative History Files.** Case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.		
	a. Legislation of limited applicability to FAA.	**Transfer to FRC** 5 years after enactment. **Destroy** 10 years after enactment.	NC1-237-77-3 Item 83(1) Approved 12/2/77
	b. Legislation directly and significantly affecting the FAA.	**PERMANENT. Transfer to FRC** when inactive. **Offer to NARA** 10 years after receipt by FRC.	NC1-237-77-3 Item 83(1) Approved 12/2/77
	2. **Legislative Proposal Files.** Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.		
	a. Records of proposals that are enacted.	**Transfer** to legislative history files (Item 2050(1)) and dispose of accordingly.	NC1-237-77-3 Item 83 (2)(a) Approved 12/2/77
	b. Records of proposals not enacted.		
	(1) Proposals initiated by FAA and those initiated outside FAA relating to aviation matters.	**Transfer to FRC** 5 years after close of case. **Destroy** 25 years after close of case.	NC1-237-77-3 Item 83 (2)(b) Approved 12/2/77
	(2) All others.	**Destroy** 4 years after close of case.	NC1-237-77-3 Item 83 (2)(b) Approved 12/2/77
	3. Legislative reference files. Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.	**Destroy** when no longer needed for current agency business.	NN-163-163 Item 7 Approved 9/25/63
2100	**RULES, REGULATIONS, AND ORDERS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Rules Dockets Files.** Dockets relating to creation of a new Federal Aviation Regulation(FAR) or amendment of an existing FAR. Each docket contains some or all of the following documents: proposal, notice of proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order.		
	a. General rulemaking dockets.		
	(1) Dockets relating to substantive rules that attracted great public or industry attention and response; signified an advance in aero-technology, had significant impact on general aviation commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF THE CHIEF COUNSEL (AGC).		
	(a) Dockets not microfilmed.	**PERMANENT. Transfer to FRC** 30 years after close of file. **Offer to NARA** 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	**PERMANENT. Offer to NARA** record copy of microfilm/microfiche with accompanying subject index in 10 year blocks when the latest records are 30 years old.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Unselected dockets.		
	(a) Dockets not microfilmed.	**Transfer to FRC** 30 years after close of file. **Destroy** 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	**Destroy** 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	b. Exemption dockets (Non-medical).		
	(1) Dockets not microfilmed.	**Transfer to FRC** 5 years after termination date. **Destroy** 10 years after termination date.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 10 years after termination date.	NC1-237-83-1 Item 12 Approved 11/30/83
	c. Exemption dockets (Medical).		
	(1) Denied exemptions.		
	(a) Dockets not microfilmed.	**Transfer to FRC** 2 years after close of file. **Destroy** 7 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	**Destroy** 7 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Granted exemptions.		
	(a) Dockets not microfilmed.	**Transfer to FRC** 2 years after close of file. **Destroy** 32 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	**Destroy** 32 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	d. Special condition dockets.		
	(1) Dockets not microfilmed.	**Transfer to FRC** 30 years after close of file. **Destroy** when FAA cancels type certificate of aircraft.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** when FAA cancels type certificate of aircraft.	NC1-237-83-1 Item 12 Approved 11/30/83
	e. Airworthiness directives docket. (Issued in Washington, D.C.)		
	(1) Dockets not microfilmed.	**Transfer to FRC** when 30 years old. **Destroy** when FAA cancels type certificate.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** when FAA cancels type certificate.	NC1-237-83-1 Item 12 Approved 11/30/83
	f. Denials and dispositions of petitions for rulemaking dockets.		
	(1) Dockets not microfilmed.	**Transfer to FRC** 10 years after issue of denial. **Destroy** 35 years after issue of denial.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		

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	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 35 years after issue of denial.	NC1-237-83-1 Item 12 Approved 11/30/83
	g. Regional airworthiness directives dockets and regional airspace dockets. (These are duplicate copies of the original dockets that originate in regional offices).	**Destroy** in agency when no longer needed for reference.	NC1-237-77-3 Item 84 (g) Approved 12/2/77
	h. Washington airspace dockets.		
	(1) Dockets not microfilmed.	**Transfer to FRC** 5 years after close of case. **Destroy** 15 years after close of case.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 15 years after close of case.	NC1-237-83-1 Item 12 Approved 11/30/83
	(c) Washington and regional transmittal files and non-codified items such as notices of meetings, delegations of authority, organizational certification requests, and similar material.	**Destroy** in agency when no longer needed for reference.	NC1-237-77-3 Item 84 (i) Approved 12/2/77
2110	**PROCEDURES (INCLUDING DOCKETING)**		**OPR Action needed to request disposition authority.**
2120	**CODIFICATION**		**OPR Action needed to request disposition authority.**
2130	**INTERPRETATIONS**		
	Legal Interpretation Files. Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulations, regulations of the Administrator, and related legislation.	**Destroy** in agency when no longer needed for legal research purposes.	NC1-237-77-3 Item 85 Approved 12/2/77
2150	**ENFORCEMENT**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Legal Enforcement Case Files.** Case files relating to legal actions taken with respect to alleged violations of Federal Aviation Regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.		
	a. Case files forwarded to and processed by the offices of the Assistant Chief Counsel for headquarters, regions, and centers.	**Transfer to FRC** 2 years after case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4 in this order.) **Destroy** 5 years after case is closed in EIS.	N1-237-92-4 Item 1 Approved 8/10/95
	b. Case files resulting in "no action".	**Destroy** 30 days after (or no more that 90 days after) the case is closed in EIS. (Refer to paragraph 2150 Item 4(a)(5) in this order.)	N1-237-92-4 Item 1 Approved 8/10/95
	c. Case files resulting in indefinite suspension of an airmen certificate pending successful completion of reexamination or proof of qualification.	**Destroy** 1 month after the date of the successful completion of reexamination or proof of qualifications.	N1-237-92-4 Item 1 Approved 8/10/95
	2. **Enforcement Monitor Files.** Case files of enforcement cases processed by regional legal offices, consisting of copies of violation reports, technical analyses, and related documents, maintained by the Washington Headquarters legal office to evaluate regional enforcement operations.		
	a. Regional air carrier, commercial operator, and manufacturer cases.	**Destroy** 3 years after close of case.	NN-163-163 Item 11 Approved 9/25/63
	b. All others.	**Destroy** 2 years after close of case.	NN-163-163 Item 11 Approved 9/25/63
	3. **Violation Report Files.** Documents maintained by legal offices reflecting enforcement activity, including Violation Report Data (FAA Forms 2150-2 and 2150-3, or equivalent); digests of appeals to NTSB and related court decisions; and enforcement statistical reports.	**Destroy** in agency when no longer needed for reference.	NC1-237-77-3 Item 87 Approved 12/2/77
	4. **Enforcement Information Subsystem (EIS).** An automated database system that contains information concerning FAA enforcement actions against individuals and organizations.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. EIS Master Files contain information concerning open and closed FAA enforcement actions against individuals and organizations.	**Delete** closed cases when data have been entered into the Archives File (4b) and verified or when data are no longer needed for reference, whichever is later. See Archives Public Use File (4c) for data that will be available for research. Exceptions are indicated below:	N1-237-92-4 Item 4(a) Approved 8/10/95
	(1) For closed cases involving Other than Individuals.	**Destroy** identifying information when no longer needed for reference.	N1-237-92-4 Item 4(a)(1) Approved 8/10/95
	(2) For closed cases involving Revocation of Airmen Certificates.	**Destroy** information that identifies the individual when no longer needed for reference.	N1-237-92-4 Item 4(a)(2) Approved 8/10/95
	(3) For closed cases involving suspension of airmen certificates (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	**Destroy** information which identifies the individual 5 years after the date the airman surrenders his/her airman certificate, the date the airman submits an affidavit of certificate loss, or date of the Order of Suspension with Waiver of Sanction.	N1-237-92-4 Item 4(a)(3) Approved 8/10/95
	(4) For closed cases involving civil penalties against individuals (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	**Destroy** information which identifies the individual 5 years after the date the civil penalty has been paid, date of the Order Assessing Civil penalty with Waiver of Sanction, date of the civil penalty letter which provides for a waiver of sanction, or date a promissory note for payment of the civil penalty has been provided to the FAA.	N1-237-92-4 Item 4(a)(4) Approved 8/10/95
	(5) For cases resulting in "no action".	**Destroy** information that identifies the individual 30 days after (or no more than 90 days after) the case is closed in the EIS.	N1-237-92-4 Item 4(a)(5) Approved 8/10/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(6) For closed cases involving indefinite suspension of an airman certificate pending successful completion of reexamination or proof of qualifications.	**Destroy** information which identifies the individual 30 days after (or no more than 90 days after) the date of successful completion of reexamination or proof of qualifications.	N1-237-92-4 Item 4(a)(6) Approved 8/10/95
	(7) For cases resulting in administrative enforcement action.	**Destroy** information that identifies the individual 2 years after the case is closed in the EIS.	N1-237-92-4 Item 4(a)(7) Approved 8/10/95
	(8) For all other closed cases.	**Destroy** identifying information when no longer needed for reference.	N1-237-92-4 Item 4(a)(8) Approved 8/10/95
	(9) In all cases, if at the time the identifying information is due to be destroyed, a subsequent enforcement report has been opened, the identifying information in the first record will be destroyed in accordance with the following:		
	(a) If the subsequent enforcement action is resolved by administrative action or "no action".	**Destroy** the identifying information in the first record at the time the subsequent enforcement is resolved.	N1-237-92-4 Item 4(a)(9)(a)Approved 8/10/95
	(b) If the subsequent enforcement action is resolved through civil penalty or certificate action.	**Destroy** the identifying information in the first record when the subsequent enforcement is destroyed.	N1-237-92-4 Item 4(a)(9)(b) Approved 8/10/95
	b. EIS Archives Files contains information concerning closed FAA enforcement actions against individuals and organizations.	**Destroy/delete** closed cases when data have been entered into the Archives Public Use File (4c) and verified, or when data are no longer needed, whichever is later.	N1-237-92-4 Item 4(b) Approved 8/10/95
	c. EIS Archives Public Use File contains information concerning closed FAA enforcement actions against individuals and organizations. (This file will not include information that identifies individuals and select information intended for FAA internal use only. Some of the information that will be included in this file are the case report number, the FARs violated, and the final action.)	**PERMANENT. Transfer** a copy to the National Archives 3 months after cutoff.	N1-237-92-4 Item 4(c) Approved 8/10/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	d. EIS Federal Aviation Regulations (FAR) File. This is a subsidiary file to the EIS Master File and it covers FARs violations. (This file contains the following information: report number (year, region, office, and sequence number), record (type and sequence number), FAR code, and sanction amount.)	**PERMANENT. Cutoff** annually. **Transfer** copy to NARA with the EIS Archives Public Use File.	N1-237-92-4 Item 4(d) Approved 8/10/95
	e. EIS Documentation. Regardless of medium, record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file.		
	(1) Electronic files designated Permanent.	**PERMANENT. Transfer** a copy of documentation with file to NARA. **Transfer** updates and changes annually with subsequent transfer of the file.	N1-237-92-4 Item 4(e)(1) Approved 8/10/95
	(2) Electronic files designated Temporary.	**Destroy** when no longer needed.	N1-237-92-4 Item 4(e)(2) Approved 8/10/95
	5. **Enforcement Records** maintained on microforms in the Airmen and Aircraft Registry.	Consistent with retention and destruction guidelines set out in paragraphs 2150 Item 4(a)(2) through 2150 Item 4(a)(9) above, **Destroy** that portion of the microform indices, which refer to microform copies of enforcement records, prior to or incident to conversion other than microform.	N1-237-92-4 Item 5 Approved 8/10/95
2160	**CIVIL PENALTIES HEARING DOCKET**		**Disposition Pending Approval.**
2200	**CONTRACTS—LEGAL FUNCTIONS**		**OPR Action needed to request disposition authority.**
2210	**AIRPORTS AGREEMENTS**		
	Airports Legal Assistance Files. Correspondence, reports, opinions, and related materials reflecting legal counsel and review actions concerning the administration of the Federal Aid to Airports Program.	**Transfer to FRC** when inactive. **Destroy** 5 years after FRC receipt.	NC1-237-77-3 Item 88 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2220	**LEGAL PARTICIPATION IN PROCUREMENT AND CONTRACTING**		**OPR Action needed to request disposition authority.**
2230	**CONDEMNATION**		
	Legal Condemnation Files. Case files accumulated by legal offices reflecting proceedings concerning the acquisition of interests in real property by condemnation, including the preparation of declarations and coordination with the Department of Justice.	**Destroy** 3 years after close of case.	NN-163-163 Item 14 Approved 9/25/63
2240	**CONTRACT APPEALS**		
	Contract Appeals Case Files. Briefs, decisions, correspondence, and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers.		
	a. Cases selected by the AGC because of their precedential character.	**PERMANENT. Transfer to FRC** 5 years after case is settled. **Offer to NARA** 20 years after case is settled.	NC1-237-77-3 Item 89 Approved 12/2/77
	b. Unselected cases.	**Transfer to FRC** 5 years after case is settled. **Destroy** 25 years after case is settled.	NC1-237-77-3 Item 89 Approved 12/2/77
2250	**TORT CLAIMS AND PERSONAL PROPERTY CLAIMS**		
	Tort Claims and Personal Property Claims Files. Case files consisting of reports, vouchers, witness statements, legal decisions, and related material pertaining to claims by or against the Government resulting from FAA transactions, OTHER than litigation cases.		
	a. Cases relating to claims approved for payment.	**Retain** for GAO site-audit.	NN-163-163 Item 16 Approved 9/25/63
	b. All others.	**Destroy** when 3 years old.	NN-163-163 Item 16 Approved 9/25/63
2300	**LITIGATION**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Litigation Action Files. Case files consisting of correspondence, pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of aviation tort and civil contract claims cases and other agency activities. **NOTE: Some case files may be worthy of permanent retention if they significantly interpret FAA basic statutes and regulations or reflect significant developments. These should be brought to the attention of NARA for appraisal and appropriate disposition authorization.**	**Transfer to FRC** 3 years after close of case. **Destroy** 13 years after close of case.	N1-237-91-2 Approved 8/16/94
2400	**FINANCIAL MANAGEMENT**		

The records described below are accumulated in connection with the financial management of the Federal Aviation Administration. The records disposition standards provided apply to records generated in the development and execution of FAA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.

EXCEPTION. Regardless of the retention period specified, records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office (GAO), will not be disposed of until final settlement or clearance of the matter.

2500	**BUDGET**		
	1. **Budget Correspondence Files.**		
	a. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	**Destroy** when 2 years old.	GRS 5 Item 1
	b. Budget Background Records. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	**Destroy** 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 5 Item 5(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 5 Item 5(b)
	3. **Reimbursable Agreements Files.** Case files relating to reimbursable agreements entered into with the Agency for International Development, Department of Defense, and others to furnish supplies, equipment, and services relating to aviation to foreign countries, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence.	**Transfer to FRC** 4 years after close of the FY covered by agreement. **Destroy** when 19 years old.	NC1-237-77-3 Item 92 (2) Approved 12/2/77
	4. **Annual Budget Estimate Files.** Record copies of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.		
	a. Record copies of estimates (comprised of appropriation language sheets, charts, statements, related schedules and data) prepared, consolidated, or maintained at the agency level.	**PERMANENT. Cut-off** files at close of FY involved. **Transfer to FRC** when 5 years old. **Offer to NARA** when 20 years old.	NC1-237-77-3 Item 92 (3) Approved 12/2/77
	b. All other records.	**Destroy** when no longer needed for reference.	NC1-237-77-3 Item 92 (3) Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Budget Working Files.** Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates described in item (3).	**Cutoff** files at close of FY involved. **Destroy** 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2
	6. **Records of the Administrator's Review Committee.** Records include minutes and related correspondence, agendas, and other background papers for board meetings, special studies notebooks, and spring preview notebooks.		
	a. Agency office of primary interest.		
	(1) Record copy of board meeting minutes.	**PERMANENT. Cut-off** files annually. **Transfer to FRC** when no more than 10 years old. **Offer to NARA** 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(2) Agendas, correspondence, and other background papers related to board meetings, and duplicate copies of minutes.	**Destroy** when no longer needed for reference.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(3) Spring preview (5 year Program Notebooks).	**PERMANENT. Transfer to FRC** when no more than 10 years old. **Offer to NARA** 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(4) Special studies notebooks.	**PERMANENT. Transfer to FRC** when no more than 10 years old. **Offer to NARA** 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	b. All other offices.	**Destroy** when 5 years old.	NC1-237-77-3 Item 92 Approved 12/2/77
	7. **Budget Apportionment Files.** Apportionment and reapportionment schedules, staffing authorizations, allotment advances, supporting documents, and related correspondence documenting the administration and execution of the approved operating budget.	**Destroy** 2 years after close of fiscal year involved.	GRS 5 Item 4
2510	**BUDGETARY REPORT**		
	1. **Budgetary Report Files.** Periodic reports on the status of fiscal programs, such as the Summary Fiscal Status Report, or equivalents, and supporting narratives.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Annual Report (end of fiscal year).	**Destroy** when 5 years old.	GRS 5 Item 3(a)
	b. All other reports.	**Cutoff** files at close of FY. **Destroy** when 3 years old.	GRS 5 Item 3(b)
	2. **Intra-Regional Fiscal Report Files.** Periodic reports on the status of fiscal programs and the apportionment or reapportionment of funds prepared and maintained at the regional and subordinate office level.		
	a. Regional budget office (record copy only).	**Cutoff** files at close of FY involved. **Destroy** when 4 years old.	II-NNA-1017 Item 146 Approved 7/13/54
	b. All others.	**Cutoff** files at close of FY. **Destroy** when 1 year old.	II-NNA-1017 Item 146 Approved 7/13/54
2520	**BUDGET PREPARATION**		**OPR Action needed to request disposition authority.**
2600	**APPROPRIATIONS AND FUNDING**		**OPR Action needed to request disposition authority.**
2610	**BUDGET OPERATIONS APPROPRIATIONS**		**OPR Action needed to request disposition authority.**
2620	**FACILITIES AND EQUIPMENT BUDGET**		**OPR Action needed to request disposition authority.**
2700	**ACCOUNTING**		
	1. **Policy Correspondence Files.**		
	a. Correspondence, reports, and related materials maintained by the agency office of primary interest relating to the development and establishment of agency accounting policies, systems, and procedures, and the direction and evaluation of accounting programs and fiscal reporting operations.	**Transfer** to FRC when 4 years old. **Destroy** when 10 years old.	NC-174-124 Item 1 Approved 2/25/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Item 2710(5) and payroll records covered by Item 2730 of this schedule.	**Destroy** when 1 year old.	GRS 6 Item 1(b)
	2. **Waiver of Claims Files.** Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.		
	a. Approved waivers (agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount).	**Destroy** 6 years, 3 months after the close of the fiscal year in which the waiver was approved.	GRS 6 Item 11(a)
	b. Denied waivers.	**Destroy** with related claims files in accordance with item 2710(22) of this schedule.	GRS 6 Item 11(b)
2710	**GENERAL FINANCIAL REPORTS**		
	1. **General Accounting Operations Correspondence Files.**		
	a. **Accounting Administrative Files.** Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations, EXCLUDING files described below.	**Cutoff** files at close of FY involved. **Destroy** when 2 years old.	GRS 6 Item 5(a)
	b. All other files.	Destroy when 3 years old.	GRS 6 Item 5(b
	2. **General Fund Files.** Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	**Destroy** when 3 years old.	GRS 6 Item 4

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. **Accountable Officer's Files.** Accountable officers' accounts consist of original statements of transactions, schedules, vouchers, and other supporting documents, retained for GAO site audit. All audited accounts and any unaudited accounts more than 1 full fiscal year old may be transferred to the FRC's without special permission from GAO. However, accounts may be retained, if required by the accountable officer, for not more than 3 full fiscal years. Authority to transfer unaudited accountable officers' accounts that are less than 1 year old should be obtained from GAO through the Records Officer. Accountable officers' accounts at overseas locations should be retained for a minimum of 3 years before transfer.	**Cut-off** files at close of FY involved. **Transfer to FRC** when 1 year old. **Destroy** when 6 years and 3 months old.	GRS 6 Item 1(a)
	3. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 4 Item 5
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 4 Item 5
	4. **Cost Accounting Reports.**		
	a. Copies in units receiving reports.	**Destroy** when 3 years old.	GRS 8 Item 6(a)
	b. Copies in reporting units and related work papers.	**Destroy** when 3 years old.	GRS 8 Item 6(b)
	5. **Cost Report Data Files**. Ledgers, forms, and electronic records used to accumulate data for use in cost reports.		
	a. Ledgers and forms.	**Destroy** when 3 years old.	GRS 8 Item 7(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Automated records.		
	(1) Detail cards.	**Destroy** when 6 months old.	GRS 8 Item 7(b)(1)
	(2) Summary cards.	**Destroy** when 6 months old.	GRS 8 Item 7(b)(2)
	(3) Tabulations.	**Destroy** when 1 year old.	GRS 8 Item 7(b)(3)
	6. **Commercial Freight and Passenger Transportation Files.**		
	a. Original vouchers and supporting documents covering payments to carriers for transportation services, and original contracts for freight or passenger transportation rates or services.	**Cut-off** files at close of FY involved. **Transfer to FRC** when 1 year old. **Destroy** 6 years after the period of the account.	GRS 9 Item 1(a)
	b. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge.	**Destroy** when 10 years old.	GRS 9 Item 1(b)
	c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A), transportation requests (SF 1169), travel authorizations, and supporting documents.	**Destroy** 6 years after the period of the account.	GRS 9 Item 1(c)
	d. Obligation copy of commercial passenger transportation vouchers.	**Destroy** when funds are obligated.	GRS 9 Item 1(d)
	e. Unused ticket redemption forms, such as SF-1170.	**Destroy** 3 years after the year in which the transaction is completed.	GRS 9 Item 1(e)
	f. Lost or Damaged Shipments Files. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	**Destroy** when 6 years old.	GRS 9 Item 2

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	7. **Employee Surety Bond Files.** Legal documents purchased for the purpose of placing personnel under surety bond protection, including individual name bonds, position schedule bonds, and blanket bonds covering groups of employees.		
	a. Official copies and attached powers of attorney.		
	(1) Bonds purchased before January 1, 1956.	**Destroy** 15 years after bond becomes inactive.	GRS 6 Item 6(a)(1)
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period.	GRS 6 Item 6(a)(2)
	b. Other copies of bonds and related papers.	**Destroy** when bond becomes inactive or at end of bond premium period.	GRS 6 Item 6(b)
	8. **Accountable Officers' Returns.** Memorandum copies of accounts current, all supporting vouchers, schedules, documents (including liquidated obligation documents) and related papers, exclusive of transportation records covered in items (13) through (16) and payroll records covered in item 2730. (See item 2710 for originals retained for GAO site-audit.)	**Destroy** when 1 year old.	GRS 6 Item 1(b)
	9. **GAO Exceptions Files.** General Accounting Office notices of exception (formal or informal) and related correspondence.	**Destroy** 1 year after exception is reported as cleared by GAO.	GRS 6 Item 2
	10. **Certificate of Settlement Files.** Documents reflecting the settlement of accounts of accountable officers, statement of differences, and related papers.		
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	**Destroy** 2 years after date of settlement.	GRS 6 Item 3(a)
	b. Certificates showing periodic settlements.	**Destroy** when subsequent certificate of settlement is received.	GRS 6 Item 3(b)
	11. **Accountable Officer Designee Files.** Records relating to the designation and revocation of accountable officers.	**Destroy** 2 years after revocation, provided account is cleared by GAO.	GRS 7 Item 1

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	12. **Availability, Collection, Custody, and Deposit Files.** Certificates of deposit (such as Standard Forms 201 and 209) and related papers; records of cash remittances received DOT F 2770.2; transcripts, tabulations, and reports prepared by the Treasury Department advising of the status of agency funds available (such as Standard Forms 520, 523, and 526); and related records.	**Destroy** 3 years after date of document.	GRS 6 Item 4
	13. **General Ledger Account Files.** Documents showing debit and credit entries, and reflecting expenditures in summary.	**Cut-off** files at close of FY. **Destroy** 6 years and 3 months after the closed of the fiscal year involved.	GRS 7 Item 2
	14. **Allotment and Ledger Distribution Transaction Files.** Records showing status of obligations and allotments under each appropriation.	**Cut-off** files at close of FY. **Destroy** 6 years and 3 months after files are closed.	GRS 7 Item 3
	15. **Posting and Control Files.** Documents subsidiary to the general and allotment ledger accounts, such as journal vouchers (Standard Form 1017g or equivalent) and other transaction documents used to support ledger entries.		
	a. Originals.	**Destroy** when 3 years old.	GRS 7 Item 4(a)
	b. Copies.	**Destroy** when 2 years old.	GRS 7 Item 4(b)
	16. **Passenger Transportation (Carrier) Files.** Documents reflecting payments to carriers, consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorization, and all supporting papers.	**Cut-off** files at close of FY. **Transfer to FRC** 1 year after files are closed. **Destroy** 6 years after files are closed.	GRS 9 Item 1(a)
	17. **Passenger Transportation (Individual) Files.** Documents reflecting reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, hotel reservations, and supporting papers relating to official travel of officers, employees, dependents, and others authorized to travel.		
	a. Employee travel folders.	**Cut-off** files at close of FY. **Transfer to FRC** 1 year after files are closed. **Destroy** when 6 years old.	GRS 9 Item 3(a)
	b. Obligation copies, such as SF 1169, United States Government Transportation Requests, or equivalents.	**Destroy** when funds are obligated.	GRS 9 Item 3(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	18. **Transportation Request Accountability Files.** Records documenting the issue or receipt of accountable papers involved in travel and transportation functions, such as SF 1120, or equivalent.	**Destroy** 1 year after all entries on form are cleared.	GRS 9 Item 4(b)
	19. **Gasoline Sales Tickets.** Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 7
	20. **Telephone Toll Tickets.** Originals and copies of toll tickets filed in support of telephone toll call payments.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 8
	21. **Telegrams.** Originals and copies of telegrams filed in support of telegraph bills.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 9
	22. **Administrative Claims Files.** Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by item (23)(b)(4) below.	**Destroy** when 6 years, 3 months old.	GRS 6 Item 10(a)
	23. **Claims by the United States Subject to the Federal Claims Collection Standards** and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under item (23)(b)(4) below.		
	a. Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	**Destroy** when 6 years, 3 months old	GRS 6 Item 10(b)(1)
	b. Claims for which collection action has been terminated under 4 CFR Part 104.		
	(1) Claims for which the Government's right to collect was not extended.	**Destroy** 10 years, 3 months after the year in which the Government's right to collect first accrued.	GRS 6 Item 10(b)(2)(a)
	(2) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	**Destroy** 3 months after the end of the extended period.	GRS 6 Item 10(b)(2)(b)
	(3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated.	**Destroy** when 6 years, 3 months old.	GRS 6 Item 10(b)(3)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(4) Claims files that are affected by a court order or that are subject to litigation proceedings.	**Destroy** when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.	GRS 6 Item 10(c)
	24. **Records Relating to Official Passports.**		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	**Destroy** when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9 Item 5(a)
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	**Destroy** when 1 year old.	GRS 9 Item 5(b)
	c. Passport registers. Registers and lists of agency personnel who have official passports.	**Destroy** when superseded or obsolete.	GRS 9 Item 5(c)
2730	**PAYROLL, LEAVE, AND ALLOWANCES**		
	1. **Correspondence Between Agency and Payroll Processor** regarding general, routine administrative issues not related to individual payments.	**Destroy** when 2 years old.	GRS 2 Item 24
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 2 Item 31(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 2 Item 31(b)
	3. **Individual Earning and Service Files.**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	**Update** elements and/or entire record as required.	GRS 2 Item 1(a)
	b. Documents reflecting fiscal aspects of employment history (such as Standard Form 1127 or equivalents) and papers attached pursuant to item (4) below. This record may be in paper or microform but NOT in machine-readable form.	**Cut-off** file at end of CY. **Transfer** to National Personnel Records Center, St. Louis, Missouri, 4 years after close of file. **Destroy** when 56 years old.	GRS 2 Item 1(b)
	c. Payroll change files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.		
	(1) Copies subject to GAO audit.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 23(a)
	(2) All other copies.	**Destroy** 1 month after end of related pay period.	GRS 2 Item 23(b)
	4. **Leave Record Files.** Pay or fiscal copies of leave record including time and attendance reports used to show accumulated leave, and records of leave data transferred, such as Standard Form 1150, or equivalent.		
	a. Final cards showing accumulated leave of employee on transfer or separation from Federal Government service.	**File** on right side of Official Personnel Folder. See 3290 Item 1 for disposal of OPF. See item 3290.	GRS 2 Item 9(a)
	b. All other pay or fiscal copies.	**Destroy** when 3 years old.	GRS 2 Item 9(b)
	5. **Time and Attendance Report Files.**		
	a. Time and attendance source records. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	**Destroy** after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7
	b. Time and attendance paper documents, such as FAA Form 2730-68 or equivalent, or machine-readable form, used in payroll preparation and processing.	**Destroy** after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 8

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	6. **Leave Application and Overtime and/or Holiday Work Approval and Authorization Files.** Applications for leave, such as Standard Form 71, and related papers, including copies of military orders and certificates of attendance, Form DOT F 3500.1, Overtime and/or Holiday Work, or equivalent, and related papers.		
	a. Application for leave taken immediately prior to separation from Federal Government service.	**File** on right side of OPF. See Item 3290 of this schedule.	GRS 2 Item 9(a)
	b. All others.	**Destroy** when 3 years old.	GRS 2 Item 9(b)
	7. **Payroll Allotment Files.**		
	a. Records of payroll allotments and papers authorizing deductions, changes, or cancellations.	**Destroy** 4 years after superseded or obsolete or upon separation of employee.	GRS 2 Item 13(a)
	b. Combined Federal Campaign and other allotment authorizations.		
	c. Authorization for individual allotment to the Combined Federal Campaign.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15(a)
	d. Other authorizations, such as union dues and savings.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15(b)
	e. Thrift Savings Plan Election Form. Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	**Destroy** when superseded or after separation of employee.	GRS 2 Item 16
	f. Direct Deposit Sign-up Form (SF 1199A).	**Destroy** when superseded or after separation.	GRS 2 Item 17
	8. **Payroll Control Files.** Documents maintained for payroll control purposes, including payroll copies of notifications of or requests for personnel actions, such as Standard Form 50, or equivalent; payroll control registers; payroll change slips, such as Standard Form 1126, or equivalent.		
	a. Copies subject to GAO audit.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 23(a)
	b. All other copies.	**Destroy** 1 month after end of related pay period.	GRS 2 Item 23(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	9. **Non-Current Payroll Files.** Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.	**Destroy** 15 years after close of pay year in which generated.	GRS 2 item 2
	10. **Withholding Tax Files.** Documents reflecting Federal and state income tax deductions, including returns on income taxes withheld, such as IRS Form W-2; reports of taxes withheld, such as IRS Form W-3, or equivalent; withholding tax exemption certificates, such as IRS Form W-4, or equivalent, and related papers.	**Destroy** when 4 years old.	GRS 2 Item 13(b) and (c)
	11. **Savings Bond Purchase Files**.		
	a. U.S. Savings Bond Authorization, SF 1192 or equivalent.	**Destroy** when superseded or after separation of employee.	GRS 2 Item 14(a)
	b. Bond registration files: issuing agent's copies of bond registration stubs.	**Destroy** 4 months after date of issuance of bond.	GRS 2 Item 14(b)
	c. Bond receipt and transmittal files. Receipts for and transmittals of U.S. Savings Bonds.	**Destroy** 4 months after date of issuance of bond.	GRS 2 Item 14(c)
	12. **Retirement Record Files.** Card files, Standard Form 2806, or equivalent reflecting accounts deducted from pay of employees subject to the Retirement Act.	Transfer in accordance with instructions in Federal Personnel Manual.	GRS 2 Item 28
	13. **Retirement Reports and Registers.** Control documents maintained in connection with the retirement records of individual employees, such as Standard Form 2805 and 2807 or equivalents.	For CSRS/FERS related records, **Destroy** upon receipt of official OPM acceptance of annual summary.	GRS 2 Item 28
	14. **Retirement Assistance Files**. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	**Destroy** when 1 year old.	GRS 1 Item 39
	15. **Insurance Deduction Files.** Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	**Destroy** when 4 years old.	
	16. **Levy and Garnishment Files.** Notices, change slips, worksheets, and correspondence relating to charges against retirement funds or attachment of salary for debts of employees.	**Destroy** 3 years after garnishment is terminated.	GRS 2 Item 18
	17. **Miscellaneous Reports or Analyses.** Payroll office copies of special reports or data generated from payroll files that are used for workload and personnel management purposes by nonpayroll office program managers.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Error reports, ticklers, system operation reports.	**Destroy** when related actions are completed or when no longer needed, not to exceed 2 years.	GRS 2 Item 22(a)
	b. Reports and data used for agency workload and/or personnel management purposes.	**Destroy** when 2 years old.	GRS 2 Item 22(b)
	c. Reports providing fiscal information on agency payroll.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 22(c)
2750	**VOUCHER EXAMINATION AND CERTIFICATION**		**OPR Action needed to request disposition authority.**
2770	**COLLECTION, SAFEKEEPING, DEPOSIT, AND DISBURSEMENTS OF FUNDS**		**OPR Action needed to request disposition authority.**
2800	**FINANCIAL REPORTING**		
	1. **Fiscal Year End Reporting Files.** Fiscal year end financial reports and supporting statements.	**Destroy** when 5 years old.	GRS 5 Item 3(a)
	2. **Financial Accounting Report Files.** Reports submitted to other Government agencies, such as Standard Forms 133, Report on Budget Status, and 220, Statement of Financial Condition, and Treasury Department Form 814, or equivalents.	**Destroy** 3 years after end of fiscal year.	GRS 5 Item 3(b)
2900	**AUDITING**		
	Special Financial Advisory Services Files. Documents relating to advisory services other than those described elsewhere in this schedule, such as: review of cost reduction projects; participation on lease/purchase study teams; procurement reviews; and other special assignments.	**Destroy** 4 years after date of report.	NN-171-123 Item 6 Approved 4/13/71
2930	**CONTRACT AUDITING**		
	1. **Contract Audit Files.** Audit reports and supporting documents relating to the examination of financial aspects of FAA contractor operations.	**Destroy** 3 years after final contract payment.	NN-171-123 Item 8 Approved 4/13/71
	2. **Contractor Financial Evaluation Files.** Documents relating to advisory services rendered in the negotiation and award of contracts.	**Destroy** 3 years after final contract payment.	NN-171-123 Item 9 Approved 4/13/71

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Contract Protest/Inquiry Files.** Documents relating to preparation of agency responses to protests or inquiries concerning the propriety of procurement actions.	**Destroy** 4 years after final action on protest or inquiry.	NN-171-123 Item 10 Approved 4/13/71
2940	**AUDITING, FAA/ADAP/PGP**		
2950	**AIR CARRIER FINANCIAL CAPABILITIES**		
2960	**GENERAL ACCOUNTING OFFICE (GAO) AUDITING**		
	1. **General Accounting Office audit Report Files.** Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of FAA activities.	**Transfer** closed files when 5 years old. **Destroy** when 10 years old, if action on audit recommendations has been completed.	NC-174-124 Item 2 Approved 2/25/74
	2. **GAO Audit Follow-up Files.** Documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.	**Transfer** closed files when 5 years old. **Destroy** when 10 years old, if action on audit recommendations has been completed.	NC-174-124 Item 3 Approved 2/25/74
2970	**OFFICE OF THE SECRETARY (OST) AUDITING**		
	1. **Office of Inspector General (OIG) Audit Report Files.** Audit reports issued by the OIG Director of Audits, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions.	**Destroy** closed case files when 10 years old, if action on audit recommendations has been completed.	NN-171-123 Item 4 Approved 4/13/71
	2. **Office of Inspector General Audit Follow-up Files.** Documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	**Destroy** closed case files 4 years after final action on audit report recommendations.	NN-171-123 Item 5 Approved 4/13/71

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Investigative Case Files for Civilian Agencies other than the Central Intelligence Agency.** Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, EXCLUDING those that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.		
	a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.		Withdrawn by NARA
	b. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.		Withdrawn by NARA
	4. **Audit Case Files of Civilian Agencies Other than the Central Intelligence Agency.** Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers.		Withdrawn by NARA

CHAPTER 6. TRAINING AND PERSONNEL MANAGEMENT

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3000	**TRAINING**		
	The records described below are accumulated as a result of agency training programs and activities. They fall into 2 general groups: records that reflect the planning, direction, and conduct of training programs; and records relating to the progress and proficiency of the individual trainee. Excluded from the provisions of this paragraph are records of completion of training courses filed in official personnel folders.		
	General Correspondence Files. Correspondence, reports, and related documents reflecting the development and administration of agency programs relating to technical training associated with aviation (air traffic, airway facilities, flight standards, and airports); executive, supervisory, and managerial training; general employee development; and the direction and supervision of agency schools, but EXCLUDING files described elsewhere below.		
	a. Human Resources Training Office, Superintendent of FAA Academy, and Line of Business Training Divisions.		
	(1) Correspondence files relating to technical training associated with aviation.	**PERMANENT. Transfer to FRC** when 5 years old. **Offer to NARA** when 10 years old.	NC-237-75-3 Item 3 Approved 12/13/74
	(2) All others.	**Destroy** when 5 years old.	NC-237-75-3 Item 3 Approved 12/13/74
	2. **Training Offices** at the regional, office, service, and center levels.	**Destroy** when 5 years old.	NC-237-75-3 Item 3 Approved 12/13/74
	3. **Employee Training Correspondence**, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	**Destroy** when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1 Item 29(b)
	4. **Employee Training and Proficiency Files**. FAA Form 3120-1, Training and Proficiency Record. **[NOTE: FAM Training is covered under item 7230(5) of this order.]**	When transferring from an ATC facility to a staff position in the regional, Washington, Center or Academy office transfer to the OPF until the ATCS returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for disposition with the OPF.	NC1-237-79-3 Item 3 Approved 11/14/79
	5. **Requests for Out-of-Agency Training,** such as FAA Form 3000-3, or equivalent, standard Form 182, Procurement Document.	**Destroy** when 1 year old. **Destroy** When 2 years old.	**Destroy** when 2 years old.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3010	**CATALOGS OF COURSES**		**OPR Action needed to request disposition authority.**
3020	**DEVELOPMENT AND METHODS**		**OPR Action needed to request disposition authority.**
3030	**EVALUATION**		**OPR Action needed to request disposition authority.**
3100	**TRAINING PROGRAMS.**		
	1. **Training Program Files.** Training Records. EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as air traffic control, law enforcement, and national defense. [See note after item 3000(4).]		
	a. Correspondence, reports, course quotas, schedules, and related materials created in the establishment of specific technical, management, and specialized training programs and courses of instruction.	**Destroy** when 5 years old.	NC-237-75-3 Item 4 Approved 12/13/74
	b. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.		
	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	**Destroy** when 5 years old or 5 years after completion of a specific training program.	GRS 1 Item 29(a)(1)
	(2) Background and working files.	**Destroy** when 3 years old.	GRS 1 Item 29(a)(2)
	2. **Training Manuals and Related Instructional Directives.**		
	a. Record copies maintained by the issuing or controlling office.	**PERMANENT. Transfer** superseded or obsolete record copy to NARA when 5 years old.	NC-237-75-3 Item 5 Approved 12/13/74
	b. All others.	**Destroy** when no longer required for administrative use.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Individual Academic Training Files.** Case files containing student attendance records, information on courses taken, personal and professional records, grades and certificates received, and related materials maintained by the Federal Aviation Academy for students participating in training courses conducted by the academy.	**Transfer to FRC** 3 years after separation from FAA. If separation date is unknown. **Destroy** 5 years after date of last action.	II-NNA-752 Item 16 Approved 6/11/54
3105	**INSTRUCTOR**		**OPR Action needed to request disposition authority.**
3110	**MANAGEMENT AND SUPERVISORY**		**OPR Action needed to request disposition authority.**
3115	**INDIVIDUAL AND ORGANIZATIONAL DEVELOPMENT**		**OPR Action needed to request disposition authority.**
3120	**AIR TRAFFIC TRAINING**	**(see 3290(2)(c))**	**OPR Action needed to request disposition authority.**
3125	**AIRPORTS**		**OPR Action needed to request disposition authority.**
3130	**AIR NAVIGATION FACILITIES**		**OPR Action needed to request disposition authority.**
3135	**ENVIRONMENTAL QUALITY**		**OPR Action needed to request disposition authority.**
3140	**FLIGHT STANDARDS**		**OPR Action needed to request disposition authority.**
3145	**DIRECTED STUDY**		**OPR Action needed to request disposition authority.**
3150	**MEDICAL**		**OPR Action needed to request disposition authority.**
3155	**OUT-OF-AGENCY**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3160	**ON-THE-JOB**		**OPR Action needed to request disposition authority.**
3165	**LOGISTICS MANAGEMENT**		**OPR Action needed to request disposition authority.**
3170	**NATIONAL AIRSPACE**		**OPR Action needed to request disposition authority.**
3200	**PERSONNEL MANAGEMENT**		
	The records described below relate to the development and operation of the agency's personnel management, occupational safety program activities, and environmental health records. They are generated by formally organized personnel offices in the development of agency personnel policies, standards, and procedures and the performance of personnel operations and services, and, where indicated, by operating offices in the supervision of employees. Records of local Boards of United States Civil Service Examiners are EXCLUDED from the provisions of this paragraph.		
	General Correspondence Files. Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.		
	a. Office of Personnel and Technical Training.	**Transfer to FRC** when 3 years old. **Destroy** when 10 years old.	NC-237-75-3 Item 1 Approved 12/13/74
	b. Personnel offices providing centralized services for agency headquarters, regions, and centers.	**Destroy** when 3 years old.	GRS 1 Item 3
	c. Position Classification Standards Files. Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	**Destroy** when superseded or obsolete.	GRS 1 Item 7(a)(1)
	d. Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.		
	(1) Case file.	**Destroy** 5 years after position is abolished or description is superseded.	GRS 1 Item 7(a)(2)(a)
	(2) Review File.	**Destroy** when 2 years old.	GRS 1 Item 7(a)(2)(b)
	2. **Personnel Management Project Files.** Case files resulting from studies and surveys of personnel management activities and functions.	**Transfer to FRC** when 3 years old. **Destroy** when 10 years old.	NC-237-75-3 Item 2 Approved 12/13/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Personnel Management Project Working Files.** Background material, notes, rough drafts, interim and progress reports summarized in final reports, and related papers.	**Destroy** 6 months after final action on project report or 3 years after completion of report if no final action is taken.	Nonrecord
	4. **Alternate Worksite Records**		
	a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.	**Destroy** 1 year after end of employee's participation in the program.	GRS 1 Item 42(a)
	b. Unapproved requests.	**Destroy** 1 year after request is rejected.	GRS 1 Item 42(b)
	c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.	**Destroy** when 1 year old, or when no longer needed, whichever is later.	GRS 1 Item 42(c)
	5. Electronic Copies of Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	d. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 1 item 43(a)
	e. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 1 Item 43(b)
3210	**HUMAN RESOURCES MANAGEMENT**		**OPR Action needed to request disposition authority.**
3250	**MILITARY PERSONNEL MANAGEMENT**		
	Military Personnel Files. Copies of orders of assignment, military histories, position descriptions, letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to FAA.	**Destroy** 1 year after all claims have been settled.	NC1-237-77-6 Item 1 Approved 6/13/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3290	**PERSONNEL PROGRAM RECORDS, FILES, AND REPORTS**		
	1. **Personnel Correspondence Files.** Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	**Destroy** when 3 year old.	GRS 1 item 3
	2. **Official Personnel Folders.** Records filed on the right side of the Official Personnel Folder (OPF). (See item 3, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.		
	a. Folders of employees transferred to another agency.	**Follow** instructions in Chapter 7 of the Guide to Personnel Recordkeeping.	GRS 1 Item 1(a)
	b. Folders of separated employees (includes consultants).	**Transfer** folder to National Personnel Records Center, St. Louis, Missouri, 30 days after separation. NPRC will **Destroy** 65 years after separation from Federal service.	GRS 1 Item 1(b)
	c. Training and Proficiency Files. FAA Form 3120-1, Training and Proficiency Record. **[NOTE: FAM Training covered under item 7230(5) of this order.]**	When transferring from an ATC facility to a staff position in the regional, Washington, Center or Academy office, transfer to the OPF until the ATCS returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for disposition with the OPF.	NC1-237-79-3 Item 3 Approved 11/14/79
	3. **Temporary Materials in Official Personnel Folders.**		
	a. All copies of correspondence and forms maintained on the left side of the OPF in accordance with Chapter 3 of the Guide to Personnel Recordkeeping, EXCLUDING the Immigration and naturalization Service Form I-9 and performance-related records.	**Destroy** when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.	GRS 1 Item 10(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Immigration and Naturalization Service Form I-9.	**Destroy** 3 years after employee separates from service or transfers to another agency.	GRS 1 Item 10(b)
	4. **Employee Records Not Maintained in Official Personnel Folders.** Correspondence and forms in personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.		
	a. Correspondence and forms relating to pending personnel actions.	**Destroy** when action is completed.	GRS 1 Item 17(a)
	b. Retention registers and related records.		
	(1) Registers and related records used to effect reduction-in-force actions.	**Destroy** when 2 years old	GRS 1 Item 17(b)(1)
	(2) Registers from which no reduction-in-force actions have been taken and related records.	**Destroy** when superseded or obsolete	GRS 1 Item 17(b)(2)
	c. Supervisors' Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Review annually and **Destroy** superseded or obsolete documents, or **Destroy** file relating to an employee within 1 year after separation or transfer.	GRS 1 item 18(a)
	d. Duplicate Documentation. Other copies of documents duplicated in OPF's not provided for elsewhere in this schedule.	**Destroy** when 6 months old.	GRS 1 item 18(b)
	e. All other correspondence and forms, including copies of records duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.	**Destroy** when 6 months old.	GRS 1 Item 17(c)
	5. **Unofficial Personnel Folders.** Employee folders maintained outside personnel offices consisting of materials pertaining to individual employees of the operating offices.	Review annually and **Destroy** superseded or obsolete documents, or **Destroy** file relating to an employee within 1 year after separation or transfer.	GRS 1 Item 18(a)
	6. **Service Record Cards.** Official summaries of employment history, Standard Form 7, or its equivalent.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Cards for employees separated or transferred on or before December 31, 1947.	**Transfer** to National Personnel Records Center, St. Louis, Missouri. **Destroy** 60 years after earliest personnel action.	GRS 1 Item 2(a)
	b. Cards for employees separated or transferred on or after January 1, 1948.	**Destroy** 3 years after separation or transfer of employee.	GRS 1 Item 2(b)
	7. **Employee Record Cards** used for information purposes outside personnel offices (such as SF 7-B or equivalent).	**Destroy** on separation or transfer of employee.	GRS 1 Item 6
	8. **Statistical Report Files.** Statistical reports in personnel offices relating to personnel, including retained copies of reports to the Office of Personnel Management.	**Destroy** when 2 years old.	GRS 1 Item 16
3300	**EMPLOYMENT**		
	1. **Appointment Files.** Correspondence, letters, and telegrams offering appointments to potential employees.		
	a. Appointments accepted.	**Destroy** when appointment is effective.	GRS 1 Item 4(a)
	b. Offers of temporary or excepted appointments declined.	**File** with application. See 3300(2) for disposition.	GRS 1 Item 4(b)(2)
	c. Offers of appointments declined by individuals whose names were received from Office of Personnel Management certificates of eligible.	**Return** to Office of Personnel Management with reply and application.	GRS 1 Item 4(b)(1)
	d. All other offers of appointments declined.	**Destroy** immediately.	GRS 1 Item 4(b)(3)
	e. Handicapped Individuals Appointment Case Files. Case files containing position title and description; fully executed SF 171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with Federal Personnel Manual, chapter 306-11, subchapter 4-2.	**Destroy** 5 years following the date of approval or disapproval of each case.	GRS 1 Item 40
	2. **Applicant Files.** Pending or unsuccessful applications for appointment and related papers.		
	a. Records pertaining to appointments requiring Senatorial confirmation.	**File in OPF.**	NARA Bulletin 95-6 Approved 9/8/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. All others.	**Destroy** upon receipt of Office of Personnel Management inspection report or when 2 years old, whichever is earlier.	GRS 1 Item 15
	3. **Certificate of Eligibles Files.** Copies obtained from Office of Personnel Management of certificates of eligibles with related requests, forms, correspondence, and statements of reason for passing over a preference eligible and selecting a non-preference eligible.	**Destroy** when 2 years old.	GRS 1 Item 5
	4. **Notification of Personnel Action Files.** SF-50's documenting all individual personnel actions such as employment, promotions, transfers, and separation, exclusive of the copy in Official Personnel Folders.		
	a. Chronological file copies, including fact sheets.	**Destroy** when 2 years old.	GRS 1 Item 14(a)
	b. All others.	**Destroy** when 1 year old.	GRS 1 Item 14(b)
	5. **Internal Promotion Plan Files.** Announcements, bids, copies of registers, and selection papers maintained by personnel offices.	**Destroy** upon receipt of Office of Personnel Management report of inspection or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.	GRS 1 Item 32
	6. **Promotion Plan Announcement Files.** Copies of promotion plan position vacancy notices maintained by operating offices.		
	a. Notices containing qualifications and requirements standards.	**Destroy** when canceled or superseded.	II-NNA-1306 Item 4 Approved 8/10/54
	b. All others.	**Destroy** 30 days after expiration date.	II-NNA-1306 Item 4 Approved 8/10/54
	7. **Examining and Certification Records** Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies, allowing for the examination and certification of applicants for employment.		
	a. Delegated agreements	**Destroy** 3 years after termination of agreement.	GRS 1 Item 33(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including, but not limited to, correspondence from the Congress, White House, and general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.	Cut off annually. **Destroy** 1 year after cut off.	GRS 1 Item 33(b)
	c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.	**Destroy** when test is superseded or obsolete.	GRS 1 Item 33(c)
	d. Application Record Card (OPM Form 5000A, or equivalent).	Cut off after examination. **Destroy** no later than 90 days after cut off.	GRS 1 Item 33(d)
	e. Examination Announcement Case Files Correspondence regarding examination requirements, original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications, and their development.	**Destroy** 5 years after termination of related register.	GRS 1 Item 33(e)
	f. Register of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs). (NOTE: Destruction Authority does not include registers that have been requested as part of evidence to support and EEO complaint.)	Cut off records on individuals with terminated eligibility annually. **Destroy** 5 years after cutoff. When entire register is terminated, **Destroy** 5 years after termination date. (Registers established under case examining: **Destroy** after audit by local OPM service center or 90 days after final action is taken on the certificate, whichever is sooner.) **Destroy** unless an EEO complaint has been filled that requests the register as part of the evidence.	GRS 1 Item 33(f)
	g. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).	Cut off annually. **Destroy** 1 year after cut off.	GRS 1 Item 33(g)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	h. Canceled and ineligible applications, supplemental forms, and attachments.	Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. **Destroy** ineligible applications not returned and canceled applications 90 days after date of action or when register is terminated, whichever is sooner.	GRS 1 Item 33(h)
	i. Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.	**Destroy** when 6 months old	GRS 1 Item 33(i)
	j. Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action, and corrective action required.	**Destroy** 5 years after cut off	GRS 1 Item 33(j)
	k. Eligible applications.		
	(1) On active register.	**Destroy** upon termination of the register (except applications that may be brought forward to new register, if any).	GRS 1 Item 33(k)(1)
	(2) On inactive register.	**Destroy** 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.	GRS 1 Item 33(k)(2)
	l. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.	Cut off annually. **Destroy** 1 year after cut off.	GRS 1 Item 33(l)
	m. Certificate Files. SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in case of appeal or legal action.	Cut off annually. **Destroy** 5 years after cut off.	GRS 1 Item 33(m)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	n. Certification request control index.	Cut off annually. **Destroy** 1 year after cut off.	GRS 1 Item 33(n)
	o. Interagency Placement Program (IPP) application and registration sheet.	**Destroy** upon expiration of employee's eligibility.	GRS 1 Item 33(o)
	p. DEP control cards, if maintained	Cut off annually. **Destroy** 2 years after cut off.	GRS 1 Item 33(p)
	q. Reports of audits of delegated examining operations.	**Destroy** 3 years after date of the report.	GRS 1 Item 33(q)
3330	**RECRUITMENT, SELECTION, AND PLACEMENT**		
	Interview Records. Correspondence, reports, and other records relating to interviews with employees.	**Destroy** 6 months after transfer or separation of employee.	GRS 1 Item 8
3340	**PROMOTION PLAN QUALIFICATION STANDARDS**		
	Merit Promotion Case Files. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.	**Destroy** after OPM audit or 2 years after the personnel action is completed, whichever is sooner.	GRS 1 Item 32
3345	**MASS CHANGE**		**OPR Action needed to request disposition authority.**
3350	**JOB RETENTION**		
	1. **Retention Files.** Retention registers, including card files and related papers, maintained by personnel offices to determine retention standing of employees.		
	a. Registers and related records used to effect reduction-in-force actions.	**Destroy** when 2 years old.	GRS 1 Item 17(b)(1)
	b. Records from which no reduction-in-force actions have been taken and related records.	**Destroy** when superseded or obsolete.	GRS 1 Item 17(b)(2)
	2. **Reemployment Rights Files.** Documents maintained to establish reemployment rights of individuals on overseas and other assignments.	**Destroy** 1 year after employee is reemployed or after the employee's reemployment rights expire.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3370	**SEPARATIONS**		**OPR Action needed to request disposition authority.**
3400	**EMPLOYEE PERFORMANCE AND UTILIZATION**		
	Performance Rating Board Files. Duplicate case files of performance rating boards of review, copies of which have been forwarded to the Office of Personnel Management.	**Destroy** 1 year after close of case.	GRS 1 Item 9
3410	**EMPLOYEE AND CAREER DEVELOPMENT**		**OPR Action needed to request disposition authority.**
3420	**EMPLOYEE PERFORMANCE RATINGS**		**OPR Action needed to request disposition authority.**
3430	**PERFORMANCE EVALUATION**		
	Employee Performance File System Records.		
	a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).		
	(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents.	**Destroy** after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.	GRS 1 Item 23(a)(1)
	(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	**Destroy** when superseded.	GRS 1 Item 23(a)(2)
	b. Performance-Related Records Pertaining to a Former Employee.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23(a)(3)(b) of this schedule	GRS 1 Item 23(a)(3)(a)
	(2) All other performance plans and ratings	**Destroy** when 4 years old.	GRS 1 Item 23(a)(3)(b)
	(3) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	**Destroy** 4 years after date of appraisal	GRS 1 Item 23(a)(4)
	(4) Supporting documents.	**Destroy** 4 years after date of appraisal.	GRS 1 Item 23(a)(5)
	c. SES Appointees (As Defined in 5 U.S.C. 3132a(2)). Performance records superseded through an administrative, judicial, or quasi-judicial procedure	**Destroy** when superseded.	GRS 1 Item 23(b)(1)
	d. Performance-related records pertaining to a former SES appointee.		
	(1) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23(b)(2)(b) of this schedule.	GRS 1 Item 23(b)(2)(a)
	(2) All other performance ratings and plans.	**Destroy** when 5 years old.	GRS 1 Item 23(b)(2)(b)
	(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	**Destroy** 5 years after date of appraisal.	GRS 1 Item 23(b)(3)
	(4) Supporting documents.	**Destroy** 5 years after date of appraisal.	GRS 1 Item 23(b)(4)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3450	**EMPLOYEE RECOGNITION AND INCENTIVES**		
	1. **Incentive Awards Files.**		
	a. Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	**Destroy** 2 years after approval or disapproval.	GRS 1 Item 12(a)(1)
	b. Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	**Destroy** when 2 years old.	GRS 1 Item 12(a)(2)
	c. Length of service and sick leave awards files. Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	**Destroy** when 1 year old.	GRS 1 Item 12(b)
	d. Letters of commendation and appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	**Destroy** when 2 years old.	GRS 1 Item 12(c)
	e. Lists or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.	**Destroy** when superseded or obsolete.	GRS 1 Item 12(d)
	2. **Incentive Awards Program Reports**. Reports pertaining to the operation of the Incentive Awards Program.	**Destroy** when 3 years old.	GRS 1 Item 13
3500	**POSITION CLASSIFICATION, PAY, AND ALLOWANCES**		
	1. **Position Descriptions.**		
	a. Record copies maintained by Personnel offices.	**Destroy** 2 years after position is abolished or description superseded.	GRS 1 Item 7(b)
	b. All others.	**Destroy** after position is abolished or description superseded.	Nonrecord
	2. **Position Identification Strips.** Visible strips used to provide summary data on each established position.	**Destroy** when superseded or obsolete.	GRS 1 Item 11

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Annual Supervisory Position Review.** Annual position review and certification submitted by all supervisors to regional personnel offices.	**Destroy** when 3 years old or 2 years after regular inspection whichever is sooner.	
	4. **Survey Files.**		
	a. Classification survey reports on various positions prepared by classification specialists, including periodic reports.	**Destroy** when 3 years old or 2 years after regular inspection, whichever is sooner	GRS 1 Item 7(c)(1)
	b. Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	**Destroy** when obsolete or superseded.	GRS 1 Item 7(c)(2)
	5. **Appeals Files.**		
	a. Case files relating to classification appeals, **EXCLUDING** OPM classification certificate.	**Destroy** 3 years after case is closed.	GRS 1 Item 7(d)(1)
	b. Certificates of classification issued by OPM.	**Destroy** after affected position is abolished or superseded.	GRS 1 Item 7(d)(2)
3510	**POSITION CLASSIFICATION AND JOB EVALUATION**		
	1. **Standards and Guidelines** issued or reviewed by OPM and used to classify and evaluate positions within the agency.	**Destroy** when superseded or obsolete.	GRS 1 Item 7(a)(1)
	2. **Correspondence and other records** relating to the development of standards for classification of positions peculiar to the agency, and OPM approval or disapproval.		
	a. Case file.	**Destroy** 5 years after position is abolished or description is superseded.	GRS 1 Item 7(a)(2)(a)
	b. Review File.	**Destroy** when 2 years old.	GRS 1 Item 7(a)(2)(b)
3550	**PAY ADMINISTRATION**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Wage Survey Files.** Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates **EXCLUDING** authorized wage schedules and wage survey recapitulation sheets.	**Destroy** after completion of second succeeding wage survey.	GRS 1 Item 38
	2. **Pay Comparability Records.** Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials under Federal Employees Pay Comparability Act.	**Destroy** after 3 subsequent reports have been filed.	GRS 1 Item 41
3590	**ALLOWANCES AND DIFFERENTIALS**		**OPR Action needed to request disposition authority.**
3600	**ATTENDANCE AND LEAVE**		
	1. **Leave Record.**		
	a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.	**File on right side of OPF.**	GRS 2 Item 9(a)
	b. Creating agency copy, when maintained.	**Destroy** when 3 years old.	GRS 2 Item 9(b)
	2. **Length of Service and Sick Leave Awards Files**. Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	**Destroy** when 1 year old.	GRS 1 Item 12(b)
	3. **Lists or Indexes to Agency Award Nominations.** List of nominees and winners and indexes of nominations.	**Destroy** when superseded or obsolete.	GRS 1 Item 12(d)
	4. **Leave Application Files.** SF 71 or equivalent plus any supporting documentation for requests and approvals of leave.		
	a. If employee initials time card or equivalent.	**Destroy** at end of following pay period.	GRS 2 Item 6(a)
	b. If employee has not initialed time card or equivalent.	**Destroy** after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 6(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Time and Attendance Source Records.** All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	**Destroy** after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7
	6. **Time and Attendance Input Records.** Records in either paper or machine-readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	**Destroy** after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 8
	7. **Donated Leave Program Case Files.** Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	Beginning in January 1994, **Destroy** 1 year after the end of the year in which the file is closed.	GRS 1 Item 37
3700	**PERSONNEL RELATIONS AND SERVICES**		**OPR Action needed to request disposition authority.**
3710	**LABOR MANAGEMENT/EMPLOYEE RELATIONS**		
	1. **Labor Management Relations Policy Records.** Correspondence, memoranda, reports and other related material concerning labor-management relations policies in the FAA.		
	a. National labor management agreements, relating to occupations peculiar to FAA, e.g., Air Traffic Controllers, Airway Facility employees, Flight Standards Inspectors.	**PERMANENT. Transfer to FRC** when 10 years old or sooner, if inactive. **Offer to NARA** when 20 years old.	NC1-237-77-4 Item 3 Approved 4/7/77
	b. All other FAA labor management agreements, at both national and local levels relating to clerical and other types of employees common to most Federal agencies.		
	(1) Office negotiating agreement.	**Destroy** 5 years after expiration of agreement.	GRS 1 Item 28(a)(1)
	(2) Other offices.	Destroy when superseded or obsolete.	GRS 1 Item 28(a)(2)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Labor Relations Agreements Files.** Case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Includes proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.		
	a. National agreements.	**PERMANENT. Transfer** closed case files to FRC when 10 years old. **Offer to NARA** when 15 years old.	NC-174-102 Item 1 Approved 1/10/74
	b. Regional and local agreements.	**Destroy** closed case files 5 years after termination of recognition of bargaining agent, including records of negotiations where no agreement was reached.	NC-174-102 Item 1 Approved 1/10/74
	3. **Labor Relations Arbitration Files.**		
	a. Case files developed in the arbitration of grievances and disputes over interpretation and application of labor agreements. Includes complaints, reports of investigation, hearing transcripts, decisions, appeals, and related correspondence.	**PERMANENT. Transfer** closed case files to FRC when 10 years old. **Offer to NARA** when 15 years old.	NC-174-102 Item 2 Approved 1/10/74
	b. Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.	**Destroy** 5 years after final resolution of case.	GRS 1 Item 28(b)
	4. **Labor Relations Complaints Files.** Case files relating to union grievances and disputes that are resolved short of arbitration, and to unfair labor practice complaints. Includes complaints, reports, decisions, and related correspondence.	**Destroy** closed case files when 5 years old.	NC-174-102 Item 3 Approved 1/10/74

3730 DRUG ABUSE

Federal Workplace Drug Testing Program Files. Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), **EXCLUDING** consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f).

This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Drug Test Plans and Procedures**, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedural handbooks, operating manuals, and the like.) Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.	**Destroy** when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).	GRS 1 Item 36(a)
	2. **Employee Acknowledgement of Notice Forms**. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.	**Destroy** when employee separates from testing-designated position. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).	GRS 1 Item 36(b)
	3. **Selection/Scheduling Records**. Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.	**Destroy** when 3 years old. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).	GRS 1 Item 36(c)
	4. **Records Relating to the Collection and Handling of Specimens**.		
	a. "Permanent" Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	**Destroy** 3 years after date of last entry. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).	GRS 1 Item 36(d)(1)
	b. Chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	**Destroy** when 3 years old. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).	GRS 1 Item 36(d)(2)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Test Results**. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.		
	a. Positive results.		
	(1) Employees.	**Destroy** when employee leaves agency or when 3 years old, whichever is later.	GRS 1 Item 36(e)(1)(a)
	(2) Applicants not accepted for employment.	**Destroy** when 3 years old.	GRS 1 Item 36(e)(1)(b)
	b. Negative results.	**Destroy** when 3 years old.	GRS 1 Item 36(e)(2)
	NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by Item 3710, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by items 3730 (a)-(e) that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).		
	6. **Personnel Counseling Files.** Reports of interviews, analyses, and related records.	**Destroy** 3 years after termination of counseling.	GRS 1 Item 26(a)
	7. **Alcohol and Drug Abuse Program.** Records created in planning, coordinating, and directing an alcohol and drug abuse program.	**Destroy** when 3 years old.	GRS 1 Item 26(b)
3750	**FINANCIAL DISCLOSURE REPORTS**		
	Reports and Related Documents submitted by individuals as required under the Ethics in Government Act of 1978 (Pub. L. 95-521). [See note after item 1(C).]		
	a. Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	**Destroy** 1 year after nominee ceases to be under consideration for appointment; EXCEPT documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 1 Item 24(a)(1)
	b. All other records including SF 278.	**Destroy** when 6 years old, EXCEPT documents needed in an ongoing investigation, which will be retained until no longer needed in the investigation.	GRS 1 Item 24(a)(2)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	c. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222. [NOTE: See item 1500, Travel Files, for semiannual reports to the Office of Government Ethics on non-Federally funded travel.]	**Destroy** when 6 years old, EXCEPT documents needed in an ongoing investigation, which will be retained until no longer needed in the investigation.	GRS 1 Item 24(b)
	2. **Standards of Conduct Files.** Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	**Destroy** when obsolete or superseded.	GRS 1 Item 27
3770	**GRIEVANCES, APPEALS, AND HEARINGS**		
	1. **Administrative Grievance Files.** (5 CFR 771). Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	**Destroy** 5 years after close of case, or 5 years after conclusion of any court action.	GRS 1 Item 30(a)
	2. **Adverse Action Files** (5 CFR 752) and Performance-Based Actions (5 CFR 432). Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	**Destroy** 5 years after close of case, or 5 years after conclusion of any court action.	GRS 1 Item 30(b)
3790	**SERVICES TO EMPLOYEES (INCLUDES HEALTH PROGRAMS)**		
	Individual Non-Occupational Health Record Files. Forms, correspondence, and other records, including summary records documenting an individual employee's medical history, physical condition, and visits to Government health facilities for non-work related purposes, EXCLUDING records covered by item 3910(1) of this schedule.	**Destroy** 6 years after date of last entry.	GRS 1 Item 19
3800	**INSURANCE AND ANNUITIES**		
	Denied Health Benefits Requests Under Spouse Equity. Denied eligibility files consisting of applications, court orders, denial letters, letters of appeal, and related papers.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Health benefits denied, not appealed.	**Destroy** 3 years after denial.	GRS 1 Item 35(a)
	b. Health benefits denied, appealed to OPM for reconsideration.		
	(1) Appeal successful - benefits granted.	Create enrollment file in accordance with Subchapter S17 of the Federal Employee Health Benefits Handbook.	GRS 1 Item 35(b)(1)
	(2) Appeal unsuccessful - benefits denied.	**Destroy** 3 years after denial.	GRS 1 Item 35(b)(2)
	Note: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.		
3900	**EMPLOYEE HEALTH AND SAFETY**		
	1. **Personal Injury Files.** Forms, reports, correspondence, and related medical and investigation records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. **Destroy** 3 years after cutoff.	GRS 1 Item 31
	2. **Occupational Injury and Illness Files.** Reports and summaries, such as FAA Form 3900-6, OSHA 102F, and OSHA 102FF, and related materials maintained by occupational safety offices, and copies retained by reporting officials. This item does not include reports filed as part of official personnel folders (item 3290(1)), tort claims case files (item 2250(1)), or motor vehicle management records.	**Destroy** when 5 years old, or 5 years after corrective action is taken in cases involving deficiencies.	GRS 1 Item 34
	3. **Safety and Health inspection Files.** Inspection checklists, such as FAA Form 3900-1 or equivalent, and related correspondence documenting results of safety, health, and fire hazard inspections and any corrective actions taken.		
	a. Records of negative findings.	**Destroy** when 5 years old.	NC1-237-84-4 Item 2 Approved 10/1/84
	b. Records of deficiencies that are corrected locally.	**Destroy** 5 years after corrective action is taken.	NC1-237-84-4 Item 2 Approved 10/1/84
	c. Records of deficiencies that are submitted to higher authority for resolution.	**Destroy** 5 years after corrective action is taken.	NC1-237-84-4 Item 2 Approved 10/1/84

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Occupational Health Survey Reports.** Reports containing data such as, radiation measurements, sound level measurements and results, and air samplings.		
	(1) Reports not microfilmed.	**Transfer to FRC** when 5 years old. **Destroy** when 15 years old.	NC1-237-84-4 Item 1 Approved 10/1/84
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-84-4 Item 1 Approved 10/1/84
	(b) Microfilm of original records.	**Destroy** when 15 years old.	NC1-237-84-4 Item 1 Approved 10/1/84
	5. **Acoustic and Audiometric Files.** Records containing audiograms, charts, graphs, and tables showing an individual hearing threshold. Audiometric test files containing individual's name and job classification, date of audiogram, examiner's name, date of last acoustic or exhaustive calibration and employee's most recent noise exposure assessment. Correspondence and reports related to noise exposure measurements.		
	a. Noise exposure measurement files.	**Destroy** after 2 years.	NC1-237-84-3 Item 1(a) Approved 10/1/84
	b. Audiometric test files.	**Destroy** after separation or transfer of affected employee.	NC1-237-84-3 Item 1(b) Approved 10/1/84
3910	**OCCUPATIONAL AND ENVIRONMENTAL HEALTH RECORDS**		
	1. **Employee Medical Folder (EMF).** Long-term medical records as defined in 5 CFR part 293, subpart E.		
	a. Transferred employees.	See 5 CFR part 293, subpart E for instructions.	GRS 1 item 21(a)(1)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Separated employees.	Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will **Destroy** 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.	GRS 1 Item 21(a)(2)
	2. **Temporary or Short-Term Records as Defined in the FPM.**	**Destroy** 1 year after separation or transfer of employee.	GRS 1 Item 21(b)
	3. **Individual Employee Health.** Case Files Created Prior to Establishment of the EMF System that have been retired to an FRC.	**Destroy** 60 years after retirement to FRC.	GRS 1 Item 21(c)
	4. **Employee Health Record Cards.** DOT Form F3901.1, Individual Environmental Health Record, and equivalent.	**Forward** cards of employees transferring within the FAA to the medical official at the gaining organization. **Destroy** 2 years after last entry.	GRS 1 Item 19
	5. **Medical Logs and Registers.** Logs and registers of visits to dispensaries, first aid rooms, and health units.		
	a. Where information is summarized on statistical reports.	**Destroy** 3 months after last entry.	GRS 1 Item 20(a)
	b. Where information is not otherwise summarized.	**Destroy** 2 years after last entry.	GRS 1 Item 20(b)
	6. **Employee Health Statistical Summaries and Reports,** and related paperwork pertaining to employee health, retained by the reporting unit.	**Destroy** 2 years after date of summary or report.	GRS 1 Item 22
	7. **Medical Records of Persons Not Appointed to FAA Positions** (unsuccessful applicants).	**Destroy** 3 years after date of examination, provided that Federal Personnel Manual requirements are met.	NC1-237-77-7 Item 5 Approved 9/23/77
	8. **X-Ray Files.** X-rays made in connection with employee health programs maintained by agency medical offices.		
	a. Pathological. Employee's pathological X-rays, post accident X-rays, and related examinations and morbidity records maintained by agency offices.	**Destroy** when 55 years old.	NC1-237-79-2 Item 4 Approved 2/8/79

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Nonpathological.	**Destroy** when 5 years old.	NC1-237-79-2 Item 4 Approved 2/8/79
3920	**PREVENTIVE MEDICINE AND INDUSTRIAL HYGIENE**		**OPR Action needed to request disposition authority.**
3930	**EMPLOYEE MEDICAL EVALUATION**		**OPR Action needed to request disposition authority.**
3940	**DISPENSARY SERVICES**		
	1. **Medical Records of Non-FAA Employees Visiting FAA Facilities** to receive first aid or emergency treatment.	**Destroy** 5 years after treatment date.	NC1-237-77-7 Item 6 Approved 9/23/77
	2. **Individual Non-Occupational Health Record Files.** Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes, EXCLUDING records covered by item 21 of this schedule.	**Destroy** 6 years after date of last entry.	GRS 1 Item 19

CHAPTER 7. PROPERTY MANAGEMENT AND ACQUISITION

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4000	**AGENCY AIRCRAFT MANAGEMENT**		
	The records described below are generated in activities pertinent to the development, utilization, and maintenance of the agency's aircraft fleet, including rental aircraft. They relate to the allocation of FAA aircraft resources; the operation of agency and rental aircraft; and the performance of related maintenance, modification, standardization, and engineering functions.		
	1. **General Correspondence Files.** Routine correspondence about reports and studies, replies to request for information and related material maintained by the agency office of primary interest relating to its responsibilities for planning, development, direction, and evaluation of national agency aircraft management policies and programs.	**Transfer to FRC** when 4 years old. **Destroy** when 7 years old.	NC1-237-77-3 Item 12 Approved 12/2/77
	2. **Regional Aircraft Management Files.** Correspondence, reports, and other documents maintained by offices responsible for managing regional agency aircraft programs.		
	a. FAA aircraft assignment and issue files.	**Destroy** 2 years after being superseded or after conclusion of assignment.	II-NNA-1017 Item 20 Approved 7/15/1954
	b. Work orders, workload reports, and other data, which reflects man-hour and utilization and maintenance costs.	**Destroy** when 2 years old.	II-NNA-1017 Item 21 Approved 7/15/1954
	c. Correspondence and reports pertaining to the use of FAA owned and rental aircraft.	**Destroy** when 2 years old.	II-NNA-1017 Item 22 Approved 7/15/1954
4010	**AGENCY AIRCRAFT REQUIREMENTS**		**OPR Action needed to request disposition authority.**
4020	**AIRCRAFT ASSIGNMENT**		**OPR Action needed to request disposition authority.**
4030	**AIRCRAFT UTILIZATION**		**OPR Action needed to request disposition authority.**
4040	**AGENCY AIRCRAFT OPERATION (INCLUDES RENTAL AIRCRAFT)**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Pilot Proficiency and Qualification Files.** Documents reflecting proficiency of personnel authorized to operate agency aircraft, including FAA Form 4040-2, Pilot/Flight Engineer/Navigator Flight Record and Record of Flight Check, or equivalent forms, and related correspondence.	**Destroy** 1 year after pilot's separation or transfer from agency. [Note: The record may be offered to the employee for own use upon transfer or separation.]	II-NNA-1017 Item 74 Approved 6/22/54
	2. **Aircraft Rental Files.** Correspondence, reports, authorization cards, proposals, and other documents relating to the rental of aircraft.	**Destroy** when 5 years old.	II-NNA-912 Item 12 Approved 6/11/54
	3. **FAA Aircraft Request and Use Record - FAA Form 4040-6.** Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft and purpose of flight.	**Destroy** when 1 year old.	NC1-237-82-1 Item 1 Approved 10/29/81
4100	**AGENCY AIRCRAFT MAINTENANCE AND MODIFICATION**		
	1. **General Correspondence Files.** Routine correspondence about reports and studies, replies to request for information and related material maintained by the agency office of primary interest relating to its responsibilities for planning, development, direction, and evaluation of national agency aircraft management policies and programs.	**Transfer to FRC** when 4 years old. **Destroy** when 7 years old.	NC1-237-77-3 Item 12 Approved 12/2/77
	2. **Aircraft Maintenance Instruction Files.** Manuals, circular memorandums, change orders, aircraft electronic equipment modifications, field maintenance bulletins, safety circulars, avionics test equipment modifications, and related aircraft and avionics maintenance directives, with supporting case files, if any.		
	a. Record set maintained by the issuing or controlling office.	**Transfer** superseded or canceled case files to FRC when 4 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 13(a) Approved 12/2/77
	b. All others.	**Destroy** when superseded or canceled.	NC1-237-77-3 Item 13(b) Approved 12/2/77
	3. **Aircraft Historical Files.** Documents maintained for the purpose of reflecting a complete record of condition and serviceability of agency aircraft, such as aircraft log books (blue copy), inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and including related aircraft card files.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. When aircraft is transferred or sold as surplus.	**Transfer** related file with aircraft.	II-NNA-752 Item 10 Approved 6/11/54
	b. When aircraft is scrapped or otherwise destroyed.	**Destroy** at the same time as the aircraft.	II-NNA-752 Item 10 Approved 6/11/54
	4. **Current Aircraft Record.**		
	a. When aircraft is transferred or sold as surplus.	**Transfer** related file with aircraft.	II-NNA-752 Item 11 Approved 6/11/54
	b. When aircraft is scrapped or otherwise destroyed.	**Destroy** at the same time as the aircraft.	II-NNA-752 Item 11 Approved 6/11/54
	5. **Engine and Propeller Historical Files.** Documents maintained to provide a complete record of condition and serviceability of agency aircraft engines and propellers, such as log books, repair and maintenance records, and forms AC 4100-184 and AC 4100-184-1 or equivalent.		
	a. When engine or propeller is transferred or sold as surplus.	**Transfer** related file with engine or propeller.	II-NNA-752 Item 12 Approved 6/11/54
	b. When engine or propeller is scrapped or otherwise destroyed.	**Destroy** related file at same time.	II-NNA-752 Item 14 Approved 6/11/54
	6. **Aircraft Services Files.** Forms, bulletins, card records, and other documents used in the maintenance, modification, and servicing of agency aircraft at the Aeronautical Center.		
	a. Aircraft cost record indicating parts used in aircraft maintenance.	**Destroy** when 1 year old.	II-NNA-752 Item 6 Approved 6/11/54
	b. Aircraft, employee-hour cost record indicating number of employee-hours spent to repair aircraft.	**Destroy** when 1 year old.	II-NNA-752 Item 8 Approved 6/11/54
	c. Aircraft gas and oil cost record.	**Destroy** when 1 year old.	II-NNA-752 Item 9 Approved 6/11/54
	d. Aircraft stock control and locator cards.	**Destroy** when part to which card applies is discontinued as a stock item.	II-NNA-752 Item 7 Approved 6/11/54
4140	**INTEGRATED MATERIAL MANAGEMENT PROGRAM**		**OPR Action needed to request disposition authority.**
4200	**AIRCRAFT LOAN GUARANTEE PROGRAM**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **History of Loan Guarantee Program Files.** Memorandum, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program.	**PERMANENT. Offer to NARA.** Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 1 Approved 2/10/86
	2. **General Correspondence Files.** Correspondence, memorandum, reports, and other records relating to the daily administration of the loan guarantee program.	**Transfer to FRC** when 4 years old. **Destroy** when 8 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 2 Approved 2/10/86
	3. **Aircraft Loan Guarantee Records.** Case files for loans, which have been paid in full and applications for loans, which have been denied or withdrawn.	**Transfer to FRC** when 5 years old. **Destroy** when 10 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 3 Approved 2/10/86
4250	**SUPPLY SUPPORT SYSTEMS**		
	Supply Management Files. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201a of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
	a) Copies received from other units for internal purposes or for transmission to staff agencies.	**Destroy** when 2 years old.	GRS 3 Item 4(a)
	b) Copies in other reporting units, and related working documents.	**Destroy** when 1 year old.	GRS 3 Item 4(b)
4400	**ACQUISITION AND PROCUREMENT**		
	The records described below relate to all aspects of the procurement, materiel, and real property functions of the agency. They pertain to the acquisition, management, storage, distribution, transfer, and disposal of real and personal property; the assignment and utilization of administrative and technical space; and motor vehicle management.		
	1. **General Correspondence Files.** Correspondence, reports, and related documents accumulated in the administration and operation of agency procurement functions, including contracting and contract administration, but EXCLUDING files described elsewhere in this paragraph.	**Destroy** when 2 years old.	GRS 3 Item 2

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Real Property Title Files.** Original deeds, abstracts or certificates of title, survey notes, maps, correspondence, and related Papers documenting the acquisition of real property by FAA and predecessor agencies by purchase, condemnation, donation, or otherwise.		
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate to title.	**Destroy** 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3 Item 1(a)
	b. Abstract of certificate of title.	**Transfer** to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3 Item 1(b)
	3. **Routine Procurement Files**. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than Real Property and Tax Exempt records covered elsewhere in this schedule) [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.]		
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000.	**Destroy** 6 years and 3 months after final payment.	GRS 3 Item 3(a)(1)(a)
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000.	**Destroy** 3 years after final payment.	GRS 3 Item 3(a)(1)(b)
	(2) Transactions dated earlier than July 3, 1995.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000.	**Destroy** 6 years and 3 months after final payment.	GRS 3 Item 3(a)(2)(a)
	(b) Transactions that utilize small purchase procedures and all construction contracts under $2,000.	**Destroy** 3 years after final payment.	GRS 3 Item 3(a)(2)(b)
	b. Obligation copy.	**Destroy** when funds are obligated.	GRS 3 Item 3(b)
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	**Destroy** upon termination or completion.	GRS 3 Item 3(c)
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	**Destroy** or delete when 5 years old.	GRS 3 Item 3(d)
	4. **Procurement Document Copy Files.** Copies of contracts, purchase orders, and other procurement documents, exclusive of those covered in item (3) above, used by procurement offices for administrative purposes.	**Destroy** after completion of related transaction.	GRS 3 Item 3(c)
	5. **Solicited and Unsolicited Bids and Proposals Files.**		
	a. Successful bids and proposals.	**Destroy** with related contract case files.(see item 4400 of this schedule)	GRS 3 Item 5(a)
	b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	**Destroy** 1 year after date of award or final payment, whichever is later.	GRS 3 Item 5(b)(1)
	c. Relating to transactions above the small purchase limitations in 48 CFR Part 13.		
	(1) When filed separately from contract case files.	**Destroy** when related contract is completed.	GRS 3 Item 5(b)(2)(a)
	(2) When filed with contract case files.	**Destroy** with related contract case file.(see item 3 of this schedule)	GRS 3 Item 5(b)(2)(b)
	d. Cancelled solicitation files.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened before the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	**Destroy** 5 years after date of cancellation.	GRS 3 Item 5(c)(1)
	(2) Unopened bids.	**Return** to bidder.	GRS 3 Item 5(c)(2)
	(3) Lists or card files of acceptable bidders.	**Destroy** when superseded or obsolete	GRS 3 Item 5(d)
	6. **Canceled Bid Files.** Case files on bids for which no contract was awarded and bids subsequently canceled.	**Destroy** 1 year after cancellation.	NC1-237-77-3 Item 58 Approved 12/2/77
	7. **Bidder Qualification Files.** Bidder mailing lists, bidders list applications, reports, financial statements, and related correspondence reflecting bidder qualifications.	**Destroy** when superseded or canceled.	GRS 3 Item 5(d)
	8. **Procurement Report Files.** Volume and workload reports of procurement operations and procedures.	**Destroy** when 2 years old.	GRS 3 Item 4(a)
	9. **Catalog Files.** Catalogs, federal supply schedules, and other publications used in procurement operations.	**Destroy** when superseded, obsolete, or no longer needed.	Nonrecord
	10. **Public Printer Files.** Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	**Destroy** 3 years after completion or cancellation of requisition.	GRS 3 Item 6(a)
	b. Accounting copy of requisition.	**Destroy** 3 years after period covered by related account.	GRS 3 Item 6(b)
	11. **Non-personal Requisition File.** Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts.)	**Destroy** when 1 year old.	GRS 3 Item 7
	12. **Inventory Requisition File.** Requisitions for supplies and equipment for current inventory.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Stockroom copy.	**Destroy** 2 years after completion or cancellation of requisition.	GRS 3 item 8(a)
	b. All other copies.	**Destroy** when 6 months old.	GRS 3 Item 8(b)
	13. **Inventory Files.**		
	a. Inventory lists.	**Destroy** 2 years from date of list	GRS 3 Item 9(a)
	b. Inventory cards.	**Destroy** 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.	GRS 3 Item 9(b)
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedule.	**Destroy** 2 years after date of survey action or date of posting medium.	GRS 3 Item 9(c)
	14. **Telephone Records.** Telephone statements and toll slips.	**Destroy** 3 years after period covered by related account.	GRS 3 Item 10
	15. **Contractors' Payroll Files.** Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	**Destroy** 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.	GRS 3 Item 11
	16. **Tax Exemption Files.** Tax exemption certificates and related papers.	**Destroy** 3 years after period covered by related account.	GRS 3 Item 12
	17. **Unsuccessful Grant Application Files.** Applications, correspondence, and other records relating to unsuccessful rejected or withdrawn applications.	**Destroy** 3 years after rejection or withdrawal	GRS 3 Item 13
	18. **Grant Administrative Files.** Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	**Destroy** when 2 years old.	GRS 3 Item 14

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	19. **Contract Appeals Case Files.** Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.		
	a. Records created before October 1, 1979.	**Destroy** 6 years, 3 months, after final action on decision.	GRS 3 Item 15(a)
	b. Records created after September 30, 1979.	**Destroy** 1 year after final action on decision.	GRS 3 Item 15(b)
	20. **Contractor's Statement of Contingent or Other Fees.** Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement instead of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	**Destroy** when superseded or obsolete.	GRS 3 Item 16
	21. **Small and Disadvantaged Business Utilization Files.** Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.	**Destroy** when 3 years old.	GRS 3 Item 17
	22. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 3 Item 18
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 3 Item 18

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4402	FAA PROCUREMENT MANUAL		OPR Action needed to request disposition authority.
4405	PROCUREMENT AUTHORITIES AND RESPONSIBILITIES		OPR Action needed to request disposition authority.
4410	OFFICE SUPPLIES		OPR Action needed to request disposition authority.
4415	PROCUREMENT REQUEST		OPR Action needed to request disposition authority.
4420	REAL PROPERTY ACQUISITION		OPR Action needed to request disposition authority.
4423	LEASES, LICENSES, AND PERMITS		OPR Action needed to request disposition authority.
4426	PURCHASE, CONDEMNATIONS, AND TRANSFER		OPR Action needed to request disposition authority.
4430	PERSONAL PROPERTY ACQUISITION		OPR Action needed to request disposition authority.
4431	ADVERTISED CONTRACTS		OPR Action needed to request disposition authority.
4432	NEGOTIATED CONTRACTS		OPR Action needed to request disposition authority.
4433	OPEN MARKET PURCHASING		OPR Action needed to request disposition authority.
4435	CONTRACT CLAUSES, BONDS, INSURANCE, AND TAXES		OPR Action needed to request disposition authority.
4436	FOREIGN PURCHASES		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4437	ACQUISITIONS FROM GOVERNMENT SOURCES		OPR Action needed to request disposition authority.
4440	CONTRACTUAL SERVICES		OPR Action needed to request disposition authority.
4441	LEASED COMMUNICATIONS		OPR Action needed to request disposition authority.
4442	TRANSPORTATION		OPR Action needed to request disposition authority.
4443	CONSTRUCTION		OPR Action needed to request disposition authority.
4444	CONCESSIONS (CONTRACTING)		OPR Action needed to request disposition authority.
4445	OTHER SERVICES		OPR Action needed to request disposition authority.
4450	CONTRACT ADMINISTRATION		OPR Action needed to request disposition authority.
4453	INSPECTION, ACCEPTANCE, AND DELIVERY		OPR Action needed to request disposition authority.
4455	CONTRACT MODIFICATION		OPR Action needed to request disposition authority.
4456	PAYMENTS		OPR Action needed to request disposition authority.
4457	CLAIMS AND DISPUTES		OPR Action needed to request disposition authority.
4458	LIQUIDATED DAMAGES		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4459	TERMINATION		OPR Action needed to request disposition authority.
4470	SPECIAL PROGRAMS		OPR Action needed to request disposition authority.
4471	DEFENSE PRIORITIES AND MATERIALS ACQUISITION		OPR Action needed to request disposition authority.
4472	SMALL BUSINESS		OPR Action needed to request disposition authority.
4473	LABOR SURPLUS AREAS		OPR Action needed to request disposition authority.
4474	LABOR STANDARDS COMPLIANCE		OPR Action needed to request disposition authority.
4500	LOGISTICS		OPR Action needed to request disposition authority.
4510	MATERIEL IDENTIFICATION, SPECIFICATIONS, AND STANDARDIZATION		OPR Action needed to request disposition authority.
4560	PROVISIONING		OPR Action needed to request disposition authority.
4570	CATALOGING		OPR Action needed to request disposition authority.
4580	AGREEMENTS		OPR Action needed to request disposition authority.
4590	DEFENSE READINESS LOGISTICS ACTIVITIES		OPR Action needed to request disposition authority.
4600	PERSONAL PROPERTY MANAGEMENT		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **General Correspondence Files.** Correspondence, reports, and related papers documenting the administration and operation of materiel and property management functions such as utilization, inventory, distribution, identification, provisioning, warehousing, and transportation, and including programs for the management of buildings, space, and motor vehicles, but EXCLUDING files described elsewhere in this paragraph.	**Destroy** when 4 years old.	NC-174-163 Item 2 Approved 3/29/74
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 3 Item 18
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 3 Item 18
	3. **Property Management Report Files.** Reports generated in property and supply management activities, other than those specifically covered elsewhere.		
	a. FAA Depot report file indicating property on hand, items shipped, items received, and other shipment data.	**Destroy** when 10 years old.	NC1-237-77-3 Item 93 Approved 12/2/77
	b. Reports on supply requirements and procurement matters submitted for supply management purposes.	**Destroy** when 2 years old.	GRS 3 Item 4
	4. **Plant and Stores Account Files.** Documents recording characteristics and worth of items of equipment.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. **Plant, Cost, and Stores General Correspondence Files**. Correspondence files of units responsible for plant, cost, and stores accounting operations.	**Destroy** when 3 years old.	GRS 8 Item 1
	6. **Stores Accounting Files.** Stores accounting returns and reports.	**Destroy** when 3 years old.	GRS 8 Item 3
	7. **Plant Accounting Files.** Plant account cards and ledgers, other than those pertaining to structures. [NOTE: Plant accounting cards and ledgers pertaining to structures are not covered under the GRS. Agencies must schedule these records.]	**Destroy** 3 years after item is withdrawn from plant account.	GRS 8 Item 5
	8. **Stores Invoice Files**. Invoices or equivalent papers used for stores accounting purposes.	**Destroy** when 3 years old.	GRS 8 Item 2
	9. **Stores Accounting Background Files. Work papers** used in accumulating stores accounting data.	**Destroy** when 2 years old.	GRS 8 Item 4
	10. **Requisition Files.** Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.	**Destroy** when 2 years after completion or cancellation of requisition.	GRS 3 Item 8(a)
	11. **Depot Requisition Files.** Documents maintained by the FAA Depot.		
	a. Requisition files consisting of procurement request forms.	**Destroy** 2 years after completion or cancellation of request.	GRS 3 Item 3
	b. Requisition and shipping files.	**Destroy** when 6 months old.	GRS 3 Item 3
	12. **Depot Voucher Files.** Debit vouchers, invoices, packing slips, shipment receipts, and related registers, maintained by the FAA Depot.	**Destroy** when 6 years 3 months old.	GRS 6 Item 1
	13. **Employee Property Issue Files.** Documents, including card files, showing property and equipment charged out to personnel, including employee receipts.	**Destroy** 6 months after item is returned.	II-NNA-1017 Item 198 Approved 7/13/54
	14. **Property Record Receipt Files.** Copies of purchase orders maintained as regional property record receipts.	**Destroy** when 2 years old.	GRS 8 Item 2
	15. **Field Supply and Equipment Files.** Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills of lading, and other documents pertaining to the acquisition, transfer, and disposal of equipment and supplies maintained by air traffic field facilities, aviation safety district offices, airport district offices, and airway facilities flight standards field office.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Records relating to equipment transactions.	**Destroy** 2 years after equipment is released from district office.	NC1-237-79-2 Item 1 Approved 2/8/79
	b. Records relating to supply transactions.	**Destroy** when 2 years old.	II-NNA-912 Item 1(a) Approved 6/11/54
	c. Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.	**Destroy** after work is completed.	II-NNA-1306 Item 14 Approved 8/10/54
	16. **Project Materials Files.** Correspondence, reports, and other documents accumulated by the FAA Depot relating to the receipt, custody, shipment, modification, testing, repairing, and reconditioning of materiel, parts, and other components used in the establishment and maintenance of aids to air navigation.		
	a. General correspondence files.	**Destroy** when 3 years old.	GRS 8 Item 1
	b. Stock control card files.	**Destroy** 3 years after card is completed or stock item obsolete.	GRS 8 Item 2
	c. Washington purchase order or equivalent.	**Destroy** when 5 years old.	GRS 8 Item 2
	d. Aeronautical Center purchase order file, or equivalent.	**Destroy** when 3 years old.	GRS 8 Item 2
	e. Monthly work order progress charts.	**Destroy** when 5 years old.	II-NNA-752 Item 18 Approved 6/11/54
	f. Project complement charts.	**Destroy** 5 years after chart is completed.	II-NNA-752 Item 19 Approved 6/11/54
	g. Drawings and specifications of construction equipment.	**Destroy** when no longer required for current operations.	Nonrecord
	17. **Provisioning Files.** Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel.		
	a. Provisioning case files.	**Retain** for life cycle of equipment to which applicable. **Transfer to FRC** 1 year after end of life cycle. **Destroy** when 5 years old.	N1-237-86-1 Item 1 Approved 3/26/86

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Replaceable parts lists.	**Retain** for life cycle of equipment to which applicable. **Transfer to FRC** 1 year after end of life cycle. **Destroy** when 5 years old.	N1-237-86-1 Item 2 Approved 3/26/86
4620	**USE AND REPLACEMENT STANDARDS**		**OPR Action needed to request disposition authority.**
4622	**NAME PLATES**		**OPR Action needed to request disposition authority.**
4630	**INVENTORY MANAGEMENT**		
	Inventory Files. Documents maintained to provide replenishment, stock control, and property maintenance data.		
	a. Inventory lists.		
	b. Annual inventories.	**Destroy** 2 years from date of list.	GRS 3 Item 9(a)
	c. Inventory cards.	**Destroy** 2 years after; 1) discontinuance of item, 2) stock balance is transferred to new card or recorded under a new classification, or 3) equipment is removed from agency control.	GRS 3 Item 9(b)
	d. Report of survey files and other papers used for adjustment of inventory records.	**Destroy** 2 years after date of survey or date of posting medium.	GRS 3 Item 9(c)
4631	**INVENTORY MANAGEMENT, PROPERTY TRANSFER**		**OPR Action needed to request disposition authority.**
4633	**PHYSICAL INVENTORY**		**OPR Action needed to request disposition authority.**
4635	**CONTRACTOR INVENTORY**		**OPR Action needed to request disposition authority.**
4640	**SURVEY AND ADJUSTMENTS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4650	**LOGISTICS SYSTEMS AND ACCOUNTABILITY**		
	1. **Personal Property In-Use Accountability Files.** Documents accumulated by property accountability officers and property custodians in the management, accountability, and physical control of personal property in-use in the agency.		
	a. Detail property record (card, tape, printout, log, etc.) reflecting physical and financial characteristics of personal property in use.	**Destroy** after disposal of related property or its transfer to other accountability.	II-NNA-1017 Item 193 Approved 7/13/54
	b. Code sheets, punch cards and other media used merely for transmitting data to tape.	**Destroy** or **delete** when 2 years old, or 2 years after the date of the last entry, whichever is applicable.	GRS 23 Item 8
	2. **Master Project Materiel Case Files.** Documents accumulated by regional Logistics Divisions in the management and control of project materiel required in the establishment and modification of facilities in the National Airspace System.	**Destroy** 1 year after project has been capitalized.	II-NNA-1017 Item 119 Approved 7/13/54
4660	**REAL PROPERTY MANAGEMENT**		
	1. **Cartographic Records Prepared During Intermediate Stages of Publication.** Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	**Destroy** when no longer needed for revision.	GRS 17 Item 1
	2. **Architectural Drawings of Temporary Structures and Buildings** or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 3

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Contract Negotiation Drawings**. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	**Destroy** when the final working/as-built drawings have been produced.	GRS 17 Item 5
	4. **Space Assignment Plans.** Outline floor plans indicating occupancy of a building.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 6
	5. **Engineering Drawings of Routine Minor Parts**. Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	**Destroy** when superseded, or after the structure or object has been retired from service.	GRS 17 Item 8
	6. **Drawings Reflecting Minor Modifications**. Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 9
	7. **Paint Plans and Samples**. Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 10
	8. **Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.**	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 4
4665	**SPACE MANAGEMENT**		
	1. **General Correspondence Files.** Consists of correspondence, reports, and related papers documenting space management activities EXCLUDING record files described elsewhere below.	**Destroy** when 2 years old	GRS 11 Item 1
	2. **Space and Buildings Maintenance Files.** Documents relating to the acquisition, allocation, utilization, and release of space, and related matters.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Building plan files and related records utilized in space planning, assignment, and adjustment.	**Destroy** 2 years after termination of assignment, when lease is canceled, or when plans are superseded or obsolete.	GRS 11 Item 2(a)
	b. Agency Reports to GSA	**Destroy** when 2 years old.	GRS 11 Item 2(b)(1)
	c. Copies in subordinate reporting units and related work papers.	**Destroy** when 1 year old.	GRS 11 Item 2(b)(2)
	d. Requests for building and equipment maintenance services, excluding fiscal copies.	**Destroy** 3 months after work is performed or requisition canceled.	GRS 11 Item 5
	e. Rental questionnaire files relating to occupancy and rental of Government-owned buildings.	**Destroy** questionnaires 2 years after being superseded; **Destroy** related correspondence after 3 years.	GRS 11 Item 2(a)
	3. **Cartographic Records Prepared During Intermediate Stages of Publication.** Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	**Destroy** when no longer needed for revision.	GRS 17 Item 1
	4. **Architectural Drawings of Temporary Structures and Buildings** or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 3
	5. **Contract Negotiation Drawings**. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	**Destroy** when the final working/as-built drawings have been produced.	GRS 17 Item 5
	6. **Space Assignment Plans.** Outline floor plans indicating occupancy of a building.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 6

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	7. **Engineering Drawings of Routine Minor Parts.** Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	**Destroy** when superseded, or after the structure or object has been retired from service.	GRS 17 Item 8
	8. **Drawings Reflecting Minor Modifications.** Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 9
	9. **Paint Plans and Samples.** Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 10
	10. **Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.**	**Destroy** when superseded or after the structure or object has been retired from service.	GRS 17 Item 4
4670	**MOTOR VEHICLE MANAGEMENT**		
	1. **General Correspondence Files** consists of correspondence, reports, and related papers documenting motor vehicle management activities EXCLUDING record files described elsewhere below.	**Destroy** when 2 years old	GRS 10 Item 1
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 10 Item 8(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 10 Item 8(b)
	3. **Motor Vehicle Management Files.** Documents relating to the management, operation, and maintenance of motor vehicles.		
	a. Motor vehicle operating files.	**Destroy** when 3 months old.	GRS 10 Item 2(a)
	b. Motor vehicle maintenance files.	**Destroy** when 1 year old.	GRS 10 Item 2(b)
	c. Motor vehicle ledger and work sheets providing cost and expense data.	**Destroy** 3 years after discontinuance of ledger or date of worksheet.	GRS 10 Item 3
	d. Motor vehicle report files (other than accident, operating, and maintenance reports).	**Destroy** 3 years after date of report.	GRS 10 Item 4
	e. Motor vehicle accident files maintained by transportation offices.	**Destroy** 6 years after case is closed.	GRS 10 Item 5
	f. Vehicle release and transfer files.	**Destroy** 4 years after vehicle leaves agency custody.	GRS 10 Item 6
	g. Motor vehicle operator's files. Includes driver's test, authorizations to use vehicles, safe driver's award, and related correspondence.	**Destroy** 3 years after separation of employee or 3 years after recession of authorization to operate government-owned vehicle, whichever is earlier.	GRS 10 Item 7
4680	**PROPERTY REPORTING ANALYSIS**		**OPR Action needed to request disposition authority.**
4700	**MATERIEL RECEIPT, STORAGE, AND ISSUE**		**OPR Action needed to request disposition authority.**
4714	**OFFICE SUPPLIES**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4730	**HANDLING MATERIEL**		**OPR Action needed to request disposition authority**
4770	**TRAFFIC MANAGEMENT**		
	1. **Bill of Lading Files.** Government and commercial bills of lading and supporting papers maintained by transportation units.		
	a. Issuing office.	**Destroy** 6 years after period of account.	GRS 9 Item 1(c)
	b. All others.	**Destroy** when 1 year old.	Nonrecord
4800	**UTILIZATION AND DISPOSAL (PERSONAL PROPERTY)**		
	1. **General Correspondence Files.** Correspondence, reports, and related documents pertaining to the administration and operation of activities dealing with the redistribution and disposal of excess and surplus property, EXCLUDING files described elsewhere below.	**Destroy** when 2 years old.	GRS 4 Item 1
	2. **Surplus Property Case Files.** Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.		
	a. Transactions of more than $25,000.	**Destroy** 6 years after final payment.	GRS 4 Item 3(a)
	b. Transactions of $25,000 or less.	**Destroy** 3 years after final payment.	GRS 4 Item 3(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Real Property Files.** Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4
4830	**EXCESS PROPERTY REPORTING**		
	1. **Reports of Excess Personal Property.**	**Destroy** when 3 years old.	GRS 4 Item 2
	2. **Reports of Excess Real Property**	**Destroy** 1 year after disposal of property.	NC-174-163 Item 7 Approved 3/29/74
4900	**PERSONAL SERVICES**		**OPR Action needed to request disposition authority.**
4910	**COMMISSARY**		**OPR Action needed to request disposition authority.**
4920	**MESSING**		**OPR Action needed to request disposition authority.**
4930	**HOUSING**		
	1. **Housing General Correspondence Files.** Correspondence files pertaining to the maintenance and management of housing projects.	**Destroy** when 2 years old.	GRS 15 Item 1

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 15 Item 3
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 15 Item 3
	3. **Housing Maintenance and Repair Files.** Maintenance and repair records for individual units.		
	a. Summary card or ledger record.	**Destroy** 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.	GRS 15 Item 2(a)
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	**Destroy** 3 fiscal years following close of fiscal year in which work is done.	GRS 15 Item 2(b)
	4. **Housing Management Files.** Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	**Destroy** when 2 years old.	GRS 15 Item 3
	5. **Housing Lease Files.** Copies of leases, renewals, termination notices, and related documents.	**Destroy** 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later	GRS 15 Item 4
	6. **Housing Assignment and Vacancy Card Files.**		
	a. Individual tenant cards.	**Destroy** when tenant vacates unit.	GRS 15 Item 5(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Individual housing unit cards.	**Destroy** 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.	GRS 15 Item 5(b)
	7. **Housing Inventory Files.** Furnishing inventory files, pertaining to items included in furnished units.	**Destroy** 3 fiscal years after close of fiscal year in which inventory is superseded.	GRS 15 Item 6
	8. **Housing Application Files** (other than copies in lease files).		
	a. Rejected application files.	**Destroy** 1 year from date of rejection.	GRS 15 Item 7(a)
	b. All others.	**Destroy** when 2 years old.	GRS 15 Item 7(b)
4940	**LAUNDRY AND DOMESTIC SERVICES**		**OPR Action needed to request disposition authority.**
4950	**CONCESSIONS**		**OPR Action needed to request disposition authority.**
4960	**SUPPORTING SHOP SERVICES**		**OPR Action needed to request disposition authority.**

CHAPTER 8. AIRPORTS, LAUNCHING, AND LANDING FACILITIES

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5000	**AIRPORTS - GENERAL**		
	The records described below relate to the administration of programs promoting the development of a national system of public airports. These include airports systems planning; administration of the Federal Aid Airport Program; conveyance of land for public airport purpose; providing standards for design, construction, maintenance, and ground safety at civil airports; and related activities.		
	1. **General Correspondence Files.** Routine correspondence, reports, and related materials relating to the planning, coordination, and establishment of a national system of civil airports; developing a national airport plan; granting Federal funds to airport sponsors; transfer of public lands for airport purposes; review of claims for repair of public airports damaged by Federal agencies; enforcing compliance with laws and regulations affecting airports constructed with Federal funds; compilation of airport data; and development of standards for airport planning, design, construction, and maintenance; but EXCLUDING files described elsewhere in this paragraph.		
	a. Office of the Associate Administrator for Airports.	**Transfer to FRC** when 4 years old. **Destroy** when 20 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	b. Regional Airports Divisions.	**Transfer to FRC** when 4 years old. **Destroy** when 20 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	c. Airports District Offices.	**Destroy** when 4 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	2. **Military Utilization of Civil Airports Files.** Routine correspondence, reports, and other documents relating to military and joint civil-military use of public airports, not filed in airport project files (item 5100).		
	a. Office of the Associate Administrator for Airports.	**Transfer to FRC** when 10 years old. **Destroy** when 20 years old.	NC1-237-77-3 Item 40 Approved 12/2/77
	b. Regional Airports Divisions.	**Destroy** 5 years after restoration and claims related to military use at the individual location have been settled.	NC1-237-77-3 Item 40 Approved 12/2/77
	c. Airports District Offices.	**Destroy** 5 years after restoration and claims related to military use at the individual location have been settled.	NC1-237-77-3 Item 40 Approved 12/2/77
	3. **Special Airport Program and Project Files.** Correspondence, reports, and related data pertaining to special subjects such as fog intensity diversion operations and air marking, maintained by airports district offices.	**Destroy** when 10 years old.	II-NNA-912 Item 10 Approved 6/11/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **State Files.** Case files, arranged by state, maintained by airport district offices, relating to airports under their jurisdiction. Includes correspondence; construction progress reports; inspection and test reports on aircraft, runways, and buildings; flight landing and take-off patterns with related instructions; photographs and blueprints of airport structures and facilities; and related materials.		
	a. Case files without zoning ordinances.	**Destroy** closed case files when 4 years old.	237-78-4 Item 1 Approved 6/30/78
	b. Case files with zoning ordinances.	**Destroy** when superseded.	237-78-4 Item 1 Approved 6/30/78
5010	**FACILITY RECORDS**		
	1. **Airport Master Files.** Documents relating to facilities at civil airports in the United States and its possessions, including FAA Form 5010-1, Airport Master Record, FAA Form 5010-2, Landing Facility Information Request, or equivalents, and related materials.		
	a. Case files maintained by Office of Airports Programs.	**Transfer** closed case files to Defense Mapping Agency Aerospace Center after airport (other than those with Federal agreements) is in abandonment status for 3 years, for scheduling by Defense Mapping Agency.	NC1-237-77-3 Item 41 Approved 12/2/77
	b. Regional Airport Divisions.	**Destroy** FAA Form 5010-1 and related correspondence and reports when superseded by current form. **Destroy** instructions pertaining to the preparation of FAA Form 5010-1 when superseded or canceled.	NC1-237-77-3 Item 41 Approved 12/2/77
	c. Airports District Offices.	**Destroy** 3 years after airport is abandoned, or no longer required for current operations.	NC1-237-77-3 Item 41 Approved 12/2/77
	d. All others.	**Destroy** FAA Form 5010-1 when superseded or no longer required for current operations, whichever is earlier.	II-NNA-1017 Item 31 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Airport Facility Statistical Files.** Statistical summaries and studies prepared from machine tabulations of airport facilities data.		
	a. Master location list of airports and special studies and summaries.	**Destroy** when superseded.	NC1-237-77-3 Item 42 Approved 12/2/77
	b. Periodic tabulations summarized or published in FAA publications.	**Destroy** when 1 year old.	II-NNA-1268 Item 22(c) Approved 8/4/54
	3. **Airport Identification Files.** Files containing summary data on airports and airport facilities.	**Destroy** files on airports (other than Federal agreement airports) 3 years after being placed in abandonment status.	NC1-237-77-3 Item 43 Approved 12/2/77
5030	**SYSTEM PLANNING**		
	1. **Airport Traffic Files.** Card files showing enplaned airline traffic, by airport; total employees, departures of passengers, mail, express, and freight, by city; and traffic load, by airlines.	**Destroy** when 10 years old.	II-NNA-1268 Item 20 Approved 8/4/54
	2. **Airports Economic Studies and Publications Files.** Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.		
	a. Record copy of publications and background material for unpublished studies.	**Destroy** when 10 years old.	NC1-237-77-3 Item 44 Approved 12/2/77
	b. Background material of publications.	**Destroy** when 10 years old.	NC1-237-77-3 Item 44 Approved 12/2/77
	3. **City Summary and Economic Analysis Files.**	**Destroy** when 10 years old.	NC1-237-77-3 Item 45 Approved 12/2/77
5040	**AVIATION REQUIREMENTS**		**OPR Action needed to request disposition authority.**
5050	**ENVIRONMENTAL PLANNING**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Draft and Final Section 102(2)(C) Environmental Impact Statements (EIS), Finding of No Significant Impact FONSI), and Section 4(f) Project Files.** Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents and project files for noise compatibility planning under the Aviation Safety and Noise Abatement Act and Federal Aviation Regulations Part 150.		
	a. Office of Airport Planning and Programming.		
	(1) Approved EIS or FONSI proposed actions.	**Transfer** closed files to FRC 3 years after FAA has approved the EIS or FONSI for proposed action. **Destroy** when 13 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(2) Controversial projects.	**Transfer** closed files to FRC 3 years after all litigation has been resolved. **Destroy** when 13 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(3) EIS or FONSI prepared for future projects that will be evaluated and are intended to have a written reevaluation action applied.	**Transfer** closed files to FRC after administrative actions have been taken on the last projects. **Destroy** when 10 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(4) FAR Part 150 files.	**Transfer to FRC** 10 years after the Noise Compatibility Program (NCP) has been approved. FRC to **Destroy** 10 years after receipt.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	b. Regional Airports Divisions/Airports District Offices.		
	(1) Constructed or completed EIS or FONSI projects.	**Transfer** closed files to FRC when the project or projects for which the EIS or FONSI was prepared are constructed or completed, including Federal funding. **Destroy** when 10 years old.	NC1-237-77-3 Item 46(b) Approved 12/2/77
	(2) EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended.	**Transfer to FRC** after the last project is federally funded and completed. **Destroy** when 10 years old.	NC1-237-77-3 Item 46(b) Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5060	**DESIGN AND PLANNING OF AIRPORTS**		**OPR Action needed to request disposition authority.**
5070	**INTERGOVERNMENTAL RELATIONS**		**OPR Action needed to request disposition authority.**
5090	**NATIONAL INTEGRATED AIRPORTS SYSTEM PLAN**		
	National Airport Plan Data Files. Documents, such as state data sheets and related forms, used in the development of national airport plans and requirements.		
	a. Office of the Associate Administrator for Airports.	**Destruction not authorized.**	Revalidation required
	b. Regional Airports Division Offices.	**Destruction not authorized.**	Revalidation required
	c. Airports District Offices.	**Destruction not authorized.**	Revalidation required
5100	**FEDERAL-AID AIRPORT PROGRAM/AIRPORT DEVELOPMENT AID PROGRAM/AIRPORT IMPROVEMENT PROGRAM**		
	1. **Airport Project Case Files.** Case files on airport projects affected by agreements with the Federal Government under the Airport Development Aid Program (ADAP) and the Federal-Aid Airport Program (FAAP), consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents.		
	a. Office of the Associate Administrator for Airports.	**Transfer** closed case files to FRC when financially completed. **Destroy** when 5 years old.	NC1-237-79-3 Item 5 Approved 11/14/79
	b. Regional Airports Division/Airports District Offices.	**Maintain** 1 copy of project case files in either the regional Airports Division or Airports District Offices. **Transfer to FRC** when financially completed. **Destroy** when 20 years old.	NC1-237-79-3 Item 5 Approved 11/14/79

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Airport Project Plan Files.** Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices.		
	a. Preliminary plans.	**Destroy** upon receipt of approved construction plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	b. Approved construction plan.	**Destroy** upon receipt of as constructed plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	c. As-constructed plans.		
	(1) Plans not microfilmed.	**Transfer to FRC** when volume warrants. **Destroy** 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-79-3 Item 6 Approved 11/14/79
	(b) Microfilm of original records.	**Transfer to FRC** when volume warrants. **Destroy** 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	3. **Airport Drawings/Layout Plans.** Documents maintained by region/airports district offices showing boundaries and facilities at FAAP/ADAP funded airports.		
	a. Plans not microfilmed.	**Transfer to FRC** when volume warrants. **Destroy** 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77
	b. If microfilmed:		
	c. Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	d. Microfilm of original records.	**Transfer to FRC** when volume warrants. **Destroy** 50 years after financial completion of the project.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77
	4. **Airport Project Specification Files.** Specifications for the design and construction of ADAP projects maintained by the regional airport divisions or airports district offices.	**Destroy** when project is financially completed.	NC1-237-77-4 Item 4 Approved 4/7/77
	5. **ADAP Program Control Records.** Program control records consisting of ledger forms maintained by Headquarters and Regional Airports Offices.		
	a. Headquarters.	**Destroy** 1 year after financial completion of all projects in a program.	N1-237-86-2 Item 1 Approved 4/16/86
	b. Regions.	**Destroy** 3 years after financial completion of all projects in a program.	N1-237-86-2 Item 1 Approved 4/16/86
	6. **Unprogrammed Airport Project Files.** Correspondence relating to proposed projects for which no funds were allocated.	**Destroy** when 3 years old.	NN-173-174 Item 2 Approved 3/29/73
	7. **Headquarters FAAP/ADAP Fund Control Records.** Documents relating to the financial status of airport grant-in-aid projects, including the control and apportionment of funds to regions.		
	a. Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP.	**Destroy** 50 years after financial completion of program.	NC1-237-79-3 Item 8 Approved 11/14/79
	b. Request for changes in allotment and sub-allotment.	**Destroy** 3 years after program is completed.	NC1-237-79-3 Item 8 Approved 11/14/79
5150	**SURPLUS AIRPORT PROPERTY DISPOSAL PROGRAM**		
	1. **Surplus Airport Property Files.** Case files relating to the disposal of surplus Government airports and airport facilities and equipment, containing declarations, surveys, deeds, agreements, leases, charts, compliance reports, and related correspondence.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Office of the Associate Administrator for Airports.	**Transfer** closed case files to FRC when volume warrants. **Destroy** when land reverts to Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 48 Approved 12/2/77
	b. Regional Airports Divisions.	**Screen** annually and **Destroy** material of expired temporary value, such as duplicate copies, transmittals, and expired leases. **Transfer** skeleton file of basic documents and compliance enforcement records to FRC when the volume warrants. **Destroy** when land reverts to the Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 48 Approved 12/2/77
	c. Airports District Offices.		
	(1) Surplus real property files	**Destroy** 6 years after final payment for items over $25,000. **Destroy** 3 years after final payment for items of $25,000 or less.	GRS 4 Item 3
	(2) Donable surplus personal property files.	Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4
	2. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	c. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	**Destroy/delete** within 180 days after the recordkeeping copy has been produced.	GRS 4 Item 5

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	d. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	**Destroy/delete** when dissemination, revision, or updating is completed.	GRS 4 Item 5
5170	**TRANSFER OF LANDS UNDER SEC. 16 AND SEC. 23 OF THE AIRPORT/AIRWAY DEVELOPMENT ACT OF 1970.**		
	Federal Airport Act Section 16 and 23 files. Case files relating to transfers of Federal land to public agencies for use in connection with public airports.	**Transfer to FRC** when volume warrants. **Destroy** when land reverts to Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 49 Approved 12/2/77
5190	**COMPLIANCE ENFORCEMENT ACTIVITIES**		
	Compliance Enforcement Files. Case files relating to activities concerned with effecting compliance with laws, regulations, and agreements regarding airports sponsored under DLAND and DCLA programs (AP-4).	**Transfer to FRC** when volume warrants. **Destroy** when there is no longer any Federal obligations under programs administered by DOT and/or FAA.	NC1-237-77-3 Item 49 Approved 12/2/77
5200	**AIRPORT SAFETY**		
	Airport Obstruction Files. Correspondence and reports pertaining to hazards to air navigation maintained by airport district offices.	**Destroy** when 5 years old.	II-NNA-1017 Item 33 Approved 7/13/54
5210	**AIRPORT SAFETY OPERATIONS**		**OPR Action needed to request disposition authority.**
5220	**AIRPORT SAFETY EQUIPMENT AND FACILITIES**		**OPR Action needed to request disposition authority.**
5230	**AIRPORT GROUND SAFETY**		**OPR Action needed to request disposition authority.**
5250	**TERMINAL AREA COORDINATION OF AIRPORT/AIRSPACE MATTERS**		**OPR Action needed to request disposition authority.**
5260	**CAB ROUTE PROCEEDINGS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5270	**INTERNATIONAL AIRPORTS PROGRAM**		**OPR Action needed to request disposition authority.**
5280	**AIRPORT CERTIFICATION**		
	General Files. Correspondence, records, reports, etc., pertaining to program administration. Includes arrangement for airport inspections (but not the substance of the inspection), explanation and advice on certification matters in general (but not on the certification determination of a specific airport), fiscal programs, personnel management, etc. Also excludes program policy and guidance.		
	a. Office of Associate Administrator of Airports.	**Transfer to FRC** when 4 years old. **Destroy** when 20 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
	b. Regional Airports Divisions.	**Transfer to FRC** when 4 years old. **Destroy** when 20 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
	c. Airport District Offices.	**Destroy** when 4 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
5300	**AIRPORT DESIGN, CONSTRUCTION, AND MAINTENANCE**		
	1. **General Technical Correspondence Files.** Documents relating to airport engineering, designing, paving, turfing, drainage, landscaping, architecture, zoning, and related subjects.		
	a. Regional Airports Divisions.	**Destroy** 5 years after notice of deactivation of airport.	NC1-237-77-3 Item 51 Approved 12/2/77
	b. Airports District Offices.	**Destroy** when 3 years old.	II-NNA-912 Item 9 Approved 6/11/54
	2. **Airport Management Files.** Documents reflecting advisory and inspection activities with regard to airport management, planning, operations, and maintenance.	**Place** files in inactive status every three years. **Destroy** 8 years after being placed in inactive status.	II-NNA-912 Item 5 Approved 6/11/54
	3. **Airport Site Investigation Files.** Documents relating to the selection, investigation, and approval of airport sites, and to agreements between FAA and the Federal Highway Administration with regard to the use of highways in or adjacent to airports, maintained by airport district offices.	**Destroy** closed files when 10 years old.	II-NNA-912 Item 14 Approved 6/11/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Drawings, Tracings, and Sketches.** Aeronautical Navigational Chart (ANC) drawings, duplicate copies of tracings, drawings and sketches and preliminary drawings, all submitted to FAA by airport sponsors seeking Federal aid to build airports.	**Destroy** 5 years after notice of deactivation of airports.	NC1-237-77-3 Item 52 Approved 12/2/77
	5. **Wind Rose Charts.** Charts showing wind trends for four- to eight-year periods prior to compilation, prepared from material received from the Weather Bureau.		
	a. Record copy.	**Destroy** 5 years after notice of deactivation of airport.	NC1-237-77-3 Item 53 Approved 12/2/77
	b. All others.	**Destroy** when no longer needed for administrative operations.	Nonrecord
5310	**AIRPORT MASTER PLANNING**		**OPR Action needed to request disposition authority.**
5320	**AIRPORT DESIGN**		**OPR Action needed to request disposition authority.**
5325	**INFLUENCE OF AIRCRAFT PERFORMANCE**		**OPR Action needed to request disposition authority.**
5330	**AIRPORT LAYOUT AND CONFIGURATION**		**OPR Action needed to request disposition authority.**
5335	**RUNWAY, TAXIWAY, AND APRON CHARACTERISTICS**		**OPR Action needed to request disposition authority.**
5340	**AIRPORT VISUAL AIDS**		**OPR Action needed to request disposition authority.**
5345	**AIRPORT LIGHTING SPECIFICATIONS**		
	1. **Airport Lighting Specification Files.** History file of specifications for airport lighting installations and equipment.	**Destroy** 5 years after a specification becomes obsolete and the last installation made under the spec is dismantled.	NN-173-174 Item 4 Approved 3/29/73

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Lighting Equipment Approval Files.** Correspondence, reports, test data, and related documents pertaining to approvals of manufacturer's lighting equipment.	**Destroy** 5 years after related equipment becomes obsolete and the last installation made under the approval is dismantled.	NN-173-174 Item 5 Approved 3/29/73
5355	**AIRPORT TERMINAL AREA FACILITIES**		
	Terminal Facilities Data Files. Correspondence and reports maintained by regional airports divisions, relating to gate and loading positions, and passenger and loading facilities.	**Destroy** when 5 years old.	II-NNA-1017 Item 28 Approved 7/13/54
5360	**AIRPORT BUILDINGS**		**OPR Action needed to request disposition authority.**
5370	**AIRPORT CONSTRUCTION**		**OPR Action needed to request disposition authority.**
5380	**AIRPORT MAINTENANCE**		**OPR Action needed to request disposition authority.**
5390	**HELIPORTS**		**OPR Action needed to request disposition authority.**
5395	**SEAPLANE FACILITIES**		**OPR Action needed to request disposition authority.**
5400	**FEDERALLY-OWNED OR OPERATED AIRPORTS**		**OPR Action needed to request disposition authority.**
5410	**WAKE**		**OPR Action needed to request disposition authority.**
5420	**GUAM**		**OPR Action needed to request disposition authority.**
5430	**DULLES INTERNATIONAL**		**OPR Action needed to request disposition authority.**
5440	**METROPOLITAN WASHINGTON AIRPORT**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5450	FAA HEADQUARTERS HELIPAD		OPR Action needed to request disposition authority.
5500	PASSENGER FACILITY CHARGE PROGRAM		OPR Action needed to request disposition authority.
5600	COMMERCIAL SPACE LAUNCH SITE OPERATIONS		OPR Action needed to request disposition authority.
5610	COMMERCIAL SPACE SYSTEM PLANNING		OPR Action needed to request disposition authority.
5620	COMMERCIAL SPACE ENVIRONMENTAL PLANNING		OPR Action needed to request disposition authority.
5630	NATIONAL LAUNCH SITE SYSTEM PLANNING		OPR Action needed to request disposition authority.
5640	LAUNCH SITE DESIGN, CONSTRUCTION, AND MAINTENANCE		OPR Action needed to request disposition authority.
5650	LAUNCH SITE LICENSING		OPR Action needed to request disposition authority.
5660	LAUNCH SITE OPERATIONS		OPR Action needed to request disposition authority.
5670	LAUNCH SITE COMPLIANCE MONITORING		OPR Action needed to request disposition authority.
5900	PLANNING GRANT PROGRAM	Withdrawn.	

CHAPTER 9. FACILITIES AND EQUIPMENT

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6000	**AIRWAY FACILITIES**		
	The records described in this paragraph relate to the construction, commissioning, installation, maintenance, inspection, and relocation of air navigation, air traffic control, and aeronautical communications systems, facilities, and equipment.		
	1. **General Correspondence Files.** Routine correspondence, reports, and related documents accumulated in the administration and operation of programs for the survey, installation, construction, maintenance, and inspection of air navigation, air traffic control, and aeronautical communication facilities and equipment. Including documents relating to the determination of requirements for the procurement, manufacture, and distribution of equipment, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence files of the agency office of primary interest and that portion of files of regional headquarters offices relating to the development of policies and standards in the management of assigned programs.	**Destroy** when 5 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	b. Correspondence files of regional headquarters offices (other than that portion described in (a) above).	**Destroy** when 5 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	c. Correspondence files of systems maintenance field offices relating to the inspection, repair, and servicing of facilities and equipment.	**Destroy** when 2 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	2. **Air Marking Program Files.** Documents pertaining to providing visual ground markings to guide pilots of aircraft not equipped or unable to use electronic navigational aids.		
	a. Agency office of primary interest.	**PERMANENT. Transfer to FRC** when inactive. **Offer** to NARA 10 years later.	NC1-237-77-3 Item 68(2) Approved 12/2/77
	b. Regional headquarters offices.	**Destroy** when 1 year old.	NC1-237-77-3 Item 68(2) Approved 12/2/77
	3. **Facilities Establishment Files.** Case files maintained by regional headquarters offices relating to the engineering, construction, and installation of facilities.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Program case files.	**Destroy** 5 years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the Government.	NN-173-174 Item 6 Approved 3/29/73
	b. Project case files.	**Destroy** 5 years after decommissioning of related facility.	NN-173-174 Item 6 Approved 3/29/73
	c. Work order and cost data files.	**Destroy** 5 years after decommissioning of the system involved.	NN-173-174 Item 6 Approved 3/29/73
6005	**EQUIPMENT INSTRUCTION BOOKS-GENERAL**		**OPR Action needed to request disposition authority.**
6010	**ESTABLISHMENT, MODERNIZATION, AND RELOCATION**		
	1. **Overseas Planning Files.** Correspondence, memorandums, reports, and related papers pertaining to the coordination of plans and policies for the establishment, development, improvement, and maintenance of air navigation facilities outside the continental United States.	**PERMANENT. Transfer to FRC** when 5 years old. **Offer** to NARA when 15 years old.	NC1-237-77-3 Item 69 Approved 12/2/77
	2. **Airport Engineering Planning Files.** Case files pertaining to engineering, planning, and governing the construction of airports built by FAA in the U.S. (Not including the Washington Airport Project), its territories and possessions, and in foreign countries. Contains proposals (including plans and specifications), contracts, summary bids, physical and fiscal progress reports, change orders, notices to proceed, and related correspondence.	**Destroy** 10 years after construction is completed.	352-S207 Item 10 Approved 2/5/52
	3. **Facility Data Files.** Documents containing data regarding location and type of facility maintained by FAA, used to provide control and planning information.		
	a. Monthly tabulations.		
	(1) Agency office of primary interest.	**Destroy** when 1 year old.	352-S207 Item 67 Approved 2/5/52
	(2) Regional headquarters offices.	**Destroy** when superseded.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Sector maps.	**Destroy** when 1 year old.	352-S207 Item 68 Approved 2/5/52
	c. Card files of proposed and current facilities.	**Destroy** 4 years after facility is canceled.	352-S207 Item 16 Approved 2/5/52
6011	**F&E PLANNING AND PROGRAMMING**		**OPR Action needed to request disposition authority.**
6012	**INSTALLATION PROCEDURES (GENERAL)**		**OPR Action needed to request disposition authority.**
6013	**FACILITIES AND EQUIPMENT PLANNING**		**OPR Action needed to request disposition authority.**
6020	**PROGRAMMING RECORDS**		
	1. **Program Engineering Files.** Case files pertaining to the assignment and scheduling of establishment projects, and the allocation of funds required, maintained by the agency office of primary interest, containing drawings, bids and specifications, copy of contract or lease, cost of estimates, data sheets, and correspondence regarding authorization for scheduling project and allocating funds.		
	a. Facilities established for FAA.	**Destroy** 4 years after facility is canceled.	352-S207 Item 9 Approved 2/5/52
	b. Facilities established for other agencies.	**Destroy** 1 year after acceptance of facility or work by other agency.	352-S207 Item 9 Approved 2/5/52
	2. **Test Data Files.** Test date on equipment to determine compliance with procurement specifications.	**Destroy** upon expiration of guarantee of equipment.	352-S207 Item 26 Approved 2/5/52
	3. **F&E Project Files.** Case files pertaining to F&E project assignments, fund allocations, adjustments of F&E programs, technical documentation, and project grouping and coding, maintained by regional headquarters offices.		
	a. Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent.	**Destroy** 1 year after decommissioning of facility.	NC1-237-77-3 Item 70 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Instructions and implementation correspondence to and from Washington offices.	**Destroy** 2 years after decommissioning of facility.	NC1-237-77-3 Item 70 Approved 12/2/77
	4. **Project Control Files.** Card files maintained by regional headquarters offices for each assigned F&E project, reflecting project allotments, project cost, and periodic status of physical progress.		
	a. Monthly record.	**Destroy** 1 year after close of appropriation.	NC1-237-77-3 Item 71 Approved 12/2/77
	b. Final cost summary.	**Destroy** 2 years after decommissioning of facility.	NC1-237-77-3 Item 71 Approved 12/2/77
	5. **F&E Report Files.** Fiscal and other reports relating to the F&E program.		
	a. F&E monthly reports.		
	(1) Agency office of primary interest.	**Destroy** when 2 years old, EXCEPT the final report of the fiscal year is to be destroyed at the end of following fiscal year.	II-NNA-1017 Item 117 Approved 7/13/54
	(2) Regional headquarters offices.	**Destroy** when 2 years old, EXCEPT the final report of each fiscal year is to be destroyed 1 year after close of F&E appropriation.	II-NNA-1017 Item 117 Approved 7/13/54
	(3) All other copies.	**Destroy** when 1 year old.	Nonrecord
	b. F&E monthly fiscal reports.	**Destroy** at the end of fiscal year, EXCEPT final September 30 report, which is to be destroyed 2 years after close of F&E appropriation.	II-NNA-1017 Item 116 Approved 7/13/54
	c. F&E work program quarterly reports.	**Destroy** when 5 years old.	II-NNA-1017 Item 118 Approved 7/13/54
6030	**MAINTENANCE OPERATIONS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Maintenance Standardization Files.** Correspondence, memorandums, reports, and related papers pertaining to qualification and performance standards for facilities maintenance personnel; training of maintenance personnel, and analysis and modification of regional employee standards of performance and training activities; standards and procedures for use in classifying facilities and for computing personnel workloads; effective utilization of maintenance personnel; promotion of training for engineering personnel in schools; and field maintenance organization structure, maintained by the agency office of primary interest.	**Destroy** when 5 years old.	NC1-237-77-3 Item 73 Approved 12/2/77
	2. **Reports of Maintenance, Alteration, and Modernization Projects.**	**Destroy** 2 years after project is completed.	II-NNA-1017 Item 128 Approved 7/13/54
	3. **Maintenance Log Files.** Logs recording maintenance of airway facilities or equipment, such as FAA Form 6030-1, or equivalent, and supporting papers.		
	a. Copies maintained by airway facilities sector offices.	**Destroy** after 5 years.	NN-173-172 Item 1(a) Approved 3/29/73
	b. Copies maintained at facility sites.	**Destroy** after 3 years.	NN-173-172 Item 1(b) Approved 3/29/73
	4. **Equipment Instruction Books.** Manufacturer's instruction books for ground facilities and equipment.	Transfer with equipment. **Destroy** when equipment becomes obsolete or is removed from FAA inventory.	Nonrecord
6031	**MAINTENANCE PROCEDURES (GENERAL)**		**OPR Action needed to request disposition authority.**
6032	**MODIFICATION PROCEDURES (GENERAL)**		**OPR Action needed to request disposition authority.**
6033	**MAINTENANCE PROJECTS**		**OPR Action needed to request disposition authority.**
6040	**SYSTEM PERFORMANCE**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Maintenance Operations Evaluation Files.** Documents accumulated by agency office of primary interest in the review and evaluation of maintenance services rendered on facilities and equipment.		
	a. Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.	**Destroy** when 10 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	b. Facility technical inspection reports (6040-9 through 15-series).	**Destroy** when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.	NC1-237-77-3 Item 74 Approved 12/2/77
	c. Records of itineraries and assignments of inspectors.	**Destroy** when 2 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	2. **Systems Performance Evaluation Files.** Documents accumulated by the agency office of primary interest in the review and evaluation of the technical functioning of facilities and equipment.		
	a. Records pertaining to the analysis and review of performance of radio and radar equipment types.	**Destroy** when equipment is obsolete and FAA has none in stock or in use.	352-S207 Item 45 Approved 2/5/52
	b. Reports of failure of radio and radar equipment, used for analyzing general quality of equipment.	**Destroy** when 2 years old.	352-S207 Item 48 Approved 2/5/52
	3. **Technical Performance Record Files.** FAA Form 6000-8 series or equivalent.	**Destroy** when 2 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	4. **Facility Outage Reports.**	**Destruction not authorized**	Validation of authority required.
	5. **Technical Inspection and Evaluation Files.** Reports and related documents, pertaining to facility inspection and evaluation, maintained by airway facilities field offices.	**Destroy** when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.	NC1-237-77-3 Item 75 Approved 12/2/77
6050	**FREQUENCY MANAGEMENT**		
	1. **General Correspondence Files.** Administrative correspondence, memorandums, reports, and related papers pertaining to the requirements of the agency for radio frequencies, and uniform practices governing the use thereof. Includes subjects on allocation, assignment, cancellation, modulation, and usage of frequencies, circuits, disaster communications services, and similar subjects related to radio frequencies.	**Destroy** when 7 years old.	NC1-237-77-3 Item 76(1) Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Frequency Assignment Files.** Documents and correspondence pertaining to assignment policy and procedures and to the operation of facilities to which frequencies have been assigned, or to be assigned.		
	a. Interdepartmental Radio Advisory Committee (IRA). IRA frequency lists and preface manual of regulations, procedures, and emergency readiness plan.	**Destroy** upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	b. FAA frequency lists.	**Destroy** upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	c. Miscellaneous frequency lists (Canadian, FAA, and ERDA).	**Destroy** upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	d. International Frequency Registration Board (IFRB) publications.	**Destroy** upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	e. Frequency Assignment Subcommittee (FAS) agendas.	**Cutoff files annually** **Destroy** when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	f. Radio Frequency Appendix and Classified Frequency Supplement.	**Cutoff files annually** **Destroy** when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	g. Completed OT-19 files.	**Cutoff files annually** **Destroy** when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	h. Station location files.	**Destroy** when superseded.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	3. **Interdepartmental Radio Advisory Committee (IRAC) Files.** Case files reflecting agency membership on IRAC, which assigns radio frequencies to Federal agencies, containing agenda, applications for frequency assignments, and minutes of meeting.	**Destroy** closed case files when 2 years old.	NC1-237-77-3 Item 76(3) Approved 12/2/77
	4. **Frequency Assignment Coordination Files.** Documents pertaining to coordination with Federal agencies on assignments of radio frequencies to non-Federal licensees, including requests from FCC for recommendation regarding application for construction of new, or modification of existing, non-government stations that may interfere with FAA operations, and FAA's recommendation thereon.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Files relating to coordination with the Federal Communications Commission (FCC).	**Cutoff files annually** **Destroy** when 1 year old.	352-S207 Item 115 Approved 2/5/52
	b. Files pertaining to coordination with agencies other than the Federal Communications Commission.	**Cutoff files annually** **Destroy** when 2 years old.	352-S207 Item 117 Approved 2/5/52
	c. Informal comments regarding proposed frequency utilization by Government agencies.	**Cutoff files annually** **Destroy** when 2 years old.	352-S207 Item 116 Approved 2/5/52
	5. **Radio Frequency Interference Files.** FAA reports of interference by other agencies or countries, and related actions.	**Destroy** closed case file when 2 years old.	352-S207 Item 118 Approved 2/5/52
	6. **Infraction Report Files.** Reports by the Federal Communications Commission regarding infractions of frequencies by FAA, and related actions to prevent recurrence.	**Destroy** closed case when 1 year old.	352-S207 Item 119 Approved 2/5/52
	7. **International Conference Files.** Records accumulated by offices serving as agency representatives on international bodies dealing with radio frequency utilization.		
	a. Correspondence and records created in developing U.S. position at conference.	**Destroy** upon completion of conference or convention and submission to the Secretary of State of final report by U.S. Delegation.	352-S207 Item 121 Approved 2/5/52
	b. Agenda, minutes, reports, and related processed material.	**Destroy** when no longer required for current operations.	352-S207 Item 121 Approved 2/5/52
6070	**AIR MARKING**		**OPR Action needed to request disposition authority.**
6080	**ENGINEERING DRAFTING**		**OPR Action needed to request disposition authority.**
6081	**PREPARATION OF ENGINEERING DRAWINGS**		**OPR Action needed to request disposition authority.**
6082	**AVAILABILITY OF ENGINEERING DRAWINGS**		**OPR Action needed to request disposition authority.**
6083	**ENGINEERING DRAFTING OFFICE PROCEDURES**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6084	ENGINEERING DRAFTING INDEX AND REPORTING SYSTEM		OPR Action needed to request disposition authority.
6090	RUNWAY MONITORING SYSTEM (RMS)		OPR Action needed to request disposition authority.
6100	DATA SYSTEMS		OPR Action needed to request disposition authority.
6110	COMPUTER EQUIPMENT (CCC)		OPR Action needed to request disposition authority.
6111	DYNAMIC OCEANIC TRACKING SYSTEM (DOTS)		OPR Action needed to request disposition authority.
6120	PROGRAMMING (SOFTWARE)		OPR Action needed to request disposition authority.
6130	INPUT/OUTPUT EQUIPMENT (CUE, FSP, FDEP, CTS)		OPR Action needed to request disposition authority.
6131	HOST INTERFACE DEVICE (HD) NATIONAL AIRSPACE SYSTEM (NAS) LOCAL AREA NETWORK (LAN)		OPR Action needed to request disposition authority.
6140	MONITOR EQUIPMENT (SMMC)		OPR Action needed to request disposition authority.
6145	GENERAL TELEMETRY AND SENSING EQUIPMENT		OPR Action needed to request disposition authority.
6150	DATA TRANSFER EQUIPMENT (MODEM)		OPR Action needed to request disposition authority.
6160	DATA DISPLAY EQUIPMENT (CDC)		OPR Action needed to request disposition authority.
6161	MT-DARC/R2508 TECHNICAL MANUALS		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6170	DATA HANDLING EQUIPMENT (TELETYPEWRITER, APULS, AMOS)		OPR Action needed to request disposition authority.
6171	CLOSED CIRCUIT TV		OPR Action needed to request disposition authority.
6180	DATA SWITCHING EQUIPMENT (ADIS, BDIS, AFTN, WNSC)		OPR Action needed to request disposition authority.
6181	NATIONAL AIRSPACE DATA INTERCHANGE NETWORK II (NADIN II)		OPR Action needed to request disposition authority.
6190	AUTOMATIC RADAR TERMINAL SYSTEM (ARTS)		OPR Action needed to request disposition authority.
6191	STARS STANDARD TERMINAL AUTOMATION REPLACEMENT SYSTEM		OPR Action needed to request disposition authority.
6200	TEST EQUIPMENT		OPR Action needed to request disposition authority.
6210	TEST EQUIPMENT CALIBRATION		OPR Action needed to request disposition authority.
6240	RADAR INTELLIGENCE TOOL (RIT)		OPR Action needed to request disposition authority.
6250	MAINTENANCE AUTOMATION PROGRAM		OPR Action needed to request disposition authority.
6251	REMOTE MONITORING SUBSYSTEMS (RMS)		OPR Action needed to request disposition authority.
6260	REMOTE MAINTENANCE MONITORING SYSTEM (RMMS)		OPR Action needed to request disposition authority.
6261	MAINTENANCE PROCESSOR SUBSYSTEMS (MPS)		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6262	**MAINTENANCE DATA TERMINALS (MDT)**		**OPR Action needed to request disposition authority.**
6270	**MAINTENANCE AUTOMATION SOFTWARE**		**OPR Action needed to request disposition authority.**
6271	**MAINTENANCE MANAGEMENT SYSTEM (MMS)**		**OPR Action needed to request disposition authority.**
6272	**MONITOR AND CONTROL SOFTWARE (MCS)**		**OPR Action needed to request disposition authority.**
6273	**MAINTENANCE DATA TERMINAL SOFTWARE**		**OPR Action needed to request disposition authority.**
6280	**MAINTENANCE DATA COMMUNICATIONS**		**OPR Action needed to request disposition authority.**
6281	**REMOTE MONITORING SUBSYSTEM CONCENTRATORS (RMSC)**		**OPR Action needed to request disposition authority.**
6290	**MAINTENANCE CONTROL CENTER (MCC)**		**OPR Action needed to request disposition authority.**
6291	**ARTCC MAINTENANCE CONTROL CENTER (AMCC)**		**OPR Action needed to request disposition authority.**
6292	**GNAS MAINTENANCE CONTROL CENTER (GMCC)**		**OPR Action needed to request disposition authority.**
6300	**RADAR**		
	1. **Radar Facilities Site Files.** Case files regarding each site selected for the establishment of radar facilities maintained by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.	**Destroy** 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52
	2. **Facility Reference Data Files.** FAA Form 198 series, or equivalent.	**Destroy** when 5 years old, or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Station Files.** Case files regarding the maintenance of radio and radar equipment at individual stations maintained by agency office of primary interest. Contains inventories, inspection reports, and reports of equipment adjustments.	**Destroy** when superseded by current inventory or report, or when station is discontinued or relocated, whichever is earlier.	352-S207 Item 47 Approved 2/5/52
6310	**AIRPORT SURVEILLANCE RADAR (ASR)**		**OPR Action needed to request disposition authority.**
6315	**TERMINAL WEATHER RADAR (TDWR)**		**OPR Action needed to request disposition authority.**
6320	**PRECISION APPROACH RADAR (PAR)**		**OPR Action needed to request disposition authority.**
6330	**AIRPORT SURFACE DETECTION EQUIPMENT (ASDE)**		**OPR Action needed to request disposition authority.**
6340	**AIR ROUTE SURVEILLANCE RADAR (ARSR)**		**OPR Action needed to request disposition authority.**
6345	**EN ROUTE WEATHER RADAR (NXRAD)**		**OPR Action needed to request disposition authority.**
6350	**RADAR REMOTING (RML, CD, BVD)**		**OPR Action needed to request disposition authority.**
6360	**ATC RADAR BEACON SYSTEM (SECRA)**		**OPR Action needed to request disposition authority.**
6365	**MODE S BEACON SYSTEM**		**OPR Action needed to request disposition authority.**
6366	**GROUND-AIR-GROUND DATA LINK SYSTEM**		**OPR Action needed to request disposition authority.**
6367	**AIR-TO-AIR TCASS**		**OPR Action needed to request disposition authority.**
6370	**RADAR RECORDING EQUIPMENT**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6380	RADAR ELECTRONIC COUNTER MEASURE EQUIPMENT (ECCM)		OPR Action needed to request disposition authority.
6390	VIDEO MAPPING EQUIPMENT		OPR Action needed to request disposition authority.
6410	RADAR DISPLAYS (RBDE, BRITE)		OPR Action needed to request disposition authority.
6430	JOINT-USE EN ROUTE RADAR		OPR Action needed to request disposition authority.
6440	TRACS		OPR Action needed to request disposition authority.
6450	CENTRAL OPERATIONS FACILITIES		OPR Action needed to request disposition authority.
6460	MILITARY APPROACH CONTROL FACILITIES (RAPCO, RATCC)		OPR Action needed to request disposition authority.
6470	AIR ROUTE TRAFFIC CONTROL CENTER FACILITIES (ARTCC, CENTO, CERAP, ADCOC)		OPR Action needed to request disposition authority.
6480	TERMINAL AIR TRAFFIC CONTROL FACILITIES (ATCT, CST, TRACO, CTRAC)		OPR Action needed to request disposition authority.
6490	FLIGHT SERVICE STATION FACILITIES (FSS, IFSS)		OPR Action needed to request disposition authority.
6500	COMMUNICATIONS AND FLIGHT ASSISTANCE FACILITIES		
	1. **Communication Facilities Site Files.** Case files regarding each site selected for the establishment of communication facilities accumulated by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence and memorandums.	**Destroy** 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Facility Reference Data Files.** FAA Form 198 series, or equivalent.	**Destroy** when 5 years old or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54
	3. **Communications Maintenance Time Report Files.** Reports provide information concerning the time utilized by maintenance inspectors and technicians in connection with inspecting and maintaining communication facilities, such as FAA Form 1880, or equivalent.	**Destroy** when 1 year old.	II-NNA-369 Item 14 Approved 5/15/53
	4. **Communications Maintenance Technicians Data Files.** Sheets listing names of technicians, position number, address, and related information.	**Destroy** when superseded.	II-NNA-1017 Item 141 Approved 7/13/54
	5. **Communication Equipment Failure Files.** Report of communication equipment failure and facility performance, and related correspondence.	**Destroy** when 3 years old.	II-NNA-1017 Item 121 Approved 7/13/54
	6. **Communication Facilities Maintenance Inspection Report Files.**	**Destroy** when 3 years old.	II-NNA-369 Item 19 Approved 5/15/53
	7. **Permanent Equipment Files.** Inventories of fixed property at communications stations, such as FAA Form 416, or equivalent.		
	a. Regional headquarters offices.	**Destroy** 2 years after equipment is surveyed.	II-NNA-1017 Item 125 Approved 7/13/54
	b. Airway Facilities Sector field offices.	**Destroy** 1 year after equipment is removed from custody of the facility.	II-NNA-369 Item 7 Approved 5/15/53
	8. **Radio Transmitter Operations Files.** FAA Form 418, or equivalent.	**Destroy** when 3 years old.	II-NNA-369 Item 8 Approved 5/15/53
6510	**REMOTE COMMUNICATIONS AIR/GROUND FACILITIES (RCAG, TROPO)**		**OPR Action needed to request disposition authority.**
6515	**EMERGENCY COMMUNICATIONS FACILITIES**		**OPR Action needed to request disposition authority.**
6520	**REMOTE TRANSMITTER/RECEIVER FACILITIES (RTR, LRCO, RCO, SFO)**		**OPR Action needed to request disposition authority.**
6530	**DIRECTION FINDER FACILITIES (UDF, VDF, UVDF)**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6540	COMMUNICATIONS LINK FACILITIES (LCOT, LNKR, CMLT, CMLR)		OPR Action needed to request disposition authority.
6550	OTHER FLIGHT ADVISORY FACILITIES (AID, EFAS, IFSR, IFST, TWEB, MASS WEATHER)		OPR Action needed to request disposition authority.
6555	AUTOMATED WEATHER OBSERVING SYSTEMS		OPR Action needed to request disposition authority.
6556	WEATHER SYSTEM PROCESSOR		OPR Action needed to request disposition authority.
6558	WEATHER SYSTEM PROCESSION		OPR Action needed to request disposition authority.
6560	METEOROLOGICAL INSTRUMENTS AND FACILITIES (RVR, RBC)		OPR Action needed to request disposition authority.
6570	MASTER DEMARKATION FILE (MDF)		OPR Action needed to request disposition authority.
6580	REMOTE COMMUNICATIONS FACILITY (RCF)		OPR Action needed to request disposition authority.
6590	RADIO COMMUNICATIONS LINK (RCL)		OPR Action needed to request disposition authority.
6600	COMMUNICATIONS EQUIPMENT		OPR Action needed to request disposition authority.
6610	TRANSMITTING EQUIPMENT		OPR Action needed to request disposition authority.
6620	RECEIVING EQUIPMENT		OPR Action needed to request disposition authority.
6630	ANTENNA EQUIPMENT		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6640	**AUDIO AND SPEECH EQUIPMENT**		**OPR Action needed to request disposition authority.**
6650	**CONTROL, SELECTION, AND MONITORING EQUIPMENT**		**OPR Action needed to request disposition authority.**
6660	**POWER SUPPLY EQUIPMENT**		**OPR Action needed to request disposition authority.**
6670	**RECORDERS AND REPRODUCERS**		**OPR Action needed to request disposition authority.**
6680	**RADIO (TELETYPEWRITER) TERMINAL EQUIPMENT**		**OPR Action needed to request disposition authority.**
6690	**TELEPHONE TYPE EQUIPMENT (EVS, 300 SYSTEM, ETC.)**		**OPR Action needed to request disposition authority.**
6700	**NAVIGATIONAL AIDS**		
	1. **Navigational Aids Facilities Site Files.** Case files regarding each site selected for the establishment of navigational aids facilities accumulated by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications and related correspondence and memorandums.	**Destroy** 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52
	2. **Facility Reference Data Files.** FAA Form 198 series, or equivalent.	**Destroy** when 5 years old or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54
	3. **Navigational Aids Equipment Repair Files.** Requisitions for repair of goniometers and crystals, and related correspondence.	**Destroy** 2 years after action is completed, or requisition canceled.	II-NNA-1017 Items 122 and 123 Approved 7/13/54
6710	**NON-FEDERAL NAVIGATIONAL AIDS**		**OPR Action needed to request disposition authority.**
6720	**LONG-RANGE, GROUND BASED, CONTINUOUS WAVE NAVAID (CONSO)**		**OPR Action needed to request disposition authority.**
6730	**DISTANCE MEASURING EQUIPMENT (DME)**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6740	NON-DIRECTIONAL RADIO BEACON (H, HH, LMM, LOM)		OPR Action needed to request disposition authority.
6750	INSTRUMENT LANDING SYSTEM (ILS, GS, LOC)		OPR Action needed to request disposition authority.
6760	LOW FREQUENCY RANGE (SRA, MRL)		OPR Action needed to request disposition authority.
6770	75 MHZ MARKER (FM, DM, MM, OM)		OPR Action needed to request disposition authority.
6780	TACTICAL AIR NAVIGATION EQUIPMENT (TACAN)		OPR Action needed to request disposition authority.
6790	VHF OMNIRANGE (VOR)		OPR Action needed to request disposition authority.
6810	VHF OMNITEST (VOT)		OPR Action needed to request disposition authority.
6820	COMBINED VOR AND TACAN (VORTAC)		OPR Action needed to request disposition authority.
6830	MICROWAVE LANDING SYSTEM (MLS)		OPR Action needed to request disposition authority.
6850	VISUAL NAVIGATIONAL AIDS (ALS, VASI)		OPR Action needed to request disposition authority.
6860	LORAN LONG RANGE NAVIGATION		OPR Action needed to request disposition authority.
6870	CMECA/VERY LOW FREQUENCY (VLF)		OPR Action needed to request disposition authority.
6880	GLOBAL POSITIONING SYSTEM (GPS)		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6882	**WIDE AREA DIFFERENTIAL GLOBAL POSITION SYSTEM (WADGPS)**		**OPR Action needed to request disposition authority.**
6884	**LOCAL AREA DIFFERENTIAL GLOBAL POSITION SYSTEM (LADGPS)**		**OPR Action needed to request disposition authority.**
6900	**PLANT AND STRUCTURES**		
	1. **Plant and Structures Site Files.** Case files regarding each site selected for the establishment of visual aids to air navigation, maintained by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.	**Destroy** 1 year after facility is discontinued.	352-S207 Item 19 Approved 2/5/52
	2. **Sector Data Files.** Case files pertaining to the requirements and operations of lighting and structures maintenance sectors maintained by agency office of primary interest. Consists of duplicates regarding property and equipment, standard allowances, sector directories and maps, and schedules of maintenance and inspection.	**Destroy** when rescinded or superseded, or when 1 year old, whichever is earlier.	352-S207 Item 37 Approved 2/5/52
	3. **Structures and Ground Files.** Documents relating to insulating tape, transformers, painting and lettering, paint and allied materials, cable, wire and reels, safety engine generators, batteries, sector storerooms, excess and surplus property, comments on abnormal operations, and new equipment and test data, maintained by regional headquarters offices.	**Destroy** after 4 years, EXCEPT that weekly progress reports of structures and ground work parties on jobs in progress are to be destroyed when superseded, and final reports on completed jobs are to be destroyed at the end of each fiscal year.	II-NNA-1017 Item 131 Approved 7/13/54
	4. **Lighting and Structures Equipment Failure Files.** Reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure.	**Destroy** when 2 years old.	II-NNA-1017 Item 132 Approved 7/13/54
	5. **Lighting and Structures Maintenance Files.** Monthly reports of maintenance operations of field lighting and structures maintenance personnel.		
	a. Agency office of primary interest.	**Destroy** when 1 year old.	352-S207 Item 41 Approved 2/5/52
	b. Regional headquarters offices.	**Destroy** when 2 years old.	II-NNA-1017 Item 130 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	6. **Lighting and Structures Inspection Files.** Reports of inspection of lighting and structures prepared by regional and Washington maintenance inspectors.		
	a. Agency office of primary interest.	**Destroy** when 2 years old.	352-S207 Item 42 Approved 2/5/52
	b. Regional headquarters offices.	**Destroy** when superseded by a subsequent report.	II-NNA-1017 Item 133 Approved 7/13/54
	7. **Fire Extinguisher Maintenance Files.** FAA Form 6930-1, or equivalent.	**Destroy** when superseded, or when extinguisher is discarded.	II-NNA-369 Item 15 Approved 5/15/53
6910	**PLANT MODIFICATION**		
6920	**WATER AND SANITARY SYSTEMS**		**OPR Action needed to request disposition authority.**
6930	**BUILDINGS AND STRUCTURES**		**OPR Action needed to request disposition authority.**
	Engine Generator Files. Case files pertaining to the procurement, installation, and maintenance of engine generators. Contains correspondence, drawings, specifications, duplicate contracts, and test data.	**Destroy** when equipment is surveyed or transferred from custody of FAA.	352-S207 Item 34 Approved 2/5/52
6940	**GROUNDS AND ROADS**		**OPR Action needed to request disposition authority.**
6950	**ELECTRICAL**		**OPR Action needed to request disposition authority.**
6960	**MECHANICAL**		**OPR Action needed to request disposition authority.**
6970	**TEMPERATURE/HUMIDITY CONTROL AND VENTILATION**		**OPR Action needed to request disposition authority.**
6980	**POWER GENERATION**		**OPR Action needed to request disposition authority.**
6990	**ELECTRONIC EQUIPMENT MODERNIZATION**		**OPR Action needed to request disposition authority.**

CHAPTER 10. AIR TRAFFIC MANAGEMENT

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
7000	**AIR TRAFFIC MANAGEMENT**		
	The records described below relate to the management of air traffic, including the allocation and utilization of airspace; administration and operation of air navigation, flight assistance, and communications facilities; promulgation of air traffic regulations and procedures; operational telecommunications matters; flight information and cartography and ATC automation.		
	1. **Air Traffic Management Correspondence Files,** consisting of correspondence, reports, and other documents relating to the administration and operation of programs dealing with the management and control of civil and military air traffic in the navigable airspace.		
	a. Correspondence files of Air Traffic relating to the development and evaluation of national Air Traffic management plans, policies and procedures.	**PERMANENT. Transfer to FRC** when 5 years old. **Offer** to NARA when 10 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	b. Correspondence files of Air Traffic other than those described in (a) above.	**Destroy** when 5 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	c. Correspondence files of regional Air Traffic Divisions.	**Destroy** when 3 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	2. **Regional Project Files.** Case files maintained by regional air traffic management offices, containing correspondence, drawings, and documentation relating to technical and planning projects.	**Destroy** 3 years after completion of project.	II-NNA-1017 Item 41 Approved 7/13/54
7010	**OPERATION EVALUATION**		**OPR Action needed to request disposition authority.**
7020	**OPERATIONAL RESEARCH**		**OPR Action needed to request disposition authority.**
7030	**PLANNING**		
	1. **Regional Planning and Evaluation Data Files,** consisting of correspondence, reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.		
	a. Official file copies.	**PERMANENT. Transfer to FRC** when 5 years old. **Offer** to NARA when 10 years old.	NC-237-75-4 Item 2 Approved 4/21/75

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. All others.	**Destroy** when 1 year old.	NC-237-75-4 Item 2 Approved 4/21/75
	2. **Air Traffic Place Name Files,** consisting of working library of raw research data, special reports, correspondence used for future planning of the National Airspace System, as well as program information.	**Destroy** inactive files when 5 years old.	NC1-237-77-3 Item 59 Approved 12/2/77
7031	**STANDARDS AND CRITERIA**		**OPR Action needed to request disposition authority.**
7032	**SYSTEMS REQUIREMENTS**		**OPR Action needed to request disposition authority.**
7040	**NOISE ABATEMENT**		**OPR Action needed to request disposition authority.**
7100	**AIR TRAFFIC PROCEDURES**		**OPR Action needed to request disposition authority.**
7110	**AIR TRAFFIC CONTROL PROCEDURES**		**OPR Action needed to request disposition authority.**
	Letters of Agreement Files. Letters of agreement on specific responsibilities, and letters of procedure regarding standard instrument approaches and departures, maintained by air traffic field facilities.	**Destroy** when superseded or cancelled.	352-S207 Item 105 Approved 2/5/52
7120	**SPECIAL CIVIL PROCEDURES**		**OPR Action needed to request disposition authority.**
7130	**AIR TRAFFIC CONTROL CRITERIA**		**OPR Action needed to request disposition authority.**
7140	**ROCKETS AND MISSILES**		**OPR Action needed to request disposition authority.**
7200	**AIR TRAFFIC OPERATION AND STANDARDS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. **Air Traffic Operation Summary Files.** Consisting of air traffic control, instrument approach and delay time; summaries prepared by Air Traffic. Contain current workload in terms of groups transmitted, number of flight assistance services, number of telephone contacts, flight plans relayed, notices to airmen relayed, and public weather service.	**Destroy** when 5 years old.	NC-237-75-4 Item 3 Approved 4/21/75
	2. **Air Traffic Operation Report Files.** Reports reflecting regional fixed posting and flight advisory service for centers, aircraft operations for towers, instrument approaches, delay times and average interval between successive approaches, used in preparing summaries described in item 7200(1).	**Destroy** when 1 year old.	352-S207 Item 103 Approved 2/5/52
	3. **Overseas and Foreign Facility Files.** Correspondence, reports, and related materials regarding the operation of individual overseas and foreign communications stations. Includes matters on the establishment of circuits, equipment, operating requirements, and cost data.	**Destroy** when 2 years old, EXCEPT monthly operations reports are to be destroyed when 1 year old.	352-S207 Items 78 and 80 Approved 2/5/52
	4. **Operating Procedures Files.** Correspondence of Regional Air Traffic Management Offices with field facilities pertaining to technical equipment changes at facilities, or interpretations, revisions, additions to or deletions from operating procedures.	**Destroy** when 3 years old.	II-NNA-1017 Item 42 Approved 7/13/54
7210	**FACILITY ADMINISTRATION**		**OPR Action needed to request disposition authority.**
7220	**ATOS OR ATCS CERTIFICATION**		
	Air Traffic Control Specialists Examination Files. Case files relating to examinations for certificates and ratings, and operational examinations. [**NOTE**: Results of such examinations are recorded in official personnel folders.]	**Destroy** closed case files when 1 year old.	II-NNA-1017 Item 47 Approved 7/13/54
7230	**FACILITY OPERATIONS**		
	1. **General Correspondence Files.** Correspondence, reports, and other materials maintained by air traffic field facilities pertaining to the functions for which the facilities are responsible, but EXCLUDING files described elsewhere in this item.	**Destroy** when 2 years old.	II-NNA-1306 Item 10 Approved 8/10/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Facilities Operations Files.** Documents accumulated by Air Traffic field facilities and activities in the performance of air traffic control operations. EXCEPTION: The following standards do not apply to documents filed as part of incident or accident case records.		
	a. Teletypewriter messages (including handwritten drafts) handled for other offices, agencies, facilities, or individuals.	**Destroy** when 30 days old, **except when containing only relayed meteorological data Destroy immediately. Not in 115**	II-NNA-1306 Item 16 Approved 8/10/54
	b. Message fee charge records maintained by International Flight Service Stations for services rendered to airlines. Charges are assessed by the first station handling the message.	**Destroy** copies of messages when 90 days old. **Destroy** copies of summaries of charges forwarded to regional headquarters for billing purposes when 1 year old.	II-NNA-1306 Item 23 Approved 8/10/54
	c. Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent.		
	(1) Forms used as a supporting document for time and attendance purposes, position logs which document on-the-job training time and Controller in Charge duties for pay purposes.	**Destroy** after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7
	(2) Forms **NOT** used to validate time and attendance.	**Destroy** when 6 months old.	NC1-237-79-3 Item 4 Approved 11/14/79
	d. Voice recorder loops and tapes, and the 5 x 8 plain paper used for traffic clearances instead of recordings.	**Destroy** paper and loops and return tape reels to service, when 15 days old. NOTE: Retain tapes pertaining to incidents and accidents as specified in Order 7210.3D, Facility Management and Order 8020.4A, Aircraft Accident Notification Procedures and Responsibilities.	NN-165-133 Item 1 Approved 4/19/65
	e. Flight plans.	**Destroy** when 30 days old, except when filed as part of Incident Records or other case records.	II-NNA-1306 Item 21 Approved 8/10/54
	f. Preflight briefing logs, FAA Form 7233-2, or equivalent.	**Destruction not authorized.**	Revalidation required

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	g. Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	**Destroy** when 30 days old except when filed as part of Incident Records or other case records.	II-NNA-1306 Item 20 Approved 8/10/54
	h. Flight progress strips.	**Destroy** when 15 days old, EXCEPT (1) when part of an AMIS unknown intercept report, when 90 days old, or (2) when requiring special handling, as specified in Handbooks 7210.3 and 8020.4.	NN-165-133 Item 2 Approved 4/19/65
	i. Air traffic control facility computer printouts (from input/output devices, high speed printers, etc.)	**Destruction not authorized.**	Revalidation required
	j. NAS computer magnetic tapes that contain the record of the daily operation of the computer system.(System Analysis Tapes)	**Destruction not authorized.**	Revalidation required
	3. **Air Traffic Activity Report Files.** Activity reports, including copies of narrative and tabular workload and traffic reports and records such as the following or their equivalent: (a) FAA Form 7230-16, Approach Data Worksheet; (b) FAA Forms 7230-12, 7230-26 Monthly Summary, Instrument Approaches, Instrument Operations; (c) FAA Form 7233-6, Message Traffic Number Report; (d) FAA Form 7230-1, Monthly Airport Traffic Record; (e) FAA Form 7230-14, Daily Summary of ARTCC Operations; (f) FAA Form 7230-13, Daily Activity Record-Flight Service Stations; (g) Enroute IFR Peak Day Traffic Report, and related charts and summaries; (h) International Flight Service Station Activity Report; (i) Report of noteworthy service to airmen; including narrative reports, and (j) monthly report of operations and intercepts (Security Control); and similar reports.		
	a. Regional air traffic management offices.		
	(1) Regional and national summaries.	**Destroy** when 2 years old.	II-NNA-1017 Item 51 Approved 7/13/54
	(2) Field facilities reports.	**Destroy** when 6 months old.	II-NNA-1017 Item 51 Approved 7/13/54
	b. Air traffic field facilities.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices.	**Destroy** when 30 days old, except when filed as a part of incident, accident, or other case records.	II-NNA-1306 Item 30 Approved 8/10/54
	(2) File copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	**Destroy** when 1 year old.	II-NNA-1306 Item 30 Approved 8/10/54
	4. **Air Traffic Facility Evaluation Files.** Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.		
	a. Agency office of primary interest.	**Destroy** when 1 year old or when superseded.	II-NNA-1306 Item 25 Approved 8/10/54
	b. Air traffic field facilities.	**Destroy** after corrective actions taken and final reports is submitted to the Region or Washington Headquarters.	II-NNA-1306 Item 25 Approved 8/10/54
	5. **Familiarization Travel Request Files.**		
	a. General correspondence files contain general correspondence and information and certification of destruction records.	**Destroy** when 2 years old.	N1-237-92-1 Item 5(a) Approved 9/2/92
	b. Familiarization Travel Request Forms Log containing the distribution records of all Request for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, shipped or issued.	**Destroy** when 2 years old.	N1-237-92-1 Item 5(b) Approved 9/2/92
	c. Request for Access to Aircraft or Free Transportation, FAA Form 7000-5, contains the Record of Requests Issued log for each FAA Form 7000-5 booklet completed. (The log is completed/closed when the last voucher in the booklet has been dispensed.)	**Destroy** closed booklet when 2 years old.	N1-237-92-1 Item 5(c) Approved 9/2/92
	d. Familiarization Travel Request (FAA Form 3120-31).	**Destroy** 1 year after travel completed or earlier if purpose has been served.	NC1-237-79-2 Item 9(b)
7231	**EN ROUTE**		**OPR Action needed to request disposition authority.**
7232	**TERMINAL**		**OPR Action needed to request disposition authority.**
7233	**FLIGHT SERVICE**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Reports From Regional Offices Summarizing Noteworthy or Outstanding Flight Assistance Services Rendered. Shows number of instances where air traffic facilities have assisted in saving lives and property, number of aircraft involved, number of passengers and/or crew members, dollar value of property saved, number of other nonroutine noteworthy services rendered by facilities, and a brief account of each noteworthy service.	**Destruction not authorized.**	Revalidation required
7300	**COMMUNICATION OPERATIONS**		
	1. **Communications Contract Files.** Case files regarding the arrangements for procurement or rearrangement of (a) leased teletype and interphone circuits for air traffic control and flight assistance services, (b) leased key equipment, and (c) leased teletype facilities for meteorological services. Contains duplicate copies of contracts, contract modification sheets, and related materials.	**Destroy** 2 years after contract is canceled or superseded.	II-NNA-1017 Item 40 Approved 7/13/54
	2. **Communications Service Request Files.** Requests and orders, such as FAA Form 4441-1, or equivalents, for fixed communication services.	**Destroy** after action is completed.	II-NNA-1306 Item 15 Approved 7/13/54
	3. **Regional Telephone and Interphone Facility Files.** Correspondence, reports and forms maintained by regional air traffic management offices relating to telephone and interphone facilities operations and services, including circuits, line troubles, equipment repair, outage reports, and the like.	**Destroy** when 3 years old.	II-NNA-1017 Item 43 Approved 7/13/54
7310	**AIR-GROUND**		**OPR Action needed to request disposition authority.**
7320	**INTERPHONE**		**OPR Action needed to request disposition authority.**
7330	**TELETYPEWRITER**		**OPR Action needed to request disposition authority.**
7340	**CONTRACTIONS**		**OPR Action needed to request disposition authority.**
7350	**LOCATION IDENTIFIERS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Identifier Assignment Files. Correspondence, regarding the assignment of identifiers to designate airports, landing fields, etc. Identifiers are a combination contraction and code suggestion location of the facility.	**Destroy** when 5 years old, or when system of identifiers changes, whichever is earlier.	352-S207 Item 87 Approved 2/5/52
7400	**AIRSPACE ALLOCATION AND USE**		
	1. **General Correspondence Files.** Correspondence, reports, and related papers pertaining to planned actions concerning the assignment revocation, or review of the navigable airspace, not related to a specific docket.	**PERMANENT.** Transfer to NARA when 3 years old.	352-S207 Item 123 Approved 2/5/52
	2. **Airspace Docket Files.** Case files pertaining to development of dockets in Terminal and Enroute airspace rulemaking actions.	**Transfer** closed case file to FRC when 5 years old. **Destroy** when 15 years old.	NC1-237-79-3 Item 1 Approved 11/14/79
	3. **Airspace Rulemaking Projects Files.** Consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.		
	a. Case files relating to special use airspace, such as restricted or prohibited.	**PERMANENT. Transfer** closed case files to FRC when 5 years old. **Offer** to NARA when 10 years old.	NC1-237-77-3 Item 61 Approved 12/2/77
	b. All others.	**Transfer** closed case files to FRC when 5 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 61 Approved 12/2/77
	4. **Airspace General Project Files.** Consisting of case files or staff studies relating to topics such as new types of airspace designations, research, and procedures.	**Destroy** 5 years after close of project.	NC1-237-77-3 Item 62 Approved 12/2/77
	5. **Non-Rulemaking Files.** Circulars and related data concerning non-rulemaking actions.	**Destroy** when 2 years old.	NC1-237-77-3 Item 63 Approved 12/2/77
7410	**RULEMAKING ACTIONS**		**OPR Action needed to request disposition authority.**
7420	**NONRULEMAKING ACTIONS**		**OPR Action needed to request disposition authority.**
7430	**AIRWAYS AND ROUTES**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
7440	**TERMINAL AIRSPACE**		**OPR Action needed to request disposition authority.**
7450	**SPECIAL USE AIRSPACE**		**OPR Action needed to request disposition authority.**
7460	**OBSTRUCTION EVALUATION**		
	1. **General Correspondence Files.** Correspondence, memorandums, reports, and related papers, not part of a case file, pertaining to coordination of FAA action to prevent hazardous interference with the navigable airspace.	**PERMANENT.** Transfer to FRC when 3 years old.	352-S207 Item 125 Approved 2/5/52
	2. **Obstruction Evaluation Case Files.** Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace.		
	a. Files containing information on structures that do not exceed obstruction standards of FAR Part 77.	**Destroy** when 3 years old.	NC1-237-77-3 Item 64 Approved 12/2/77
	b. Files containing information on structures that exceed obstruction standards of FAR Part 77 and which were circularized for comment and/or of a controversial nature.	**Transfer** closed files to FRC when 3 years old. **Destroy** when structure is dismantled.	NC1-237-77-3 Item 64 Approved 12/2/77
	3. **OE Docket Files.** Official dockets of petitions to the Administrator concerning determinations, comments, correspondence, and denials or grants of petitions.		
	a. Records relating to proposed obstructions that are NOT constructed.	**Transfer** closed files to FRC when 3 years old. **Destroy** when 28 years old.	NC1-237-77-3 Item 65 Approved 12/2/77
	b. Records relating to proposed obstructions that ARE constructed	**Transfer** closed case files to FRC when 3 years old. **Destroy** when obstruction no longer exists.	NC1-237-77-3 Item 65 Approved 12/2/77
7470	**AIRSPACE ANALYSIS OF NAVAIDS**		**OPR Action needed to request disposition authority.**
7480	**AIRSPACE ANALYSIS OF AIRPORTS**		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Airport Airspace Analysis Case Files. Documents relating to aeronautical studies of the effect of proposed construction, alteration, activation, and deactivation of airports on the use of airspace.	**PERMANENT. Transfer** closed case files to FRC when 5 years old. **Offer** to NARA when 10 years old.	NC-237-75-4 Item 7 Approved 4/21/75
7490	**COMPLAINTS, AIRCRAFT NOISE**		**OPR Action needed to request disposition authority.**
7500	**MILITARY OPERATIONS - AIR TRAFFIC**		**OPR Action needed to request disposition authority.**
7510	**SPECIAL PROCEDURES**		**OPR Action needed to request disposition authority.**
7530	**MILITARY EXERCISES**		**OPR Action needed to request disposition authority.**
7600	**SECURITY CONTROL OF AIR TRAFFIC**		**OPR Action needed to request disposition authority.**
7610	**CENTRAL ALTITUDE RESERVATION FUNCTION**		**Disposition Authority Pending.**
7620	**RULES**		**OPR Action needed to request disposition authority.**
7630	**OPERATIONS**		**OPR Action needed to request disposition authority.**
7700	**AIR TRAFFIC REGULATIONS**		**OPR Action needed to request disposition authority.**
7710	**AIR TRAFFIC RULES**		**OPR Action needed to request disposition authority.**
7711	**WAIVERS AND EXEMPTIONS**		**OPR Action needed to request disposition authority.**
7720	**BALLOONS, KITES, AND ROCKETS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
7721	**WAIVERS AND EXEMPTIONS, BALLOONS AND ROCKETS**		**OPR Action needed to request disposition authority.**
7800	**AIR TRAFFIC CONTROL AUTOMATION PROGRAMS**		
	1. **General Correspondence Files.** Routine correspondence, reports and documents pertaining to planning, establishment of requirements, evaluation, development, maintenance and testing of the NAS Enroute and Terminal Automation Systems maintained by office of primary interest. Included are documents on policies and procedures related to each model and version of the NAS automation system.	**Destroy** 2 years after superseded or after associated model is no longer subject to configuration management control.	NC1-237-77-3 Item 66 (1) Approved 12/2/77
	2. **Configuration Management Files.** Correspondence relating to configuration decisions of proposed modifications to the NAS hardware and software systems.	**Destroy** 2 years after rejection or withdrawal.	NC1-237-77-3 Item 66 (2) Approved 12/2/77
	3. **Baseline Specifications of NAS System Models and Versions.** Consisting of NAS management decisions under configuration management control which specify hardware and software configurations for operational and support systems.	**Transfer to FRC** when model no longer subject to configuration management control. **Destroy** 4 years later.	NC1-237-77-3 Item 66 (3) Approved 12/2/77
	4. **System Maintenance Records.** Relating to the reporting and resolution of hardware and software discrepancies.	**Destroy** when associated model is no longer subject to configuration management control.	NC1-237-77-3 Item 66 (4) Approved 12/2/77
	5. **Operational and Support Systems Manuals.** User manuals not under configuration management (7800(2)).	**Transfer to FRC** when model no longer subject to configuration management control. **Destroy** 4 years later.	NC1-237-77-3 Item 66 (5) Approved 12/2/77
	6. **Design Records of NAS System Models and Versions.** Not under configuration management (7800(2)).	**Transfer to FRC** when model no longer subject to configuration management control. **Destroy** 4 years later.	NC1-237-77-3 Item 66 (6) Approved 12/2/77
7810	**PLANS AND REQUIREMENTS**		**OPR Action needed to request disposition authority.**
7820	**SYSTEM CONFIGURATION - HARDWARE COMPONENTS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
7830	**NAS AUTOMATION SOFTWARE SYSTEMS**		**OPR Action needed to request disposition authority.**
7840	**SPECIAL AIR TRAFFIC AUTOMATION PROJECTS**		**OPR Action needed to request disposition authority.**
7900	**FLIGHT INFORMATION**		
	1. **Meteorological Service Files.** Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data.		
	a. Correspondence and memorandums pertaining to detailed operations of individual stations and use of services for meteorological dissemination.	**Destroy** when 3 years old.	352-S207 Item 85 Approved 2/5/52
	b. Case working papers of studies of fixed communications systems for meteorological service to determine characteristics of activity involved in providing these services and to realize maximum utilization and effectiveness. Contains summarization working tables, scheduled information, direct observations of operations used in preparing and developing detailed instructions in manuals of operations (see item 1320).	**Destroy** when made obsolete by new or changed requirements of users of fixed communications services.	352-S207 Item 84 Approved 2/5/52
	2. **Teletype Revocable License Files.** Case files maintained by agency office of primary interest relating to authorization of licensees to receive meteorological information, containing applications, questionnaires, copies of license, and related correspondence.		
	a. Non-government agencies files.	**Destroy** upon expiration or revocation of license.	352-S207 Item 83 Approved 2/5/52
	b. Government agencies files.	**Destroy** application, or equivalent and notice of discontinuance upon receipt of notice of continuance.	352-S207 Item 83 Approved 2/5/52
	3. **Weather Observation Files.** Correspondence maintained by regional air traffic management offices relating to weather observation policy and procedures.	**Destroy** when 3 years old.	II-NNA-1017 Item 46 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Field Weather Report Files.** Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by Air Traffic Management field activities.	**Destroy** when 90 days old, except when filed as part of incident, accident, or other case file.	II-NNA-1306 Item 29 Approved 8/10/54
7905	**CORRESPONDENCE, WEATHER BUREAU**		**OPR Action needed to request disposition authority.**
7910	**AERONAUTICAL CHARTS**		
	1. **Field Aeronautical Chart Files.** Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities.	**Destroy** when no longer needed.	II-NNA-1306 Item 11 Approved 8/10/54
	2. **Aeronautical Chart and Flight Information.** Case files pertaining to aeronautical chart and flight information requirements.	**Destroy** 2 years after canceled or superseded.	NC1-237-79-3 Item 2 Approved 11/14/79
	3. **Cartographic Records Prepared During Intermediate Stages of Publication.** Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	**Destroy** when no longer needed for revision.	GRS 17 Item 1
	4. **Vertical and Oblique Aerial Photography.** Vertical and oblique film in black and white, color, or "false color," including related photo indexes (controlled or uncontrolled mosaics), flight line indexes, or coordinate grid systems used as finding aids.		
	a. Unannotated duplicate copy negatives, internegatives, rectified negatives, and glass plate negatives.		Withdrawn by NARA.
	b. Unannotated prints when original film negatives exist.		Withdrawn by NARA.
	5. **Architectural Drawings of Temporary Structures and Buildings** or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	**Destroy** when superseded or after the structure or object has been retired from service.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	[NOTE: The term aerial photography means visual images of the surface of the earth, of other planetary bodies, or of the atmosphere, taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the cultural and physical features of the landscape or sky, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records. Conventional aerial photographs taken from aircraft produce direct film images from cameras. Other remote sensing imagery, such as that from orbiting satellites, which requires conversion or alteration of sensor data from digital, electronic, or computerized form to photographic or videographic images must be scheduled for disposition on a case by case basis.]		
7920	**AERONAUTICAL PUBLICATIONS**		
	1. **National Flight Data Digest (NFDD),** consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.		
	a. Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-6 Item 5 Approved 6/13/77
	b. Microfilm of original record.	**Destroy** when 10 years old.	NC1-237-77-6 Item 5 Approved 6/13/77
7930	**NOTAM SYSTEMS**		
	1. **Domestic and international NOTAM file,** consisting of teletype copies and related materials.		
	a. NOTAMs maintained by Air Traffic field facilities.	**Destroy** 15 days after cancellation.	NC1-237-77-6 Item 2 Approved 6/13/77
	b. NOTAMs maintained by the National Flight Data Center.	**Destroy** 90 days after cancellation.	NC1-237-77-6 Item 2 Approved 6/13/77
	2. **FDC NOTAM Files,** consisting of original FDC NOTAM and logbook containing identifier of affected location, description of text, date and time of issuance and cancellation.	**Transfer to FRC** when 3 years old. **Destroy** when 8 years old.	NC1-237-77-6 Item 3 Approved 6/13/77
7940	**AERONAUTICAL FLIGHT DATA**		
	1. **Airport Validation Files,** consisting of records used to collect, validate and disseminate a physical and operational description of all categories of airports in the United States, its territories and possessions to aviation interests.	**Transfer to FRC** when 4 years old. **Destroy** when 9 years old.	NC1-237-77-6 Item 4 Approved 6/13/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Airspace, Obstruction, Airways/Route Files, Flight Procedures and NAVAID/Communication Files,** consisting of records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	**Transfer to FRC** when 3 years old. **Destroy** when 8 years old.	NC1-237-77-7 Item 14 Approved 9/23/77
7950	**WEATHER OBSERVATIONS, AVIATION**		**OPR Action needed to request disposition authority.**
7980	**ENGINE GENERATORS**		

CHAPTER 11. FLIGHT SAFETY

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8000	**FLIGHT SAFETY**		
	The records described below relate to type, production, and airworthiness certification of aircraft; inspection and surveillance of flight operations and maintenance activities of air carrier and general aviation aircraft; medical examination and certification of airmen, instructors, designated examiners, and air agencies; registration of aircraft and recordation of aircraft encumbrances; flight inspection; and the investigation of aircraft accidents, incidents, and violations.		
	1. **General Correspondence Files.** Routine correspondence, reports, and safety related documents pertaining to the administration of programs for the safety of flight of civil aircraft by assuring the airworthiness of aircraft, the competence of airmen, the adequacy of flight operations and maintenance activities, and the evaluation of in-flight facility performance but EXCLUDING files described elsewhere below.		
	a. Agency office of primary interest.	**Transfer to FRC** when 4 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 14 (1)(a) Approved 12/2/77
	b. Regional flight standards offices: correspondence files relating to regional planning, direction, control, and evaluation of assigned programs.	**Transfer to FRC** when 4 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 14 (1)(b) Approved 12/2/77
	c. Regional flight standards offices: correspondence files other than those described elsewhere in this paragraph.	**Destroy** when 5 years old, EXCEPT that field narrative reports are to be destroyed when 2 years old.	NC1-237-77-3 Item 14 (1)(c) Approved 12/2/77
	d. Flight standards field offices.	**Destroy** when 2 years old.	NC1-237-77-3 Item 14 (1)(d) Approved 12/2/77
	2. **General Correspondence Files (Engineering and Manufacturing Activities).** Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.	**Destroy** when 5 years old, EXCEPT files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under 8110, TYPE CERTIFICATION RECORD.	NC1-237-77-3 Item 14 (2) Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. **Aviation Safety Committee Files.** Documents pertaining to general activities and recommendations of committees and groups such as Air Space Sub-Committee, Regional Planning Committee, Schedule Air Coordinating Committee, and similar coordinated aviation safety planning groups. May also include certain material relating to Air Traffic Control Procedures, hazards to air navigation, Federal Airways Facilities, and minutes of all meetings and conferences.	**Destroy** when 3 years old.	II-NNA-1017 Item 60 Approved 7/13/54
	4. **Designee Case Files (Excluding Designated Medical Examiners).** Authorizations, inspection reports, periodic reports, and related correspondence pertaining to individuals other than FAA employees designated (or who have made application for designation) to act for or on behalf of the Administrator in conducting and evaluating applicant's performance in the various practical phases of examinations leading to the issuance of or revalidation of airmen certificates of all types and the certification of airworthiness of aircraft and aircraft components.	**Destroy** 5 years after designation becomes inactive.	II-NNA-1102 Item 16 Approved 7/12/54
	5. **Evaluation and Surveillance Files.** Documents accumulated in the conduct of an evaluation and/or surveillance of the Flight Standards National Aviation Safety Inspection Program maintained by the Regional Flight Standards offices.	**Destruction not authorized**	Pending Approval of NARA
8010	**SERVICE DIFFICULTY PROGRAM**		
	Service Difficulty Program Files, consisting of reports of malfunctions, failures and defects that might endanger the safe operation of aircraft, and related forms, summaries, microfilm, and data stored in magnetic tape.		
	a. Reporting forms, such as FAA Form 8070-1, Service Difficulty Report, Malfunction or Defect Report, prepared daily from information contained in original reports.	**Destroy** when 1 year old or when the report status is closed, whichever is later.	NC-237-75-2 Item 2 Approved 11/5/74
	b. Microfilm of reporting forms and related documents:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC-237-75-2 Item 3 Approved 11/5/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(2) Microfilm of original records.	**Cutoff** microfilm annually. **Destroy** when 5 years old.	NC-237-75-2 Item 3 Approved 11/5/74
	c. Master tape record containing data extracted from source documents.	**Erase** data when 5 years old at 90-day intervals.	NC-237-75-2 Item 4 Approved 11/5/74
	d. Computer listings consisting of scheduled and special interrogation listings.	**Destroy** when 5 years old or when no longer needed, whichever is later.	NC-237-75-2 Item 5 Approved 11/5/74
	e. Daily summaries of service difficulty reports.		
	(1) Master copy maintained by the Regulatory Support Division.	**Destroy** when 2 years old.	NC-237-75-2 Item 6 Approved 11/5/74
	(2) All others.	**Destroy** when 1 year old.	NC-237-75-2 Item 6 Approved 11/5/74
8020	**ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING**		
	1. **Aircraft Accident/Incident Report Packages.** Case files containing documents reflecting information of possible significance in aircraft accidents near midair collisions, and other incidents, prepared and maintained by air traffic field facilities, including reports, controller and employee witness statements, flight plans and flight progress strips, transcripts, recorder loop and tapes, computer tapes and or data extraction and related materials. NOTE: Computer readout data shall not be included in ATC accident packages, but shall remain in the originating facility in accordance with appropriate orders.	**Destroy** 5 years after completion of investigation. (EXCEPTION: Packages relating to a particular accident or incident for which specific retention instructions are received will be disposed of on an individual basis. In an instance where a facility removed a tape recording as the result of a preliminary request of another facility or FAA office regarding its use in an accident or incident inquiry and no further data, formal or informal, is requested or provided, that tape recording will be returned to service 90 days after the date removed.)	II-NNA-1102 Item 23 Approved 7/12/54
	2. **Aircraft Accident Review Files.** Reports of aircraft accidents and accident investigation reviewed for determining whether air traffic facilities may have been cause of accident, periodically analyzed for examining trends.	**Destroy** closed files when 5 years old.	352-S207 Item 110 Approved 2/5/52
	3. **Aircraft Accident/Incident Investigation Files.** Case files relating to the reporting and investigation of aircraft accidents, and near midair collisions and other incidents.		
	a. Air carrier accident report and investigation files.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Files maintained by Office of Aviation Safety	**Transfer** closed files to FRC when 2 years old. **Destroy** when 8 years old.	NN-168-81 Item 1 Approved 5/14/68
	(2) All others.	**Destroy** after necessary follow-up or corrective action is completed.	NN-168-81 Item 1 Approved 5/14/68
	b. General aviation accident report and investigation files.		
	(1) Files maintained by Aviation System Standards.	**Destroy** closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(2) All others.	**Destroy** after necessary follow-up or corrective action is completed.	NN-168-81 Item 2 Approved 5/14/68
	c. Incident report and investigation files.		
	(1) Files maintained by the Office of Aviation Safety.	**Destroy** closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(2) Accident/incident investigation files, involving FAA aircraft or airmen, maintained by the AFS Senior Flight Safety Officer.	**Destroy** closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(3) All others.	**Destroy** after necessary follow-up or corrective action is completed.	NN-168-81 Item 2 Approved 5/14/68
	4. **Aircraft Accident and Pilot Violation Studies.** Special studies involving aircraft accidents and violations and related causes, trends, etc., including related statistical printouts and other materials, accumulated by the Aviation System Standards.	**Destruction not authorized.**	Revalidation required
8025	**MEDICAL INVESTIGATION OF AIRCRAFT ACCIDENTS**		
	Medical Investigation of Aircraft Accidents Records. Case files maintained by Civil Aeromedical Institute documenting the investigation of medical aspects of civil aviation accidents. Includes accident reports, autopsy and toxicological reports, and related correspondence.		
	a. Case files involving investigation of fatal accidents.	**Transfer** closed files to FRC when 5 years old. **Destroy** when 25 years old.	NC1-237-77-7 Item 7 Approved 9/23/77
	b. Case files involving investigation of non-fatal accidents.	**Dispose** of in accordance with item 8020(3).	NC1-237-77-7 Item 7 Approved 9/23/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	c. Card file on airmen involved in general aviation accidents of special medical interest.	**Destroy** when 50 years old.	NC1-237-77-7 Item 7 Approved 9/23/77
8030	**VIOLATION INVESTIGATION AND REPORTING**		
	Violation Report and Investigation Files. Records relating to the reporting and investigation of violations of rules, regulations, orders, and minimum standards for flight safety, such as Enforcement Investigative Reports, and supporting information.		
	a. Regional Flight Standards offices.	**Destroy** closed files in agency when necessary follow-up and corrective action is completed.	N1-237-92-3 Item 1 Approved 5/20/94
	b. Flight Standards field offices.		
	(1) Records relating to violations which result in legal enforcement action.		
	(a) Official Case File.	**Transfer** to the Office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150 Item 1 of this order.	N1-237-92-3 Item 1 Approved 5/20/94
	(b) Copies of the Official Case File maintained by the Flight Standards Investigating Office.	**Destroy** 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(2) Records relating to violations which result in administrative enforcement action.	**Destroy** 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(3) Records resulting in "no action".	**Destroy** 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(4) Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.	**Destroy** 1 month after the date of successful completion of reexamination or proof of qualification.	N1-237-92-3 Item 1 Approved 5/20/94
	c. Flight Standards Washington Headquarters Divisions.	**Destroy** 1 year after the case is closed in the EIS.	N1-237-92-3 Item 1 Approved 5/20/94

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8040	**REGULATORY**		
	1. **Flight Standards Regulations Files.** Case files relating to the development and formulation of Civil Air Regulations (CAR) and Federal Aviation Regulations (FAR), special conditions, airworthiness directives, Airworthiness and Operations Review Program and related rulemaking activities, denials of petitions for rulemaking, grants or denials of exemption petitions and amendments or denials of reconsideration of operations specifications.		
	a. Agency Office of Primary Interest.		
	(1) Civil Air Regulations (CAR), Federal Aviation Regulations (FAR), and Airworthiness Directives.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 15 years after the issued date of final rule or withdrawal notice.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	**Transfer** closed files to FRC 10 years from the issued date of final rule or withdrawal notice. **Destroy** when 15 years old	NC1-237-83-1 Item 11 Approved 11/30/83
	(2) Special conditions.	**Transfer** closed files to FRC 2 years from issued date. **Destroy** when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(3) Airworthiness and Operations Review Program and related rulemaking activities.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 15 years from the issued date of final rule or withdrawal notice.	NC1-237-83-1 Item 11 Approved 11/30/83

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(c) If not microfilmed.	**Transfer to FRC** 2 years from the issued date of final rule or withdrawal notice. **Destroy** when 7 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(4) Denials of petitions for rulemaking.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** closed files 5 years from the denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed	**Transfer** closed files to FRC 2 years from the denial date. **Destroy** when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(5) Petitions for exemptions.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 5 years from the grant or denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	**Transfer** closed files to FRC 2 years from the grant or denial date. **Destroy** when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(6) Petitions for reconsideration of operations specifications.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	**Destroy** 5 years from date of amendment or denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	**Transfer** closed files to FRC 2 years from the date of amendment or denial. **Destroy** when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Regional Flight Standards offices.	**Destroy** when 10 years old, EXCEPT that drafts and comments on proposed FARs and CAR's are to be destroyed when no longer needed.	II-NNA-1017 Item 58 Approved 7/13/54
	2. **Flight Standards Regulations Waiver Files.** Documents maintained by Flight Standards field offices relating to waivers of flight safety regulations (other than by air carriers).	**Destroy** 1 year after expiration of the waiver period.	II-NNA-1102 Item 20 Approved 7/12/54
	3. **National Transportation Safety Board (NTSB) Recommendations.** Case files of safety recommendations, resulting from accidents/ incidents of various aircraft, correspondence and documents used in the development and formation of Airworthiness Directives (AD's). Correspondence addressed to the FAA Administrator and Congressional responses.		
	a. Records not microfilmed.	**Transfer** closed files to FRC 10 years after issued date of AD's. **Destroy** when 15 years old.	NC1-237-83-1 Item 13 Approved 11/30/83
	b. If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 13 Approved 11/30/83
	(2) Microfilm of original records.	**Destroy** 20 years from issued date of AD's.	NC1-237-83-1 Item 13 Approved 11/30/83
	4. **Preambles and Code of Federal Regulations (CFR).** History sheets, background, and justification of rules pertaining to CAR's, FAR's, and CFR's, as they relate to aviation safety rulemaking activities.		
	a. Preamble, CFR, and history sheets. Microfilm a 5-year block in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 14 Approved 11/30/83
	b. Microfilm of original records.	**Destroy** when no longer needed for administrative use.	NC1-237-83-1 Item 14 Approved 11/30/83
8041	**AIRWORTHINESS CERTIFICATION AIRCRAFT**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8050	**AIRCRAFT REGISTRATION AND RECORDATION**		
	1. **Aircraft Registration and Recordation Files.** Case files containing a history of registered aircraft, including ownership information, lien status, and airworthiness data, and related correspondence and indexes.		
	a. If microfilmed.		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-79-2 Item 5 Approved 2/8/79
	(2) Microfilm of original records.	**Destroy** when it is determined that the aircraft is no longer in existence.	NC1-237-79-2 Item 5 Approved 2/8/79
	b. If not microfilmed.	**Destroy** when it is determined that the aircraft is no longer in existence.	NC1-237-79-2 Item 5 Approved 2/8/79
	2. **Engine, Propeller, and Spare Parts Files.** Card files, containing lien information on parts, that are used as a cross-reference to conveyances filed in aircraft registration and recordation file.	**Destroy** when it is determined that the part is no longer in existence.	NC1-237-79-2 Item 6 Approved 2/8/79
	3. **Dealer's Aircraft, Registration Certificates Files.** Case files recording holders of dealers' aircraft registration certificates, including applications and related correspondence.	**Destroy** 3 years after expiration of certificate.	NC1-237-78-2 Item 1 Approved 3/7/78
	4. **Aircraft Registration Correspondence Files.** Correspondence pertaining to regional and district office activity in connection with aircraft registration, ownership, registration accuracy checks, and related matters.	**Destroy** closed case files when 2 years old.	II-NNA-102 Item 31 Approved 7/12/54
8060	**AIRMAN RECORDS**		
	1. **Airman Certification Files.** Files documenting the history of official actions in the issuance and status of certificates and ratings of airmen, and related correspondence.		
	a. Airmen and Aircraft Registry.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Original records. Microfilmed in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records	NC1-237-77-3 Item 20 Approved 12/2/77
	(2) Microfilm copies of the original records and pertinent indices.	**Cutoff** microfilm annually. **Destroy** when 60 years old or when no longer needed, whichever is later, except for indices pertaining to microform copies of Enforcement Records. Indices pertaining to microform copies of Enforcement Records shall be destroyed in accordance with paragraph 2150 Item 5 of this order.	N1-237-92-2 Item 1 Approved 5/20/94
	(3) Routine correspondence not having a direct bearing on the case such as transmittals and duplicate requests.	**Destroy** when 1 year old.	NC1-237-77-3 Item 20 Approved 12/2/77
	2. **Student Pilot Certification Files.** Case files relating to the certification of student pilots, and related correspondence.	**Destroy** 1 year after expiration of certificate.	II-NNA-867 Item 3 Approved 6/11/54
	3. **Airman Certification Correspondence Files.** Correspondence maintained by regional and field offices pertaining to qualifying experience, examinations, and other general criteria required for certification of airmen.	**Destroy** when 2 years old.	II-NNA-1102 Item 26 Approved 7/12/54
	4. **Crewmember Passport Files.** Applications, such as FAA Form 8066 or equivalent, photographs of crewmembers. (U.S. Citizens employed on U.S. registered aircraft, and commercial operators used in international air commerce.)	**Destruction not authorized.**	Revalidation required
	5. **Crewmember Correspondence to the State Department.** These files consist of applicant requests, lists of applicants, approved applications, and correspondence to and from the State Department, and verifications of approved certificates.	**Destruction not authorized.**	Revalidation required
8065	**AIRMAN MEDICAL RECORDS**		**OPR Action needed to request disposition authority.**
8070	**DATA ACQUISITION, PROCESSING, AND ANALYSIS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8071	**FLIGHT INSPECTION DATA OPERATIONS AND CONTROL**		**OPR Action needed to request disposition authority.**
8080	**AIRMAN KNOWLEDGE TESTS**		
	1. **Airman Knowledge Test Active Files.** Master copies of current tests, and related revisions, comments, statistical analyses, and significant background documents, maintained by the Regulatory Support Division, AFS-600.	**Transfer** to airman knowledge test inactive file (item 8080(2) below) when test becomes inactive.	NC1-237-77-3 Item 21 Approved 12/2/77
	2. **Airman Knowledge Test Inactive Files.** Master copies of tests that have become inactive, with related test item, testing situation and applicant performance data and other materials transferred from the airman knowledge test active files (item 8080(1) above).	**Destroy** when 4 years old.	NC1-237-77-3 Item 22 Approved 12/2/77
	3. **Airman Knowledge Test Application Files.** Application forms and related answer sheets completed by applicants for airman certificates.		
	a. Originals maintained by the Airman/Aircraft Registry.	**Transfer to FRC** when 1 year old. **Destroy** when 4 years old.	NC1-237-77-3 Item 23 Approved 12/2/77
	b. Copies of completed answer sheets retained by offices administering the tests.	**Destroy** when 60 days old by burning, or other authorized means.	NC1-237-77-3 Item 23 Approved 12/2/77
	4. **Airman Knowledge Test Distribution Files.** Correspondence, reports, and other records maintained by the Aviation System Standards distribution office and by regional and field offices relating to the distribution and accountability of airman knowledge tests.	**Destroy** 1 year after the test is superseded or otherwise becomes inactive.	NN-172-98 Item 3 Approved 7/12/54
8081	**AIRMEN PRACTICAL FLIGHT TESTING STANDARDS**		Schedule Pending
8090	**NATIONAL AVIATION SAFETY INSPECTION PROGRAM**		
	1. **General Correspondence Files.** Correspondence, reports, forms and related documents pertaining to NASIP, Regional Aviation Safety Program (RASIP), or Office Aviation Safety Inspection Program (OASIP) inspection activities.		
	a. Flight Standards Certification and Surveillance Division.		Schedule Pending

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Regional Flight Standards Offices.		Schedule Pending
	c. Flight Standards Field Offices.		Schedule Pending
	2. **Inspection files** maintained by Flight Standards regarding air carriers emergency medical service operators, pilot schools, repair stations, maintenance technician schools, and external load operators.		
	a. Flight Standards Certification and Surveillance Division.		Schedule Pending
	b. Regional Flight Standards Offices.		Schedule Pending
	c. Flight Standards Field Offices.		Schedule Pending
8100	**AIRWORTHINESS CERTIFICATION**		
	Aircraft Airworthiness Maintenance Files. Documents maintained by flight standards and aircraft certification field offices relating to airworthiness in connection with maintenance items not anticipated in manufacturers' manuals or interpretation of airworthiness standards set forth in regulations as applied to specific maintenance problems.	**Destroy** when 5 years old.	II-NNA-1102 Item 33 Approved 7/12/54
8101	Aircraft Certification Directorate Procedures		
8102	Aircraft Certification System Evaluation Program		
8110	**TYPE CERTIFICATION**		
	1. **Aircraft Engineering Files.** Case files reflecting the complete case history of engineering investigation, testing and disposition (approved or disapproved) of requests for Type Certificate or supplemental Type Certificate or amendments for aircraft, aircraft components, aircraft propellers, aircraft accessories and accessory kits, and aircraft engines. Consist of applications, correspondence, engineering data, drawings, and specifications related to the prototype; and project data airworthiness certificates, 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.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Aircraft case files maintained by regional/field aircraft certification offices.	**Transfer** inactive files to FRC. **Destroy** when aircraft no longer in existence.	NC1-237-77-3 Item 24 Approved 12/2/77
	b. Equipment case files maintained by regional/field flight standards offices.	**Destroy** in agency 10 years after it is established that a specific type of equipment no longer exists.	NC1-237-77-3 Item 24 Approved 12/2/77
	2. **Type Certification Technical Data Files (If Filed Separately From Files in Item 8110(1) Above).** Includes alterations and repair technical data, drawings, test reports, descriptive data and specifications comprising the type design for type certificated aircraft models.		
	a. Technical data files for certificated aircraft.	**Transfer** to FRC when only a few aircraft remain in service. **Destroy** when aircraft no longer in existence.	NC1-237-77-3 Item 25 Approved 12/2/77
	b. Technical data files pertaining to uncertificated, incomplete projects.	**Transfer** when the project becomes inactive. **Destroy** when aircraft no longer exists.	NC1-237-77-3 Item 25 Approved 12/2/77
8111	**TYPE CERTIFICATION HOLDER**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8112	**SUPPLEMENTAL TYPE CERTIFICATE HOLDER**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8113	**DESIGNATED ENGINEERING REPRESENTATIVE**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8114	**PROCESS SPECIFICATIONS**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8115	**DESIGNATED ALTERATION STATION**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8120	**PRODUCTION CERTIFICATION**		
	1. **Manufacturing Inspection and Production Files.** Correspondence and other records maintained by regional Manufacturing Branch offices and Manufacturing Inspection District Offices (MIDO) pertaining to general inspection and production of manufacturers.	**Destroy** when 5 years old.	II-NNA-1017 Item 77 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Field Production Certification Files.** Conformity inspection reports; quality assurance systems analysis review (QASAR) reports, DMIR activity reports; airworthiness certificates; and related correspondence, regarding original issuance and continuation of production certificates.	**Destroy** 1 year after production certificate is canceled.	II-NNA-1102 Item 44 Approved 7/12/54
8121	**PRODUCTION APPROVAL AND SURVEILLANCE PROCEDURES**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8130	**ORIGINAL AIRWORTHINESS**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8122	**SUSPECTED UNAPPROVED PARTS PROGRAM**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8130	**ORIGINAL AIRWORTHINESS**		
	Field Airworthiness Certification and Approval Files. Correspondence, applications, statements of conformity, copies of certificates, number assignment cards, and related documents maintained by regional manufacturing branch offices and Manufacturing Inspection District Offices (MIDO).		
	a. Civil airworthiness files.	**Destroy** closed case files 2 years after certificate is issued.	NC1-237-77-3 Item 26 Approved 12/2/77
	b. Military airworthiness files.	**Destroy** closed case files when 2 years old. Statements of conformity and airworthiness certificates to be retained in issuing office until aircraft is no longer in existence.	NC1-237-77-3 Item 26 Approved 12/2/77
	c. Export airworthiness files.	**Destroy** closed case files when 2 years old. Statements of conformity and airworthiness certificate to be retained by the issuing office until aircraft is no longer in existence.	NC1-237-77-3 Item 26 Approved 12/2/77
8150	**AIRCRAFT EQUIPMENT**	**Destruction not Authorized**	**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8151	**TECHNICAL STANDARDS ORDER**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8152	**PARTS MANUFACTURING APPROVAL**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8200	**FLIGHT INSPECTION**		
	1. **General Correspondence Files.** Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.		
	a. Agency office of primary interest.		
	(1) General correspondence as noted above.	**Destroy** when 6 years old.	NC1-237-77-3 Item 27 Approved 12/2/77
	(2) Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes.	**Destroy** when 3 years old	NC1-237-77-3 Item 27 Approved 12/2/77
	b. Aviation System Standards and regional Flight Standards offices.	**Destroy** when 5 years old.	NC1-237-77-3 Item 27 Approved 12/2/77
	2. **Flight Inspection Performance Files.** Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.		
	a. Aviation System Standards, Flight Inspection Field Offices, and regional reports.	**Destroy** when 1 year old.	NC1-237-77-3 Item 28 Approved 12/2/77
	b. Monthly summaries.	**Destroy** when 5 years old unless accrued in place of annual summaries.	NC1-237-77-3 Item 28 Approved 12/2/77
	c. Annual summaries.	**Destroy** when 6 years old. If annual summaries are not prepared, monthly or quarterly summaries will be retained to the 6-year limit.	NC1-237-77-3 Item 28 Approved 12/2/77
	3. **Flight Inspection Report Files.** Reports of flight inspection of aids to air navigation, and related recorder charts, graphs bearing error reports, and correspondence.		
	a. Flight inspection reports.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Microfilm record copy maintained by FSNFO.	**Destroy** 5 years after decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(2) Flight inspection field facilities.	**Destroy** 2 years after evidence of microfilming is furnished to the originating office by the Aviation System Standards.	NC1-237-77-3 Item 29 Approved 12/2/77
	(3) Aviation System Standards (AVN).	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-3 Item 29 Approved 12/2/77
	(4) Microfilm of original records		
	(a) Official record copy maintained by AVN.	**Destroy** 5 years after decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(b) Aviation System Standards (AVN).	**Transfer** duplicate film copy to FRC on yearly basis. **Destroy** 5 years following decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(5) All other microfilm copies.	**Destroy** when 2 years old.	NC1-237-77-3 Item 29 Approved 12/2/77
	b. Flight inspection recorder charts and associated data maintained by Flight Inspection Field Facilities.		
	(1) Site evaluation records.	**Destroy** 2 years after the facility is commissioned or the site is rejected.	NC1-237-77-3 Item 29 Approved 12/2/77
	(2) Commissioning records.	**Destroy** 5 years after the facility is decommissioned.	NC1-237-77-3 Item 29 Approved 12/2/77
	(3) Periodic, special, and surveillance flight inspection records.		
	(a) History of facility files	**Retain** 1 year in working files.	NC1-237-77-3 Item 29 Approved 12/2/77
	(b) After accident flight check data files	**Destroy** 5 years after anniversary date of accident.	NC1-237-77-3 Item 29 Approved 12/2/77
	(c) Shipboard TACAN records.	**Destroy** when 2 years old.	NC1-237-77-3 Item 29 Approved 12/2/77
	c. Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.	**Destroy** 5 years after the related facility is decommissioned.	NC1-237-77-3 Item 29 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. **Instrument Approach Procedure Files.** (FAA Forms 8260 series or equivalent).	**Destroy** when superseded or canceled, EXCEPT those procedure files in use at the time of an accident/incident which may result in litigation which are to be destroyed 7 years after date of accident/incident.	NC1-237-77-3 Item 30 Approved 12/2/77
8210	**PRODUCTION CERTIFICATION CORRESPONDENCE**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8220	**NAVIGATION STANDARDS**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8240	**FLIGHT INSPECTION AND CERTIFICATION OPERATIONS**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8260	**FLIGHT PROCEDURES AND AIRSPACE EVALUATION**		**OPR Action needed to request disposition authority.**
8300	**MAINTENANCE**		
	1. **Technical Correspondence Files.** Technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and maintenance thereof. (EXCLUDES files maintained in aircraft engineering case files (item 8110(1).)	**Destroy** when 6 years old.	II-NNA-1017 Item 80 Approved 7/13/54
	2. **Air Carrier Maintenance files.**		
	a. Case files documenting the certification, inspection, and surveillance of maintenance activities of scheduled and non-scheduled air carriers. EXCEPT items covered under item b. below.		
	(1) Regional flight standards offices.	**Transfer** closed case files to FRC when 5 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	(2) Flight Standards field offices.	**Destroy** when 5 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	b. Basic certificates, specifications, and authorizations.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Regional flight standards offices.	**Transfer** superseded or canceled case files to FRC when 5 years old. **Destroy** when 8 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	(2) Flight Standards field offices.	**Destroy** superseded or canceled case files when 5 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	3. **Approved Schools Files.** Case files documenting the certification and inspection of schools offering courses leading to the obtaining of a maintenance airman certificate, including those whose physical plant and quality of instructions meet the criteria for an "Approved School" rating or who have made application for such rating.	**Destroy** after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 17 Approved 7/12/54
	4. **Approved Repair Station Files.** Case files documenting the certification, inspection, and surveillance of repair stations, consisting of applications, certificates and ratings, inspection reports, and related correspondence.	**Destroy** after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 18 Approved 7/12/54
	5. **Aircraft Repair and Alteration Files.** Case files maintained by flight standards field offices pertaining to modification conversions, adaptations, etc., to aircraft structures, components, equipment, and accessories.	**Destroy** case records of engineering changes requiring revision of approved type specifications 5 years after approval or abandonment of the project.	II-NNA-1102 Item 32 Approved 7/12/54
	6. **Air Carrier Contracts and Agreements.** Case files of agreements made between airlines and contractors for aircraft and component maintenance and/or overhaul such as retreating tires; overhauling engines, instruments, propeller governors, fuel pumps, generators, starters, magnetos; and recovering of control surfaces.	**Destroy** superseded or canceled case files when 1 year old.	II-NNA-1102 Item 41 Approved 7/12/54
	7. **Service Difficulty Program Files.** See 8010.		
	8. **Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) Systems Data Files.**		
	a. Mechanical Reliability Report (MRR) system data files. Data created prior to the service difficulty data system, and stored on magnetic tape by Flight Standards Service.		
	(1) Master tape record. Microfilm in accordance with 36 CFR 1230.	**Erase** after microfilming and film is determined to be an adequate substitute.	NC1-237-83-1 Item 3 Approved 11/30/83

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(2) Microfilm of the taped data.	**Destroy** when 5 years old.	NC1-237-83-1 Item 3 Approved 11/30/83
	b. Mechanical Interruption Summary (MIS) system data files. Data retained in the district office.	**Destroy** when 1 year old.	NC1-237-83-1 Item 3 Approved 11/30/83
	9. **General Aviation Aircraft Surveillance Files.** Documents relating to the maintenance surveillance of general aviation aircraft. Included are notices of aircraft condition, malfunction and defects reports, inspection reports, and related correspondence.	**Destroy** when 2 years old.	NC1-237-83-1 Item 3 Approved 11/30/83
	10. **Air Carrier Aircraft Engine Utilization Files.** Monthly reports of engine utilization, overhaul, shutdowns and similar data, and related computer listings and publications, maintained by Aviation System Standards.		
	a. Utilization reports.	**Destroy** when 2 years old.	NN-173-195 Item 8 Approved 4/5/73
	b. Monthly listings.	**Destroy** after accuracy of quarterly listing is verified.	NN-173-195 Item 7 Approved 4/5/73
	c. Quarterly listings.	**Destroy** when 10 years old.	NN-173-195 Item 7 Approved 4/5/73
	d. Computer Listings.	**Destroy** when 10 years old.	NN-173-195 Item 9 Approved 4/5/73
	e. Aircraft Utilization and Propulsion Report.	**Retain** 1 master copy.	NN-173-195 Item 10 Approved 4/5/73
	11. **Operations Specifications - Maintenance Part "D" Files.** Forms listing authorizations and limitations on air carriers that are not specifically covered in formal regulations, and related correspondence.		
	a. Flight Standards Technical Division.	**Destroy** 1 year after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	b. Regional Flight Standards Divisions.	**Destroy** 5 years after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	c. Flight Standards District Offices.	**Destroy** 5 years after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	12. **Air Carrier Maintenance Manuals.** Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	**Destroy** when superseded or obsolete.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8310	**CERTIFICATION PROCEDURES**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8320	**SURVEILLANCE PROCEDURES**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8330	**INVESTIGATION PROCEDURES**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8340	**BULLETINS - LARGE AIRCRAFT**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8350	**BULLETINS - SMALL AIRCRAFT**	**Destruction not authorized.**	**OPR Action needed to request disposition authority.**
8400	**OPERATIONS**		
	1. **Air Carrier Operations Files.**		
	a. Case files documenting the certification, inspection, and surveillance of operations of scheduled and non-scheduled air carriers.		
	(1) Regional flight standards offices.	**Transfer** closed case files to FRC when 5 years old. **Destroy** when 10 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	(2) Flight Standards field offices.	**Destroy** when 5 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	b. Basic certificates, specifications, and authorizations		
	(1) Regional flight standards offices.	**Transfer** superseded or canceled case files to FRC when 5 years old. **Destroy** when 8 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	(2) Flight Standards field offices.	**Destroy** superseded or canceled case files when 5 years old.	NC1-237-77-3 Item 33 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. **Approved Schools Case Files.** Case files documenting the certification and inspection of schools offering courses leading to the obtaining of an operations airman certificate, including those whose physical plant and quality of instructions meet the criteria for an "Approved School" rating or who have made application for such rating.	**Destroy** after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 17 Approved 7/12/54
	3. **Air Taxi Files.** Case files maintained by Flight Standards Field Offices containing all basic certificates, authorizations, operating and maintenance data, reports of inspections and other records pertaining to each air taxi or non-scheduled operation utilizing aircraft under 12,500 pounds gross weight.	**Destroy** basic certificates and data 3 years after being superseded or canceled. **Destroy** all other records when 3 years old.	II-NNA-1102 Item 19 Approved 7/12/54
	4. **Correspondence and Reports Pertaining to Agricultural and Industrial Flying.** Correspondence and reports concerning aerial patrol, banner towing, wildlife census taking, mineral exploration and similar operations.	**Destroy** when 2 years old.	II-NNA-1102 Item 22 Approved 7/12/54
	5. **Rotorcraft External Load Operations Files.** Case files documenting the certification, inspection, and surveillance of rotorcraft external load operations.	**Destruction not authorized.**	Revalidation required
	6. **Instrument Pilot Training Files.** Correspondence pertaining to instrument pilot training for air carrier pilots, air line transport rating, and flight and academic test procedures.	**Destroy** when 5 years old.	II-NNA-1102 Item 39 Approved 7/12/54
	7. **Air Carrier Personnel Training and Checking Activities Files.** Documents reflecting the amount of training and periodic checks conducted by air carriers, the results thereof, and related reports.	**Destroy** when 5 years old.	II-NNA-1102 Item 40 Approved 7/12/54
	8. **Special Flight Permit Files.** Documents relating to issuance of ferry permits and manufacturer product flight test permits.	**Destroy** 90 days after completion of action for which permit is issued, or after need has been exhausted.	II-NNA-1102 Item 21 Approved 7/12/54
	9. **Safety Improvement Report Files.** FAA Form 8740-5, or equivalent, and related correspondence.	**Destruction not authorized.**	Revalidation required
	10. **Air carrier Operations Manuals.** Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	**Destroy** when superseded or obsolete.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8410	**AIR CARRIER AIRMEN CERTIFICATION**		**OPR Action needed to request disposition authority.**
8430	**AIR CARRIER INSPECTION AND SURVEILLANCE**		**OPR Action needed to request disposition authority.**
8450	**AIR CARRIER INVESTIGATIONS**		**OPR Action needed to request disposition authority.**
8500	**AEROMEDICAL CERTIFICATION**		
	1. **Medical Examination Clear Files.** Reports of medical examination of airmen containing no significant pathology arranged numerically by number reflecting year and sequence of receipt.	**Destroy** original records after 3 years.	N1-237-86-6 Item 1(a) Approved 12/9/86
	2. **Medical Examination Pathology Files.** Case files consisting of applications for medical certificates and other related documents evidencing the physical status of airmen having medical disabilities, disorders, diseases.		
	a. Original records not microfilmed.	**Transfer** closed case files to FRC when 5 years old. **Destroy** when 50 years old.	N1-237-86-6 Item 2(a) Approved 12/9/86
	b. If microfilmed.		
	(1) Original active records. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	N1-237-86-6 Item 2(b) Approved 12/9/86
	(2) Microfilm of original record.	**Destroy** microfilm 50 years after record becomes inactive.	N1-237-86-6 Item 2(b) Approved 12/9/86
	3. **X-Ray Files.** X-rays made in connection with the medical certification of airmen maintained by regional medical offices.		
	a. Pathological (further action required).	**Destroy** when 75 years old.	NC1-237-77-7 Item 10 Approved 9/23/77
	b. Non-Pathological.	**Destroy** when 2 years old.	NC1-237-77-7 Item 10 Approved 9/23/77
	4. **Electrocardiogram Files.** EKG tracings generated in medical examinations of airline transport pilots, maintained by the Civil Aeromedical Institute.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Original tracings. Microfilm in accordance with 36 CFR 1230.	**Destroy** original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-7 Item 11 Approved 9/23/77
	b. Microfilm of original tracings.	**Destroy** 50 years after last inactive status.	NC1-237-77-7 Item 11 Approved 9/23/77
	5. **Medical Examination Locator Files.** Microfilm and microfiche containing file locator information on airmen by name, date of birth, medical identification number (MID), and pathology number (PI).	**Destroy** inactive records when 50 years old.	NC1-237-79-2 Item 3 Approved 2/8/79
8510	**MEDICAL REVIEW AND APPEALS**		**OPR Action needed to request disposition authority.**
8520	**MEDICAL EXAMINER**		
	1. **Designated Examiner Case Files.** Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.	**Transfer** closed case files to FRC 10 years after dedesignation. **Destroy** 25 years after dedesignation.	NC1-237-77-7 Item 12 Approved 9/23/77
	2. **Computer Master Files.** Tape record of personal identification and location information on current and former Aviation Medical Examiners (AME).	**Destroy** 2 years after death or 25 years after dedesignation.	NC1-237-79-2 Item 2 Approved 2/8/79
8530	**BIOMETRICS SERVICES**		**OPR Action needed to request disposition authority.**
8600	**GENERAL AVIATION AIRWORTHINESS**		**OPR Action needed to request disposition authority.**
8610	**CERTIFICATION**		**OPR Action needed to request disposition authority.**
8620	**SURVEILLANCE PROCEDURES**		**OPR Action needed to request disposition authority.**
8630	**INVESTIGATION PROCEDURES**		**OPR Action needed to request disposition authority.**
8640	**GENERAL AVIATION AVIONICS**		**OPR Action needed to request disposition authority.**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8700	GENERAL AVIATION OPERATIONS		OPR Action needed to request disposition authority.
8710	CERTIFICATION		OPR Action needed to request disposition authority.
8720	GENERAL AVIATION INSPECTION AND SURVEILLANCE		
	General Aviation Surveillance Files. Documents accumulated in the inspection and surveillance of flight operations of general aviation aircraft.	**Destruction not authorized.**	Revalidation required
8730	INVESTIGATION PROCEDURES		OPR Action needed to request disposition authority.
8740	ACCIDENT PREVENTION		OPR Action needed to request disposition authority.
8800	COMMERCIAL SPACE OPERATIONS		OPR Action needed to request disposition authority.
8810	LAUNCH LICENSING		OPR Action needed to request disposition authority.
8820	LAUNCH GUIDELINES		OPR Action needed to request disposition authority.
8830	LAUNCH OPERATIONS EVALUATION AND MONITORING		OPR Action needed to request disposition authority.
8840	LAUNCH OPERATIONS ENVIRONMENTAL RECORDS		OPR Action needed to request disposition authority.
8900	COMMERCIAL SPACE RE-ENTRY OPERATIONS		OPR Action needed to request disposition authority.
8910	RE-ENTRY ENVIRONMENTAL RECORDS		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8920	RE-ENTRY LICENSING		OPR Action needed to request disposition authority.
8930	RE-ENTRY OPERATIONS EVALUATION AND MONITORING		OPR Action needed to request disposition authority.

CHAPTER 12. AVIATION MEDICINE, RESEARCH, AND DEVELOPMENT

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
9000	**AVIATION MEDICINE - GENERAL**		
	These records relate to the development of standards, rules, and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examination and certification of airmen; and research in medicine affecting civil aviation. (See 3910 for administration of employee and environmental health services.)		
	1. **General Correspondence Files.** Correspondence, reports, and related records documenting the development of agency medical plans, policies, standards, and procedures, and the direction and evaluation of agency medical programs, and records relating to significant transactions of continuing interest.		
	a. Correspondence of the Office of Aviation Medicine and the Civil Aeromedical Institute of historical nature documenting the establishment, development, plans, policies, standards, and procedures of agency medical programs.	**PERMANENT. Transfer to FRC** when 30 years old. **Offer to NARA** when 40 years old.	NC1-237-77-7 Item 13 Approved 9/23/77
	b. General correspondence of medical program activities documenting the administration and operation of FAA medical programs.	**Transfer to FRC** when 4 years old. **Destroy** when 29 years old.	NC1-237-77-7 Item 13 Approved 9/23/77
	2. **Regional Activity Reports.** FAA Form 1380-9, Flight Surgeon Activity Report.	**Destruction not authorized.**	Revalidation required
9100	**AEROMEDICAL STANDARDS**		**OPR Action needed to request disposition authority.**
9110	**MEDICAL STANDARDS**		**OPR Action needed to request disposition authority.**
9120	**MEDICAL RULES AND PROCEDURES**		**OPR Action needed to request disposition authority.**
9300	**Development and Research**		**OPR Action needed to request disposition authority.**
9400	**COMMERCIAL SPACE TRANSPORTATION**		

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
	These records relate to the promotion of commercial space transportation activities by the United States private sector and include space transportation policies, regulatory program, licensing for commercial launch vehicle launches, and safety research.		
	1. **Directors and Associate Directors Subject Files/General Correspondence Files.** Files signed and reviewed by high level Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporation, international organizations, Congress, and other Federal agencies that relate to the administration and operation of the office.	**PERMANENT. Cut-off** files annually. **Transfer to FRC** when 3 years old. **Offer to NARA** when 10 years old.	N1-237-96-1 Item 1 Approved 2/12/96
	2. **Reports/Publications Files**. Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.		
	a. Record copy.	**PERMANENT. Transfer to FRC** 3 years after publication of report. **Offer to NARA** 10 years after publication.	N1-237-96-1 Item 2 Approved 2/12/96
	b. Other copies.	**Destroy** when no longer needed for public distribution.	N1-237-96-1 Item 2 Approved 2/12/96
	3. **Commercial Space Transportation Advisory Committee (COMSTAC) Files.** Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.	**PERMANENT. Cut-off** files annually. **Transfer to FRC** when 5 years old. **Offer to NARA** when 15 years old.	N1-237-96-1 Item 3 Approved 2/12/96
	4. **License Application File.** Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.	**Transfer to FRC** when 5 years old. **Destroy** when 25 years old.	N1-237-96-1 Item 4 Approved 2/12/96
	5. **Reading Day Files.** Chronological files duplicating all outgoing correspondence.	**Destroy** when 2 years old.	N1-237-96-1 Item 5 Approved 2/12/96
9500	**RESEARCH AND DEVELOPMENT**		
	These records are created in connection with technical and scientific research and development programs relating to the development of new systems, facilities, and devices and the improvement or refinement of existing systems, facilities, and devices, including aircraft, aircraft engines and equipment. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering, testing, and evaluation.		

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
	23. **General Correspondence Files.** Routine administrative correspondence, reports and related records maintained by the agency office of primary interest relating to the administration of the planning, management, evaluation, and accomplishment of research and development programs, policies, and procedures.	**Transfer to FRC** when 5 years old. **Destroy** when 25 years old.	NC1-237-77-3 Item 67(1) Approved 12/2/77
	24. **Technical Boards and Committee Files.** Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of research and development project phases. Consists of agendas, minutes of meetings, documents relating to the establishment, revision, or termination of projects; and papers reflecting the group's actions, recommendations, and accomplishments.		
	a. Official files of the committee or board maintained by the chairman, secretary, or other designee.	**Transfer to FRC** when 2 years old. **Destroy** when 27 years old.	NC1-237-77-3 Item 67(2) Approved 12/2/77
	b. Copies of committee or board files distributed to members.	**Destroy** when superseded or obsolete or upon termination of membership, whichever is earlier.	NC1-237-77-3 Item 67(2) Approved 12/2/77
	25. **Research and Development Project Files.** Case files maintained by laboratories and other activities and offices responsible for research and development functions reflecting a complete history of each project or task from initiation through research, development, design, and testing to completion. Consists of project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered essential to document design, modifications, and engineering development; technical and progress reports, notices of completion; and correspondence influencing the course of action taken on a project.	**Transfer** closed project file to FRC when 3 years old. **Destroy** when 28 years old.	NC1-237-77-3 Item 67(3) Approved 12/2/77
	26. **Research and Development Project Working and Control Files.** Copies of documents essentially duplicated in project case files; preliminary sketches, drawings, specifications, photographs, and other working papers determined not to be of sufficient value to incorporate into project case files; and related project control and progress control records.	**Destroy** upon completion or cancellation of project or when purpose has been served.	Nonrecord

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
	27. **Laboratory Notebooks.** Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.		
	a. Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that their retention would not add significantly to the project file.	**Destroy** 6 months after completion or termination of related project.	NC1-237-77-3 Item 67(4) Approved 12/2/77
	b. All other notebooks.	**Transfer** closed files to FRC when 5 years old. **Destroy** when 25 years old.	NC1-237-77-3 Item 67(4) Approved 12/2/77
	28. **Technical Report Files.** Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.		
	a. Record copy.	**PERMANENT. Transfer** closed case files to FRC when 5 years old. **Offer to NARA** when 25 years old.	NC1-237-77-3 Item 67(5) Approved 12/2/77
	b. All other copies.	**Destroy** when no longer needed for reference.	NC1-237-77-3 Item 67(5) Approved 12/2/77
	29. **Drawing and Specification Files.** Official file copy of each drawing and specification showing final design and technical characteristics of items developed.	**Transfer to FRC** 1 year after superseded. **Destroy** when 25 years old.	NC1-237-77-3 Item 67(6) Approved 12/2/77
	30. **Progress Report Files.** Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.		
	a. Reporting office copies.	**Destroy** 1 year after completion or cancellation of related projects.	NC1-237-77-3 Item 67(7) Approved 12/2/77
	b. Feeder reports used for compilation of consolidated reports.	**Destroy** upon submission of consolidated reports.	NC1-237-77-3 Item 67(7) Approved 12/2/77
	c. Consolidated reports, and any feeder reports used for preparation thereof, containing technical or scientific data not fully documented in the consolidated reports.	**Transfer** closed case file to FRC when 5 years old. **Destroy** when 25 years old.	NC1-237-77-3 Item 67(7) Approved 12/2/77

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
	31. **Feasibility Study Files.** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Destroy 5 years after completion or cancellation of study.	GRS 16 Item 9
	32. **Research Contract and Agreement Files.** Case files of formal contracts and agreements with universities, commercial concerns, individuals, and others for research and development work, and related papers, but EXCLUDING technical or scientific data furnished FAA pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files (item 9500(3)).	**Apply** provisions of item 4400(3).	
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000.	**Destroy** 6 years and 3 months after final payment.	GRS 3 Item 3(a)(1)(a)
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000.	**Destroy** 3 years after final payment.	GRS 3 Item 3(a)(1)(b)
	(2) Transactions dated earlier than July 3, 1995.		
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000.	**Destroy** 6 years and 3 months after final payment.	GRS 3 Item 3(a)(2)(a)
	(b) Transactions that utilize small purchase procedures and all construction contracts under $2,000.	**Destroy** 3 years after final payment.	GRS 3 Item 3(a)(2)(b)

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	b. Obligation copy.	**Destroy** when funds are obligated.	GRS 3 Item 3(b)
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	**Destroy** upon termination or completion.	GRS 3 Item 3(c)
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	**Destroy** or delete when 5 years old.	GRS 3 Item 3(d)
	33. **Technical Reference Files.** Copies of technical reports, specifications, drawings, and other data received from other sources, used as a reference source in the performance of research and development functions, but EXCLUDING official file copies of these documents.	**Destroy** when superseded or obsolete.	Nonrecord.
9550	**REQUIREMENTS**		**OPR Action needed to request disposition authority.**
9600	**AIRCRAFT**		**OPR Action needed to request disposition authority.**
9610	**AERODYNAMICS**		**OPR Action needed to request disposition authority.**
9620	**FACILITIES AND LABORATORIES**		**OPR Action needed to request disposition authority.**
9630	**DESIGN AND FABRICATION**		**OPR Action needed to request disposition authority.**
9640	**FLIGHT TEST**		**OPR Action needed to request disposition authority.**
9650	**PERFORMANCE AND MAINTENANCE**		**OPR Action needed to request disposition authority.**
9660	**PRODUCTION**		**OPR Action needed to request disposition authority.**

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
9700	AIRCRAFT SYSTEMS, COMPONENTS, AND ACCESSORIES		OPR Action needed to request disposition authority.
9710	AIRFRAME		OPR Action needed to request disposition authority.
9720	AIRFOILS AND WINGS		OPR Action needed to request disposition authority.
9730	CABINS AND COCKPITS		OPR Action needed to request disposition authority.
9740	CONTROL SURFACES		OPR Action needed to request disposition authority.
9750	INSTRUMENTATION		OPR Action needed to request disposition authority.
9760	PROPULSION AND ENGINES		OPR Action needed to request disposition authority.
9770	UNDERCARRIAGES		OPR Action needed to request disposition authority.
9800	AIR TRAFFIC AND NAVIGATION SYSTEMS		OPR Action needed to request disposition authority.
9810	AIRPORTS		OPR Action needed to request disposition authority.
9820	COMMUNICATIONS RESEARCH		OPR Action needed to request disposition authority.
9830	DATA PROCESSING AND DISPLAY		OPR Action needed to request disposition authority.
9840	NAVIGATION		OPR Action needed to request disposition authority.

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9850	RADAR AND RELATED DATA ACQUISITION		OPR Action needed to request disposition authority.
9900	PHYSICAL AND NATURAL SCIENCES		OPR Action needed to request disposition authority.
9930	METEOROLOGY		OPR Action needed to request disposition authority.
9950	AEROMEDICAL RESEARCH		OPR Action needed to request disposition authority.
9960	HUMAN FACTORS		OPR Action needed to request disposition authority.
9970	CLINICAL RESEARCH		OPR Action needed to request disposition authority.