

Reporting Condensed Base

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1000.1	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.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		

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1000.2	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.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
1070.1	FAA Administrator's Hotline. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.1a	Administrator's Office.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.1a1	Paper Files.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		

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1070.1a2	Electronic Records.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.1a3	System Documentation.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.1b	All other offices.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.2	Consumer Hotline. Files include Hotline call records, correspondence, reports, and related documents accumulated by the staff in the course of the operation.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.2a	Paper Files.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.2b	Electronic Files.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		
1070.2c	System Documentation.	No	Administration	17	FAA Administrator's Hotline – All Offices. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.	Temporary. Destroy/delete when 3 years old.	No		

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1100.1	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.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
1110.1	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.]	No	Administration				No		
1110.1b	Records created by committees.	No	Administration				No		

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1110.1b2	Official files of the committee sponsor, secretariat, or recorder.	No	Administration	13	Committee and Conference Files – Official Files of the Sponsor, Secretariat, or Recorder; Committee Management Files - held by the FAA Committee Management Officer.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.2	Committee Management Files. Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.2a	Files for advisory, interagency, and international committees sponsored by FAA.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.2b	Files for internal FAA committees.	No	Administration	15	Committee and Conference Files – Committee Management Files - Files for internal FAA committees or all other committee records not scheduled elsewhere.	Temporary. Destroy/delete when 3 years old.	No		

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1110.4	Committee Inventory Files. Annual and special inventory reports of FAA committees in existence.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.4a	Accumulated by the Federal Aviation Agency Committee Management Officer.	No	Administration	13	Committee and Conference Files – Official Files of the Sponsor, Secretariat, or Recorder; Committee Management Files - held by the FAA Committee Management Officer.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.4b	Accumulated by the Federal Aviation Administration Committee Management Officer.	No	Administration	13	Committee and Conference Files – Official Files of the Sponsor, Secretariat, or Recorder; Committee Management Files - held by the FAA Committee Management Officer.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		
1110.4c	All others.	No	Administration	15	Committee and Conference Files – Committee Management Files - Files for internal FAA committees or all other committee records not scheduled elsewhere.	Temporary. Destroy/delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1200.1	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.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		
1200.1a	Agency office of primary interest.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1200.1b	All other offices.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		
1200.2	Customer Service Call Management System. (1200-External Relations -General Management & Administration) Customer Service Call Management system was created as a means of tracking incoming customer Calls and track where those calls were referred for resolution. The system allows key users the ability to create customer service call records, track or modify existing call records and generate reports for time sensitive decision making. Customer Service Call Management System is used to track incoming customer calls received from the general public and refer them to the appropriate Line of Business for resolution.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1200.2a	Master Database Database contains information used to track the status of incoming customer calls received from the general public. The master file contains Name/Organization, Contact Phone number, Email address, Category of Inquiry, Reason for Inquiry, Referred to (Name), Referred to (Org), Record date, Solution -How Handled, and Completed Date.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		
1210.1	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.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1210.1a	Releasing office (record set only).	No	Administration	40	Informational Release Files – Releasing Office. Record copies 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.	Permanent. Transfer to FRC when 5 years old or inactive. Offer to NARA when 10 years old.	No		
1210.1b	All other offices.	No	Administration	41	Informational Release Files – All Other Offices. Work copies of 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.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1240.1	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.	No	Aviation Safety	34	Correspondence, reports, agreements, studies, and other documents reflecting planning, direction, coordination, and evaluation of international aviation programs of FAA, and development of international aviation policy with other Federal agencies and with foreign governments and international bodies.	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 25 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids, in accordance with standards applicable at the time.	No		
1240.2	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.	No	Aviation Safety				No		

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1240.2a	Offices responsible for coordinating on IGIA and ICAO matters.	No	Aviation Safety	35	Offices responsible for coordinating on international aviation groups matters.	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 40 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
1240.2b	Designations of agency representatives to the IGIA.	No	Aviation Safety	36	All other international related records.	Temporary. Destroy/delete when 1 year old or upon completion of conference, convention, or submission of the final report by FAA U.S. delegation to the Secretary of State, whichever is soonest.	No		
1240.3	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.	No	Aviation Safety				No		

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1240.3a	IGIA and ICAO numbered papers and related indexes and correspondence.	No	Aviation Safety	35	Offices responsible for coordinating on international aviation groups matters.	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 40 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
1240.3b	Designations of agency representatives to the IGIA.	No	Aviation Safety	36	All other international related records.	Temporary. Destroy/delete when 1 year old or upon completion of conference, convention, or submission of the final report by FAA U.S. delegation to the Secretary of State, whichever is soonest.	No		

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1240.4	IGIA and ICAO Publications Files. Processed papers, documents, numbered and unnumbered memorandums, agenda, minutes, and reports printed and distributed by the IGIA and ICAO.	No	Aviation Safety	36	All other international related records.	Temporary. Destroy/delete when 1 year old or upon completion of conference, convention, or submission of the final report by FAA U.S. delegation to the Secretary of State, whichever is soonest.	No		
1240.5	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.	No	Aviation Safety	37	Aviation training of foreign nationals; and administration of aviation technical assistance programs to individual foreign countries. Includes correspondence, reports, loan and supply support agreements, and related papers.	Temporary. Destroy/delete when 10 years old.	No		
1240.6	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.	No	Aviation Safety	37	Aviation training of foreign nationals; and administration of aviation technical assistance programs to individual foreign countries. Includes correspondence, reports, loan and supply support agreements, and related papers.	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.1	<p>Aviation and Space Education Records (Items supersede NARA Job No. II-NNA-1102, Item 11. 7/12/1954.)</p> <p>1. Historical Records (1250/1) Program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level.</p>	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	<p>Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		

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1250.2	Correspondence Files (1250/2) Program correspondence. Records documenting high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events.	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	<p>Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</p>	No		

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		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		
1250.3	Records of Aviation and Space Education Meetings with Internal and External Stakeholders (1250/3) Records of external meetings (state Councils, ACE Camps, etc.), and of internal meetings (with Lines of Business, Advisory Boards, etc.) consisting of agendas, minutes, etc.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot’s associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		

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1250.4	Partnerships (1250/4)	No	Administration				No		

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1250.4a	Case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator, etc.	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.	No		

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		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		
1250.4b	Case files relating to regional partnerships, with schools, state and local pilots' associations and similar organizations.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		

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1250.5	<p>Outreach Activity Data and Reports (1251)</p> <p>Ongoing reporting system of all Aviation and Space Education outreach activities, including counselors, number of students reached, educators, etc. System documents number of people affected by the variety of AvSed activities, over 20 types of which are included in the system's fields. Can sort by activity, and can generate reports by division, by region, or by activity. (National database is hosted by ANE-40, which has the records management responsibilities.)</p>	No	Administration				No		

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1250.5a	Master Files and associated documentation.	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	<p>Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</p>	No		

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		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		
1250.5b	Inputs. Data input to database from regional programs or other sources.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		

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1250.5c	Outputs. Reports generated from database, on periodic basis or upon request.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.6	Aviation and Space Education Programs (1252)	No	Administration	42	<p>– Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	<p>Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.6a	National Aviation and Space Education Programs Records documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs.	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.6b	Regional Aviation and Space Education Programs	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	<p>Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.6b1	Program records documenting the establishment and operation of a variety of regional aviation education programs, including Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety, etc. These programs provide methods by which FAA does public outreach; works on educational diversity issues; partners with military and other Federal agencies to assist in educational efforts; works with state, local, and private sector groups on aviation issues; and fulfills the mission of Aviation Education.	No	Administration	42	<p>Aviation and Space Education Records – Historic Records. Includes historical records, correspondence files, national partnership case files, master files and documentation of outreach activity system and successor systems, and national and regional Aviation and Space Education programs.</p> <p>Historical records include program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. Correspondence documents high-level regional and national activities and events, including relations with other agencies and state and local governments. Includes correspondence relating to major historical events. National partnership files are case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator. (Regional partnerships are scheduled below.) National Aviation and Space Education Programs records</p>	Permanent. Cut off when no longer needed or superseded or at end of program. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 20 years after cut-off. Copy electronic records at the end of the fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		42	documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included, but not limited to, are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs. Regional Aviation and Space Education program records documenting the establishment and operation of regional aviation education programs, such as, but not limited to, Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety and similar programs.		No		
1250.6b2	Routine administrative and correspondence files created for the operation of the regional programs.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1250.7	FAA Employee Volunteer Folders (1253) Individual folders on FAA employees who volunteer to participate in variety of Aviation and Space Education programs, such as school counseling.	No	Administration	43	Aviation and Space Education Records – Routine and Administrative Files. Includes records resulting from meetings with internal and external stakeholders, regional partnerships case files such as with schools, state and local pilot's associations and similar organizations or associations, routine administrative and correspondence files for regional programs, FAA employee volunteer files, and inputs and outputs of the reporting system for Aviation and Space Education outreach reporting system and successor systems.	Temporary. Cut off when no longer needed or superseded or at end of program. Destroy/delete 5 years after cut off.	No		
1270.4a	Annual reports to the Congress at departmental or agency level.	No	Administration	44	Agency Reports to Congress, at the Departmental or Agency level. Includes the final annual or special reports to Congress provided by the FAA to the Department or directly to Congress.	Permanent. Offer to NARA when 15 years old.	No		
1300.1	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.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.1a	Correspondence files of the Office of Primary Responsibility relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
1300.1b	All others.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.2	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.	No	Policy and Regulation				No		
1300.2a	Record copies maintained by the Office of Primary Responsibility.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.2b	All other offices.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
1300.3	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.	No	Policy and Regulation				No		
1300.3a	National Program Evaluation Reports.	No	Policy and Regulation				No		
1300.3a1	Headquarters Evaluation Staff.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.3a2	Regional Office.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3a3	Field Offices.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3a4	Facilities.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3b	Office Evaluation Reports.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.3b1	Headquarters Evaluation Staff.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3b2	Regional Office.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3b3	Field Offices.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
1300.3b4	Facilities.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.4	Internal Flight Standards Evaluation Reports: Contains information concerning the effectiveness and the performance of the various Flight Standards Offices in carrying out policies, system, standards and procedures. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.	No	Aviation Safety				No		
1300.4a	National Program Evaluation Reports	No	Aviation Safety				No		
1300.4a1	Headquarters Evaluation Staff	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.4a2	Regional Flight Standards Offices	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
1300.4a3	Flight Standards Field Offices	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
1300.4b	Office Evaluation Report	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.4b1	Headquarters Evaluation Staff	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
1300.4b2	Regional Flight Standards Offices	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1300.4b3	Flight Standards Field Offices	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
1310.1	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.	No	Administration	34	Management Improvement Report Files – Record copies maintained by the responsible office. Records include management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Permanent. Transfer to FRC when 4 years old. Offer to NARA when 15 years old	No		
1310.2	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.	No	Administration	32	Management Project Working Papers. Includes 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.	Temporary. Destroy/delete when 3 years after last action.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1320.1	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.	No	Policy and Regulation				No		
1320.1a	Case files for national, region wide, or center wide 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.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1320.1b	Case files for national, region wide, or center wide directives containing one-time or temporary instructions (such as notices not covered by item (1)(a)).	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
1320.4	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 the development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.)	No	Policy and Regulation				No		
1370.4	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.	No	Aviation Safety	41	Statistical, Planning, Operations, Performance and Other Data. Included are airline statistics, airport data, noise compatibility planning data, flight standards information, FAA operations and performance data, accident and incident data, passenger and cargo data, launch data, and financial reports.	Temporary. Destroy/delete 3 years after supersession or input into other systems, or when no longer needed, whichever is sooner.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1370.5	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.	No	Aviation Safety	41	Statistical, Planning, Operations, Performance and Other Data. Included are airline statistics, airport data, noise compatibility planning data, flight standards information, FAA operations and performance data, accident and incident data, passenger and cargo data, launch data, and financial reports.	Temporary. Destroy/delete 3 years after supersession or input into other systems, or when no longer needed, whichever is sooner.	No		
1380.1	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.	No	Administration	31	Work Measurement Project Files. Includes 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 to the FRC when 3 years old. Offer to NARA when 15 years old.	No		
1380.2	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.	No	Administration	32	Management Project Working Papers. Includes 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.	Temporary. Destroy/delete when 3 years after last action.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1380.3	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.	No	Administration	33	Work Measurement, Performance, and Staffing Analysis. Includes consolidated monthly and quarterly summary reports reflecting work activity, such as program tracking and reporting system (PTRS) activity reports.	Temporary. Destroy/delete when 2 years old.	No		
1390	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.	No	Administration				No		
1390.1a	Record copies maintained by the Office of Management Systems.	No	Administration	34	Management Improvement Report File- Record copies maintained by the responsible office. Records include management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Permanent. Transfer to FRC when 4 years old. Offer to NARA when 10 years old	No		
1390.1b	All others.	No	Administration	35	Management Improvement Report Files –All other copies. Records include management improvement and achievement reports and related analyses and feeder reports meant to support submission of the report to the Office of Management and Budget.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1400.10	Civil Rights General Files, Minority Employment Report Files, Civil Rights Plan Files, Discrimination Complaint Files, Civil Rights Compliance Review Files from the Department of Transportation	No	Administration				No		DO NOT USE
1600.11	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.	No	Administration				No		
1600.11a	Office of origin.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11a 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).	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11a 2	Investigations to locate employees or airmen.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11a 3	Airmen/aircraft record searches.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11a 4	Other investigations not listed above. EXCLUDES "locate" investigations and aircraft/airman record searches requested by other agencies.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11b	Lead office.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.11c	ASE information copies of reports of investigation received from an office or Lead Office.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.12	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.	No	Administration	21	Office of Inspector General 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. Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously. NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		
1600.13	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.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.13a	FAA investigations of applicants and employees.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.13b	Other FAA investigations.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.13c	Investigative correspondence card files.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.13d	Reports about stolen aircraft and aircraft engaged in illegal activities.	No	Administration	21	<p>Office of Inspector General 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.</p> <p>Includes investigations of applicants and FAA employees, Investigations to locate employees or airmen, airmen/aircraft record searches, and other investigations not listed previously.</p> <p>NOTE: These investigations are separate from accident or incident investigations – those records are under Accident Investigation and Prevention in the Aviation Safety bucket.</p>	Temporary. Destroy/delete upon completion of administrative or appeal actions but no later than 5 years from the date of last entry into the file.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1600.1a	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.	No	Aviation Safety	27	Significant correspondence, reports, studies, and related files concerning plans, policies, and standards by the office of primary responsibility - Relates 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. Transfer to FRC when 3 years old. Offer to NARA when 10 years old. NOTE: Correspondence, reports, studies and other files relating to aircraft hijacking, bomb threats, aircraft and cargo security, air security guards, and deterrent systems that are 1) routine, and/or 2) are not significant, and/or 3) are located in an organization that does not bear primary responsibility for these areas are scheduled under Items 24 or Item 25.	No		Same item and authority as 1650.1.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1650.1a	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.	No	Aviation Safety	27	Significant correspondence, reports, studies, and related files concerning plans, policies, and standards by the office of primary responsibility - Relates 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. Transfer to FRC when 3 years old. Offer to NARA when 10 years old. NOTE: Correspondence, reports, studies and other files relating to aircraft hijacking, bomb threats, aircraft and cargo security, air security guards, and deterrent systems that are 1) routine, and/or 2) are not significant, and/or 3) are located in an organization that does not bear primary responsibility for these areas are scheduled under Items 24 or Item 25.	No		Same item and authority as 1600.1a.
1650.1b	All others.	No	Aviation Safety	25	Incident reports and investigations.	Temporary. Destroy/delete when 3 years old.	No		
1650.2	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.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1650.2a	Initial supplementary, final projects reports, internal coordination correspondence, executive summary, and other items determined to be significant by project officer.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
1650.2b	All other material.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 10 years old.	No		
1650.3a	Original Records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1650.3b	Microfilm of original records.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
1650.5	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.	No	Policy and Regulation				No		
1650.5a	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 the jurisdiction, and Civil Aviation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1650.5a1	Case files relating to violations which result in Administrative Enforcement Actions.	No	Policy and Regulation	1	Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/delete 5 years after case closure.	No		
1650.5a2	Case files relating to violations which result in Legal Enforcement Action.	No	Policy and Regulation				No		
1650.5a2 a	Official case file.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/delete 5 years after case closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1650.5a2 b	Official case file copies maintained by the Civil Aviation Security Office of Primary Interest.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/delete 5 years after case closure.	No		
1650.5a3	Case files resulting in "no action".	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		
1650.5a4	All other closed case files.	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1710.1	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.	No	Administration				No		
1710.1a	Record copy.	No	Administration	40	Informational Release Files – Releasing Office. Record copies 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.	Permanent. Transfer to FRC when 5 years old or inactive. Offer to NARA when 10 years old.	No		
1710.1b	All other copies.	No	Administration	41	Informational Release Files – All Other Offices. Work copies of 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.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1710.1c	All related case files.	No	Administration	39	Public Affairs General Correspondence. 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 disseminated information to the public. Includes the master database of the Customer Service Call Management System, similar or successive customer service tracking system.	Temporary. Destroy/Delete when 2 years old.	No		
1740.6b	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.	No	Administration	41	Informational Release Files – All Other Offices. Work copies of 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.	Temporary. Destroy/delete when no longer needed.	No		
1740.7	Graphic Arts.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1740.7a	<p>Two copies of agency generated, sponsored, or gathered posters distributed agency-wide or to the public and outstanding artwork of unusual or outstanding merit.</p> <p>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.</p>	No	Administration	40	Informational Release Files – Releasing Office. Record copies 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.	Permanent. Transfer to FRC when 5 years old or inactive. Offer to NARA when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
1860.1		No	Administration	37	<p>System Development Records. System development is information technology (IT) system and software application process through its various stages: planning, requirements analysis, design, verification and testing, procurement, installation, up until hand-off to production. Case files contain documentation of planning, decision making, designing, programming, testing, evaluation, compliance, and problem solving.</p> <p>System Development records include those such as:</p> <ul style="list-style-type: none"> • Project plans, feasibility studies, cost analyses, requirements documents, • Compliance documents including: Privacy Threshold Analyses (PTAs), Privacy Impact Assessments (PIAs), System of Record Notices (SORNs) • Procurement documents, communications with contractors, deliverables, change control records and closeout records <p>NOTE: System development records, including PTAs, PIAs and SORNs, will be covered by a future General Records Schedule. Once that GRS schedule is approved by the Archivist of the United States, this item will be superseded by the GRS item.</p>	<p>Temporary. Destroy/delete 5 years after system is terminated, defunded, or otherwise does not serve the original purpose.</p> <p>NOTE: System development records, including PTAs, PIAs and SORNs, will be covered by a future General Records Schedule. Once that GRS schedule is approved by the Archivist of the United States, this item will be superseded by the GRS item.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2000.1	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.	No	Legal				No		
2000.1a	Correspondence resulting in opinions, correspondence with National Transportation Safety Board, and other correspondence of a substantive nature.	No	Legal	1	Legal Opinions and Interpretations: This sub-function covers legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA and legal interpretations of regulations and related legislation. This section applies to all legal subject areas. Precedential legal decisions or opinions.	Permanent. Cut off annually. Transfer to FRC when 4 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
2000.1b	Queries on violation history, duplicate copies of aviation medical denials, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions.	No	Legal	2	Legal Opinions and Interpretations: This sub-function covers legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA and legal interpretations of regulations and related legislation. This section applies to all legal subject areas. All other legal opinion and legal interpretation files.	Temporary. Destroy/delete in agency when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2000.2	Legal Workload Report Files. Periodic workload reports of attorneys, such as FAA Form 2000-1 or equivalent.	No	Legal	7	Attorney working files, including working drafts, notes, reference materials, copies of court data, and related materials.	Temporary. Destroy/delete when 3 years old.	No		
2010.1	Legal Opinion Files. Documents reflecting legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA, and related indexes.	No	Legal				No		
2010.1a	Precedential decisions. Microfilm a 5 year block in accordance with 36 CFR 1230.	No	Legal	1	Legal Opinions and Interpretations: This sub-function covers legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA and legal interpretations of regulations and related legislation. This section applies to all legal subject areas. Precedential legal decisions or opinions.	Permanent. Cut off annually. Transfer to FRC when 4 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids, in accordance with standards applicable at the time.	No		
2010.1b	Microfilm.	No	Legal				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2010.1ba	Record copy.	No	Legal	1	Legal Opinions and Interpretations: This sub-function covers legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA and legal interpretations of regulations and related legislation. This section applies to all legal subject areas. Precedential legal decisions or opinions.	Permanent. Cut off annually. Transfer to FRC when 4 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids, in accordance with standards applicable at the time.	No		
2010.1bb	Microfilm duplicate.	No	Legal	7	Attorney working files, including working drafts, notes, reference materials, copies of court data, and related materials.	Temporary. Destroy/delete when 3 years old.	No		
2010.1c	All other copies.	No	Legal	7	Attorney working files, including working drafts, notes, reference materials, copies of court data, and related materials.	Temporary. Destroy/delete when 3 years old.	No		
2050.1	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.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2050.1a	Legislation of limited applicability to FAA.	No	Administration	46	Legislative History Files – Legislation of limited applicability to FAA. Includes 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.	Temporary. Transfer to FRC when inactive. Destroy/delete 10 years after enactment.	No		
2050.1b	Legislation directly and significantly affecting the FAA.	No	Administration	45	Legislative History Files – Legislation directly and significantly affecting the FAA. Includes 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.	Permanent. Transfer to FRC when inactive. Offer to NARA 15 years after enactment.	No		
2050.2	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.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2050.2a	Records of proposals that are enacted.	No	Administration	47	Legislative Proposal Files - Records of proposals that are enacted. Includes 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.	Transfer to legislative history files (Items 45 or 46) and dispose of accordingly.	No		
2050.2b	Records of proposals not enacted.	No	Administration				No		
2050.2b1	Proposals initiated by FAA and those initiated outside FAA relating to aviation matters.	No	Administration	48	Legislative Proposal Files - Records of proposals not enacted - Proposals initiated by FAA and those initiated outside FAA relating to aviation matters. Includes 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.	Temporary. Transfer to FRC 5 years after close of case. Destroy 10 years after close of case.	No		
2050.2b2	All others.	No	Administration	49	Legislative Proposal Files - Records of proposals not enacted – All Others. Includes 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.	Temporary. Transfer to FRC 1 year after close of case. Destroy 4 years after close of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2050.3	Legislative reference files. Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.	No	Administration	48	Legislative Proposal Files - Records of proposals not enacted - Proposals initiated by FAA and those initiated outside FAA relating to aviation matters. Includes 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	Temporary. Transfer to FRC 5 years after close of case. Destroy 10 years after close of case.	No		
2100.1	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.	No	Policy and Regulation				No		
2100.1a	General rulemaking dockets.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1a1	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).	No	Policy and Regulation				No		
2100.1a1 a	Dockets not microfilmed.	No	Policy and Regulation	7	Substantive Rules Docket Files. 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 General Counsel (AGC).	Permanent. Transfer to FRC 5 years after closure. Offer to NARA 20 years after closure.	No		
2100.1a1 b	If microfilmed:	No	Policy and Regulation				No		
2100.1a1 b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	7	Substantive Rules Docket Files. 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 General Counsel (AGC).	Permanent. Transfer to FRC 5 years after closure. Offer to NARA 20 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1a1 b2	Microfilm of original records.	No	Policy and Regulation	7	Substantive Rules Docket Files. 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 General Counsel (AGC).	Permanent. Transfer to FRC 5 years after closure. Offer to NARA 20 years after closure.	No		
2100.1a2	Unselected docket.	No	Policy and Regulation				No		
2100.1a2 a	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1a2 b	If microfilmed:	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1a2 b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1a2 b2	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1b	Exemption dockets (Non-medical).	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1b1	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1b2	If microfilmed:	No	Policy and Regulation				No		
2100.1b2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1b2 b	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1c	Exemption docket (Medical).	No	Policy and Regulation				No		
2100.1c1	Denied exemptions.	No	Policy and Regulation				No		
2100.1c1 a	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1c1 b	If microfilmed:	No	Policy and Regulation				No		
2100.1c1 b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1c1 b2	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1c2	Granted exemptions.	No	Policy and Regulation				No		
2100.1c2 a	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1c2 b	If microfilmed:	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1c2 b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1c2 b2	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1d	Special condition dockets.	No	Policy and Regulation				No		
2100.1d1	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1d2	If microfilmed:	No	Policy and Regulation				No		
2100.1d2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1d2 b	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1e	Airworthiness directives docket. (Issued in Washington, D.C.)	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1e1	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1e2	If microfilmed:	No	Policy and Regulation				No		
2100.1e2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1e2 b	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule docket files are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption docket files (medical and non-medical), granted exemption docket files, special conditions docket files, airworthiness directives docket files, denials and dispositions of petitions for rulemaking docket files, and Washington, DC airspace docket files.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1f	Denials and dispositions of petitions for rulemaking dockets.	No	Policy and Regulation				No		
2100.1f1	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1f2	If microfilmed:	No	Policy and Regulation				No		
2100.1f2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1f2 b	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1g	Regional airworthiness directives dockets and regional airspace dockets. (These are duplicate copies of the original dockets that originate in regional offices).	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1h	Washington airspace dockets.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1h1	Dockets not microfilmed.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1h2	If microfilmed:	No	Policy and Regulation				No		
2100.1h2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2100.1h2 b	Microfilm of original records.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2100.1h2c	Washington and regional transmittal files and non-codified items such as notices of meetings, delegations of authority, organizational certification requests, and similar material.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/Delete 10 years after closure.	No		
2130	Legal Interpretation Files. Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulations, regulations of the Administrator, and related legislation.	No	Legal	7	Attorney working files, including working drafts, notes, reference materials, copies of court data, and related materials.	Temporary. Destroy/delete when 3 years old.	No		
2150.2	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.	No	Policy and Regulation				No		Use NN-163-163, Item 11.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2160.1	<p>Civil Penalty Hearing Docket Records. Dockets relating to civil penalty cases involving alleged violations of the Federal Aviation Regulations (FAR), the Hazardous Materials Regulations (HMR) or Federal statutes pertaining to aviation safety and air transportation of hazardous materials codified in title 49 of the United States Code, and subject to in-house adjudication under 49 U.S.C. § 4630 I(d)(7)(A) and/or 14 C.F.R. Part 13, subpart G.</p> <p>Each docket contains some or all of the following records:</p> <p>request for hearing;</p> <p>complaint;</p> <p>answer;</p> <p>transcripts of prehearing conferences;</p> <p>prehearing orders issued by a Department of Transportation (DOT) administrative law judge (AU's), including scheduling orders; various prehearing motions and replies thereto;</p> <p>discovery requests and responses thereto;</p>	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>interlocutory appeal and reply thereto;</p> <p>hearing transcript, which may include an oral initial decision rendered by a DOT AU's, and evidentiary materials introduced at the hearing (transcript may be in paper form and on computer disk);</p> <p>evidentiary material such as letters, manuals, photographs, maps, charts, and tapes, introduced at the hearing and not attached to the hearing transcript;</p> <p>written initial decision by DOT AU's;</p> <p>notices of appeal to the Administrator and appellate briefs;</p> <p>orders issued by the Administrator or his delegate;</p> <p>written decision and order by the Administrator;</p> <p>petition for reconsideration, rehearing or modification and reply thereto;</p> <p>Administrator's decision granting or denying the petition for reconsideration,</p>	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>rehearing or modification;</p> <p>other miscellaneous pleadings, motions, requests, orders, or notices relating to a civil penalty action;</p> <p>petition for review filed in Federal Court;</p> <p>orders of a Federal Court;</p> <p>certified index of documents constituting the record filed in Federal Court;</p> <p>application for an award of fees and expenses under the Equal Access to Justice Act, 5 U.S.C. § 504 (BAJA) and the FAA's implementing regulations, 14 C.F.R. Part 14, agency's answer thereto, and applicant's reply to agency's answer;</p> <p>DOT ALI's initial decision on the BAJA application;</p> <p>notice of appeal of DOT AU's initial decision on the BAJA application, and appellate briefs;</p> <p>Administrator's decision reviewing the DOT AU's initial decision on the BAJA application.</p>	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	Penalty Limits for Cases Subject to In-House Adjudication. In cases involving violations of the FAR, the Administrator of the Federal Aviation Administration (FAA) is authorized to assess a civil penalty not exceeding \$50,000 against an individual except an individual acting as a pilot, flight engineer, mechanic or repairman. 49 U.S.C. § 46301(d)(7) and (8). There is no "cap" on civil penalties in hazardous materials cases under 49 U.S.C. § 5123 subject to FAA in-house adjudication.	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2160.1a	<p>Original Docket Files Not Optically Scanned by DOT Docket Management System (DMS).</p> <p>Original records (1) in cases in which the complaint was issued before December 1, 1997, or (2) in cases involving sensitive security information (SSI), or (3) not capable of being scanned; or (4) which for any other reason optical scanning was not performed.</p> <p>Case is resolved after the latest of the following events (including expiration of any appeal rights):</p> <ul style="list-style-type: none"> • a request for hearing is filed by respondent but the agency attorney does not file a complaint; or - • a final order issued by a DOT ALI (and neither party files a notice of appeal to the Administrator within 10 days of the issuance or service of the initial decision under 14 C.F.R. § 13.233); or • a final agency order issued by the Administrator (and neither party files a petition for reconsideration or modification with the Administrator within 30. days of service of the final order under 14 C.F.R. § 13.234 or a petition for review in the 	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>appropriate Federal court within 60 days under 14 C.F.R. § 13.235 or other appropriate time frame); or</p> <ul style="list-style-type: none"> • a final order granting or denying a petition for reconsideration or modification (and respondent does not file a petition for review in Federal court within 60 days under 14 C.F.R. § 13.235 or other appropriate time frame); or • if a petition for review is filed in Federal court, a final order rendered by a Federal court; or • if an application for attorney's fees and other expenses is filed under the EAJA, 5 U.S.C. § 504, and 14 C.F.R. Part 14, then at such time as the issue of attorney's fees is finally resolved in the agency or in Federal court and the time for any appeal has passed. 	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2160.1b	<p>Original Docket Files or Records That Have Been Optically Scanned by the DOT DMS.</p> <p>[Original records in cases in which the complaint was issued on or after December 1, 1997 (excluding case files in cases containing SSI, individual records not capable of being optically scanned, and records not scanned for any other reason.) (See paragraph a above.)]</p> <p>Case is resolved after the latest of the following events (including expiration of any appeal rights):</p> <ul style="list-style-type: none"> • a request for hearing is filed by respondent but the agency attorney does not file a complaint; or • a final order issued by a DOT AU (and neither party files a notice of appeal to the Administrator within 10 days of the issuance or service of the initial decision under 14 C.F.R. § 13.233); or • a final agency order issued by the Administrator (and neither party files a petition for reconsideration or 	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>modification with the Administrator within 30 days of service of the final order under 14 C.F.R. § 13.234 or a petition for review in the appropriate Federal court within 60 days under 14 C.F.R. § 13.235 or other appropriate time frame); or</p> <ul style="list-style-type: none"> • if an application for attorney's fees and other expenses is filed under the BAJA, 5 U.S.C. § 504, and 14 C.F.R. Part 14, then at such time as the issue of attorney's fees is finally resolved in the agency or in Federal court and the time for any appeal has passed. 	No		4			No		
2160.1c	<p>Records That Have Been Optically Scanned But Originals Must Be Retained.</p> <p>[Includes records such as color photographs, charts, etc. that have been scanned but originals must be retained to meet agency needs.]</p>	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2160.1d	<p>Optical Disk DOT Docket Management System (DMS) Copy of Civil Penalty Hearing Docket Files or Records</p> <p>Optical Disk copies of Civil Penalty Hearing Docket Files and Records scanned into the DOT DMS. Will include copies of all records listed under item b.</p>	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2170.1	<p>14 CFR Part 13 Subpart A and Part 16 Airport Proceedings Docket Records. Dockets relating to Federally-assisted airport cases involving allegations of violations of Federal Statutes codified in title 49 of the United States Code, and subject to in-house adjudication under 49 U.S.C. 40103(e), 40116, 46101, 47107, and related Federal Grant Assurances.</p> <p>NOTE: A limited number of case files may warrant permanent retention if they set a major legal precedent, significantly interpret FAA regulations, reflect significant developments, or attract extensive public attention. Notify the National Archives and Records Administration so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized. This is a media independent schedule. Records scheduled for permanent retention in the National Archives will be transferred on a medium and in a format acceptable to the National Archives.</p>	No	Legal				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2170.1a	Cases NOT appealed to and litigated in a Federal Court:	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 10 years after closure.	No		
2170.1b	Cases appealed to and litigated in a Federal Court:	No	Policy and Regulation				No		
2170.1b1	Part 13 Cases Docket Files.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 10 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2170.1b2	Part 16 Cases Docket Files.	No	Policy and Regulation	8	Routine Rules Docket Files. These routine rule dockets are without major significance as selected by the AGC regardless of organizational origin. Includes but is not limited to: exemption dockets (medical and non-medical), granted exemption dockets, special conditions dockets, airworthiness directives dockets, denials and dispositions of petitions for rulemaking dockets, and Washington, DC airspace dockets.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 10 years after closure.	No		
2210	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.	No	Legal	2	Legal Opinions and Interpretations: This sub-function covers legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA and legal interpretations of regulations and related legislation. This section applies to all legal subject areas. All other legal opinion and legal interpretation files.	Temporary. Destroy/delete in agency when 5 years old.	No		
2230	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.	No	Legal	4	Administrative hearing or appeal case files not identified as precedential.	Temporary. Transfer to FRC 1 year after close of case. Destroy/delete 10 years after close of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2240.1	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.	No	Legal				No		
2240.1a	Cases selected by the AGC because of the precedential character.	No	Legal	3	Administrative hearing or appeal case files identified by the AGC as having precedential value. Precedential cases typically involve a significant interpretation of FAA basic statutes, authorities or regulations, or reflect significant developments.	Permanent. Cut off annually. Transfer to FRC 3 years after close of case. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
2240.1b	Unselected cases.	No	Legal	4	Administrative hearing or appeal case file not identified as precedential.	Temporary. Transfer to FRC 1 year after close of case. Destroy/delete 10 years after close of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2250.1	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.	No	Legal				No		
2250.1a	Cases relating to claims approved for payment.	No	Legal	4	Administrative hearing or appeal case files not identified as precedential.	Temporary. Transfer to FRC 1 year after close of case. Destroy/delete 10 years after close of case.	No		
2250.1b	All others.	No	Legal	4	Administrative hearing or appeal case files not identified as precedential.	Temporary. Transfer to FRC 1 year after close of case. Destroy/delete 10 years after close of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2300	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.	No	Legal	6	Federal Court Litigation Case Files not identified as precedential by the AGC	Temporary. Transfer to FRC 3 years after close of case. Destroy 10 years after close of case.	No		
2500.8	Aviation System Standards Agreements System. (Under 2500.3 Reimbursable Agreements Files in FAA Order 1350.15). This is a tracking database used to track status of the agreements for Flight Inspection Services provided by Aviation System Standards to various airports, US government agencies, and international government agencies.	No	Administration				No		
2500.8a	Master Database	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2510.2	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.	No	Administration				No		
2730.15	Insurance Deduction Files. Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	No	Administration	28	Insurance Deduction Files. Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	Temporary. Destroy/delete when 4 years old.	No		
2960.1	General Accounting Office (GAO) Audit Report Files. Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of FAA activities.	No	Administration	20	Office of Inspector General Audit Report and Follow-up File. Audit reports issued by the OIG, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions; documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	Temporary. Destroy/delete when 7 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2960.2	GAO Audit Follow-up Files. Documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.	No	Administration	20	Office of Inspector General Audit Report and Follow-up File. Audit reports issued by the OIG, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions; documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	Temporary. Destroy/delete when 7 years old.	No		
2970.1	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.	No	Administration	20	Office of Inspector General Audit Report and Follow-up File. Audit reports issued by the OIG, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions; documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	Temporary. Destroy/delete when 7 years old.	No		
2970.2	Office of Inspector General Audit Follow-up Files. Documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	No	Administration	20	Office of Inspector General Audit Report and Follow-up File. Audit reports issued by the OIG, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions; documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	Temporary. Destroy/delete when 7 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2970.3	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.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2970.3a	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.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		
2970.3b	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.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
2970.4	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.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		
3000.1	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.	No	Administration				No		
3000.1a	Human Resources Training Office, Superintendent of FAA Academy, and Line of Business Training Divisions.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3000.1a1	Correspondence files relating to technical training associated with aviation.	No	Administration	3	Aviation Training Development and Administration Correspondence – Controlling LOBs. Includes correspondence, reports and related documents reflecting the development and administration of training programs in aviation technical training and professional skills.	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
3100.2	Training Manuals and Related Instructional Directives.	No	Administration				No		
3100.2a	Record copies maintained by the issuing or controlling office.	No	Administration	4	Aviation Training Curriculum and Training Manuals. Consists of finalized aviation course curriculum and associated materials as well as training manuals maintained and created by the issuing or controlling LOB.	Permanent. Cut off when superseded. Offer to NARA when 15 years old.	No		
3100.3	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.	No	Administration	5	Individual Academic Training Case 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 and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.	Temporary. Destroy/delete 5 years after date of last action.	No		
3210.1		No	Administration				No		Contact agency records officer to determine schedule.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3250.1	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.	No	Administration	6	Reemployment Rights Files/Military Personnel Files-Claims. Includes documents maintained to establish reemployment rights of individuals on overseas and other assignments. Includes 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 used to manage claims from military personnel assigned to FAA overseas.	Temporary. Destroy 1 year after employee is reemployed or after the employee's reemployment rights expire or after all claims have been settled.	No		
3300.2a	Records pertaining to appointments requiring Senatorial confirmation.	No	Administration			File in OPF.	No		
3350.2	Reemployment Rights Files. Documents maintained to establish reemployment rights of individuals on overseas and other assignments.	No	Administration	6	Reemployment Rights Files/Military Personnel Files-Claims. Includes documents maintained to establish reemployment rights of individuals on overseas and other assignments. Includes 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 used to manage claims from military personnel assigned to FAA overseas.	Temporary. Destroy 1 year after employee is reemployed or after the employee's reemployment rights expire or after all claims have been settled.	No		
3410.1		No	Administration				No		Contact agency records officer to determine schedule.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3420.1		No	Administration				No		Contact agency records officer to determine schedule.
3500.3	Annual Supervisory Position Review. Annual position review and certification submitted by all supervisors to regional personnel offices.	No	Administration	7	Annual Supervisory Position Review. Annual position review and certification submitted by all supervisors to regional personnel offices.	Temporary. Destroy when 2 years old.	No		
3590.1		No	Administration				No		Contact agency records officer to determine schedule.
3710.1	Labor Management Relations Policy Records. Correspondence, memoranda, reports and other related material concerning labor-management relations policies in the FAA.	No	Administration				No		
3710.1a	National labor management agreements, relating to occupations peculiar to FAA, e.g., Air Traffic Controllers, Airway Facility employees, Flight Standards Inspectors.	No	Administration	8	National Labor Management Agreements. Includes national labor management agreements, relating to occupations peculiar to FAA, such as Air Traffic Controllers, Airway Facility employees, and Flight Standards Inspectors.	Permanent. Transfer to FRC when 10 years old or sooner, if inactive. Offer to NARA when 20 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3710.2	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.	No	Administration	9	Labor Relations Agreements Case Files – National in scope. Includes case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Records includes proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.	Permanent. Transfer closed case files to FRC when 10 years old. Offer to NARA when 15 years old.	No		
3710.2a	National agreements.	No	Administration	8	National Labor Management Agreements. Includes national labor management agreements, relating to occupations peculiar to FAA, such as Air Traffic Controllers, Airway Facility employees, and Flight Standards Inspectors.	Permanent. Transfer to FRC when 10 years old or sooner, if inactive. Offer to NARA when 20 years old.	No		
3710.3a	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.	No	Administration	10	Labor Relations Arbitration Files. 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 5 years old. Offer to NARA when 15 years old.	No		
3900.4	Occupational Health Survey Reports. Reports containing data such as, radiation measurements, sound level measurements and results, and air samplings.	No	Administration	12	Occupational Health Survey Reports. Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3900.4a	Reports not microfilmed.	No	Administration	12	Occupational Health Survey Reports. Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 15 years old.	No		
3900.4b	If microfilmed:	No	Administration	12	Occupational Health Survey Reports. Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 15 years old.	No		
3900.4b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Administration	12	Occupational Health Survey Reports. Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 15 years old.	No		
3900.4b2	Microfilm of original records.	No	Administration	12	Occupational Health Survey Reports. Reports containing data such as radiation measurements, sound level measurements and results, and air samplings.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 15 years old.	No		
3900.5	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.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
3900.5a	Noise exposure measurement files.	No	Administration	1	Acoustic and Audiometric Files - Noise exposure measurement files. Contains audiograms, charts, graphs, and tables showing an individual hearing threshold. Correspondence and reports related to noise exposure measurements.	Temporary. Destroy/delete when 2 years old	No		
3900.5b	Audiometric test files.	No	Administration	2	Acoustic and Audiometric Files - Audiometric test files. Contains 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.	Temporary. Destroy/delete after employee separates or transfers from the agency.	No		
3910.7	Medical Records of Persons Not Appointed to FAA Positions (unsuccessful applicants).	No	Administration				No		Series is no longer in use. Destroy as appropriate.
3940.1	Medical Records of Non-FAA Employees Visiting FAA Facilities to receive first aid or emergency treatment.	No	Administration				No		Series is no longer in use. Destroy immediately.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4000.1	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.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4000.2a	FAA aircraft assignment and issue files.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4000.2b	Work orders, workload reports, and other data, which reflects man-hour and utilization and maintenance costs.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4000.2c	Correspondence and reports pertaining to the use of FAA owned and rental aircraft.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4040.1	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.	No	Administration	5	Individual Academic Training Case 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 and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.	Temporary. Destroy/delete 5 years after date of last action.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4040.2	Aircraft Rental Files. Correspondence, reports, authorization cards, proposals, and other documents relating to the rental of aircraft.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4040.3	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.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4100.1	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.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4100.2a	Record set maintained by the issuing or controlling office.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4100.6a	Aircraft cost record indicating parts used in aircraft maintenance.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4100.6b	Aircraft, employee-hour cost record indicating number of employee-hours spent to repair aircraft.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4100.6c	Aircraft gas and oil cost record.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
4200.1	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.	No	Aviation Safety				No		Series is no longer in use. Offer to NARA immediately.
4200.2	General Correspondence Files. Correspondence, memorandum, reports, and other records relating to the daily administration of the loan guarantee program.	No	Aviation Safety				No		Series is no longer in use. Destroy immediately.
4200.3	Aircraft Loan Guarantee Records. Case files for loans, which have been paid in full and applications for loans, which have been denied or withdrawn.	No	Aviation Safety				No		Series is no longer in use. Destroy immediately.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4500.1	<p>Logistics Information System (LIS) IS a system through which supply support IS provided for FAA aircraft and air traffic control equipment for the National Airspace System (NAS), Regions and Center Operations (ARC), Air Traffic Organization (ATO), Department of Defense (DOD), and international customers.</p> <p>LIS contains the following sub-applications 1) Online Requisitioning allows authorized ordering offices to order operations and maintenance material from the FAALC Orders are submitted online where they are validated, processed and status shown 2) Production Control manages scheduling of repair work, controls shop floor activities, and maintains associated cost data at the FAALC 3) Utilization Screening and disposition (USD) expedites the declaration and reutilization of FAA excess materials 4) Project Materiel Management System (PMMS) provides online materiel support for the FAA programs to Install or modify air traffic control and air navigation facilities 5) Name and</p>	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>Address Change Request (N/A) allows users to submit name and/or address changes to the FAALC for processing</p> <p>6) Management Information System (MIS) provides automated capabilities for overnight retrieval and batch reporting of current, and up to previous five years, of FAALC transaction history</p> <p>Information</p> <p>7) Cataloging (CAT) allows research, maintenance, and inquiry of the FAALC cataloging database and related master Inventory data</p> <p>8) Inventory Management (1M) functions maintain all materiel management data on Inventory Items</p> <p>1M provides inquiry capabilities and statistical data for Inventory management, which includes acquisition and/or replenishment of depot stock, budget projections, excess stock information, contact point for ordering and special project information, and individual item control analysis</p> <p>9) Project Materiel Ship/Receive (PMSR) provides shipping information and receipt of materiel</p> <p>10) Field Spares Inventory (FSI) maintains excess field assets located</p>	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>outside the FAALC available for requisitioning 11) Requisition Status System captures asset status of requisitioned materiel from field locations 12) Centralized Cataloging provides a means by which agency requirements for uniform Item Identification data will be met through the central assignment and control of stock numbers The catalog file maintains basic Item Identification data on personal property procured and/or used by the FAA The system allows users to request the assignment of National Stock Numbers (NSNs) 13) Automated Procurement System (APS) generates a procurement and/or purchase request In LIS and batch Interfaces with the Purchase Request Information System (PRISM) The Office of Operational Services (AMZ) then approves and awards the procurement documentation and IS Interfaced back to LIS for transaction generation</p>	No					No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4500.1a	Master Database Statistical data including acquisition/replenishment of depot stock, budget projections, excess stock Information, contact point for ordering, special project information, and individual Item control analysis.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), and Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4500.2	Warehouse Management System (WMS) is an application that manages operations of the FAA Logistics Center's parts and tools warehouse	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), and Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4500.3	Returns is an application that provides a centralized process for field customers to print shipping labels, track packages to the FAA Logistics Center and Inspection, and for FAALC personnel (such as Inspectors, shop technicians and customer care agents) to view Inbound shipments Associated due-in information for all transaction codes (TIC) 80's, TIC 76's, TIC 53D, and TIC 47D's, to Include Exchange and Repair (E&R) and Customer Service Action (CSA) due-Ins Repair and Return (R&R) record of Inbound shipment Individual record content Includes the Supply Support Code (SSC), customer address, National Stock Number (NSN), voucher number, serial number returned, customer description of problem, shipping carrier and carrier tracking number for Inbound shipment. This provides centralized access for field customers to print shipping labels, track packages to the FAALC and through the inspection process, and for FAALC personnel (such as Inspectors, shop technicians and customer care agents) to view Inbound shipments.	No	Administration	18	Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning. Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), and Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.	Temporary. Destroy/delete when 5 years old	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4500.3a	Master Database	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), and Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old	No		
4560.1		No	Administration	25	<p>Provisioning Files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel. Includes provisioning case files and replaceable parts list.</p>	Temporary. Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4600.14	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.	No	Administration	23	Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities 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.	Temporary. Destroy/delete once work is completed or equipment is released.	No		
4600.14a	Records relating to equipment transactions.	No	Administration	23	Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities 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.	Temporary. Destroy/delete once work is completed or equipment is released.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4600.14b	Records relating to supply transactions.	No	Administration	23	Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities 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.	Temporary. Destroy/delete once work is completed or equipment is released.	No		
4600.14c	Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.	No	Administration	23	Field Supply and Equipment Transaction Files/Field Supply and Equipment Transaction Files – Work orders cost sheets relating to the construction, modification, or dismantling of equipment and facilities 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.	Temporary. Destroy/delete once work is completed or equipment is released.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4600.15	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.	No	Administration	24	Aids to Air Navigation Project Materials Files – Work order progress and project complement charts. Correspondence, reports, charts, 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.	Temporary. Destroy/Delete when 3 years old.	No		
4600.15e	Monthly work order progress charts.	No	Administration	24	Aids to Air Navigation Project Materials Files – Work order progress and project complement charts. Correspondence, reports, charts, 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.	Temporary. Destroy/Delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4600.15f	Project complement charts.	No	Administration	24	Aids to Air Navigation Project Materials Files – Work order progress and project complement charts. Correspondence, reports, charts, 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.	Temporary. Destroy/Delete when 3 years old.	No		
4600.16	Provisioning Files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel.	No	Administration	25	Provisioning Files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel. Includes provisioning case files and replaceable parts list.	Temporary. Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy/delete when 5 years old.	No		
4600.16a	Provisioning case files.	No	Administration	25	Provisioning Files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel. Includes provisioning case files and replaceable parts list.	Temporary. Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy/delete when 5 years old.	No		
4600.16b	Replaceable parts lists.	No	Administration	25	Provisioning Files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel. Includes provisioning case files and replaceable parts list.	Temporary. Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
4650.2	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.	No	Administration	27	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.	Temporary. Destroy 1 year after project has been capitalized.	No		
4830.2	Reports of Excess Real Property	No	Administration	29	Reports of Excess Real Property.	Temporary. Destroy 1 year after disposal of property	No		
5000	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5000.1	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.	No	Aviation Safety	9	Correspondence and Project Case Files.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 20 years old.	No		
5000.1a	Office of the Associate Administrator for Airports.	No	Aviation Safety	9	Correspondence and Project Case Files.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 20 years old.	No		
5000.1b	Regional Airports Divisions.	No	Aviation Safety	9	Correspondence and Project Case Files.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 20 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5000.1c	Airports District Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5000.2	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).	No	Aviation Safety				No		
5000.2a	Office of the Associate Administrator for Airports.	No	Aviation Safety	9	Correspondence and Project Case Files.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 20 years old.	No		
5000.2b	Regional Airports Divisions.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5000.2c	Airports District Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5000.3	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.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5000.4	State Files. Case files, arranged by state, maintained by airport district offices, relating to airports under the 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.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5000.4a	Case files without zoning ordinances.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5000.4b	Case files with zoning ordinances.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.1	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5010.1a	Case files maintained by Office of Airports Programs.	No	Aviation Safety				No		Series is no longer in use. Transfer any files to Defense Mapping Agency or successor.
5010.1b	Regional Airport Divisions.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.1c	Airports District Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.1d	All others.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.2	Airport Facility Statistical Files. Statistical summaries and studies prepared from machine tabulations of airport facilities data.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.2a	Master location list of airports and special studies and summaries.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.2b	Periodic tabulations summarized or published in FAA publications.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5010.3	Airport Identification Files. Files containing summary data on airports and airport facilities.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5030.1	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.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5030.2	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.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5030.2a	Record copy of publications and background material for unpublished studies.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5030.2b	Background material of publications.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5030.3	City Summary and Economic Analysis Files.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5050.1	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.	No	Aviation Safety				No		
5050.1a	Office of Airport Planning and Programming.	No	Aviation Safety				No		
5050.1a1	Approved EIS or FONSI proposed actions.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5050.1a2	Controversial projects.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5050.1a3	EIS or FONSI prepared for future projects that will be evaluated and are intended to have a written reevaluation action applied.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5050.1a4	FAR Part 150 files.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5050.1b	Regional Airports Divisions/Airports District Offices.	No	Aviation Safety				No		
5050.1b1	Constructed or completed EIS or FONSI projects.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5050.1b2	EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5090.1	National Airport Plan Data Files. Documents, such as state data sheets and related forms, used in the development of national airport plans and requirements.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5090.1a	Office of the Associate Administrator for Airports.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5090.1b	Regional Airports Division Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5090.1c	Airports District Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5100.1	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.	No	Aviation Safety				No		
5100.1a	Office of the Associate Administrator for Airports.	No	Aviation Safety	1	Airport Federal Financial Assistance – Federal Aid Program Project Case files and Grant Records. Federal Financial Assistance. Programming documents, project applications, inspections reports, cost estimates, plans and specifications, correspondence, and related documents.	Temporary. Transfer to FRC 5 years after financial completion of project. Destroy/delete 20 years after financial completion of project.	No		
5100.1b	Regional Airports Division/Airports District Offices.	No	Aviation Safety	1	Airport Federal Financial Assistance – Federal Aid Program Project Case files and Grant Records. Federal Financial Assistance. Programming documents, project applications, inspections reports, cost estimates, plans and specifications, correspondence, and related documents.	Temporary. Transfer to FRC 5 years after financial completion of project. Destroy/delete 20 years after financial completion of project.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5100.2	Airport Project Plan Files. Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices.	No	Aviation Safety				No		
5100.2a	Preliminary plans.	No	Aviation Safety	2	Airport Federal Financial Assistance - All other records.	Temporary. Transfer to FRC 2 years after physical and financial closure of project. Destroy/delete 5 years after physical and financial closure of project.	No		
5100.2b	Approved construction plan.	No	Aviation Safety	2	Airport Federal Financial Assistance - All other records.	Temporary. Transfer to FRC 2 years after physical and financial closure of project. Destroy/delete 5 years after physical and financial closure of project.	No		
5100.2c	As-constructed plans.	No	Aviation Safety				No		
5100.2c1	Plans not microfilmed.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.2c2	If microfilmed:	No	Aviation Safety				No		
5100.2c2 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5100.2c2b	Microfilm of original records.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.3	Airport Drawings/Layout Plans. Documents maintained by region/airports district offices showing boundaries and facilities at FAAP/ADAP funded airports.	No	Aviation Safety				No		
5100.3a	Plans not microfilmed.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.3b	If microfilmed:	No	Aviation Safety				No		
5100.3b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.3b2	Microfilm of original records.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.4	Airport Project Specification Files. Specifications for the design and construction of ADAP projects maintained by the regional airport divisions or airports district offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5100.5	ADAP Program Control Records. Program control records consisting of ledger forms maintained by Headquarters and Regional Airports Offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.5a	Headquarters.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.5b	Regions.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.6	Unprogrammed Airport Project Files. Correspondence relating to proposed projects for which no funds were allocated.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.7	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.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5100.7a	Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
5100.7b	Request for changes in allotment and sub-allotment.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5150.1	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.	No	Aviation Safety				No		
5150.1a	Office of the Associate Administrator for Airports.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5150.1b	Regional Airports Divisions.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	<p>Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.</p>	No		
5150.1c	Airports District Offices.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5170.1	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.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.	No		
5190.1	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).	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/Delete 2 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5200.1	Airport Obstruction Files. Correspondence and reports pertaining to hazards to air navigation maintained by airport district offices.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5280.1	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.	No	Aviation Safety				No		
5280.1a	Office of Associate Administrator of Airports.	No	Aviation Safety	52	Airport Certification. Correspondence, records, reports, pertaining to airport certification, including inspections of operations and management, engineering, fiscal programs and personnel.	Temporary. Transfer to FRC when 4 years old. Destroy/delete when 20 years old.	No		
5280.1b	Regional Airports Divisions.	No	Aviation Safety	52	Airport Certification. Correspondence, records, reports, pertaining to airport certification, including inspections of operations and management, engineering, fiscal programs and personnel.	Temporary. Transfer to FRC when 4 years old. Destroy/delete when 20 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5280.1c	Airport District Offices.	No	Aviation Safety	52	Airport Certification. Correspondence, records, reports, pertaining to airport certification, including inspections of operations and management, engineering, fiscal programs and personnel.	Temporary. Transfer to FRC when 4 years old. Destroy/delete when 20 years old.	No		
5300.1	General Technical Correspondence Files. Documents relating to airport engineering, designing, paving, turfing, drainage, landscaping, architecture, zoning, and related subjects.	No	Aviation Safety				No		
5300.1a	Regional Airports Divisions.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5300.1b	Airports District Offices.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5300.2	Airport Management Files. Documents reflecting advisory and inspection activities with regard to airport management, planning, operations, and maintenance.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5300.3	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.	No	Aviation Safety	10	Program files, Site and Traffic Investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
5300.4	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.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5300.5	Wind Rose Charts. Charts showing wind trends for four- to eight-year periods prior to compilation, prepared from material received from the Weather Bureau.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5300.5a	Record copy.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5345.1	Airport Lighting Specification Files. History file of specifications for airport lighting installations and equipment.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5345.2	Lighting Equipment Approval Files. Correspondence, reports, test data, and related documents pertaining to approvals of manufacturer's lighting equipment.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
5355.1	Terminal Facilities Data Files. Correspondence and reports maintained by regional airports divisions, relating to gate and loading positions, and passenger and loading facilities.	No	Aviation Safety	11	All Other Records.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5500.1	<p>These records represent the documents created and/or maintained by the Federal Aviation Administration (FAA), Airports Division relating to the Passenger Facility Charge (PFC) Program. Passenger Facility Charges are federally-regulated, locally imposed fees used by public airport agencies to plan, design, and build airport infrastructure improvements. The documents are required from public agencies applying for PFC collection and use authority from the FAA and for the tracking and closeout of PFC applications once approved by the FAA. Additionally, the FAA (Headquarters, Regional, and District offices) issues correspondence and decision documents to public agencies applying for FAA approval to collect and use PFC revenue and subsequent PFC decision oversight.</p> <p>The documents are necessary to ensure that public agencies comply with the PFC regulation and statute. When combined with the public agency submittals, these records form the basis</p>	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	for the FAA's approval and oversight of the PFC program. Regulation that this refer to is Title 14 Code of Federal Regulations, Part 158 PRC Program project case files include: public agency documents/submissions, quarterly reports/audits, correspondence, application forms and attachments, notices of intent, letters, reports, application and project data, checklists, and other formal documents issued through Airport's Headquarters, Regional, and District offices. The PFC application are considered closed when all financial activity including PFC collections and all project expenditures are final.	No					No		
5500.1a	Project case file: Original records. To be maintained in paper; receipt is combination of paper and electronic.	No	Aviation Safety	4	Passenger Facility Charge (PFC) Program - Project case file. Original records and copies of documents not received from public agencies (such as internal FAA documents).	Temporary. Cut off at the end of the FY in which the application is closed. Transfer to the Federal Records Center after cut off. Destroy/delete 5 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
5500.1b	FAA PRC Program Decision Documents - scanned images of original records (database uploads). These include electronic copies of FAA decision documents such as Records of Decision/Final Agency Decisions, Letters of Acknowledgement, Amendment letters, and Duration change letters - 43c.	No	Aviation Safety	5	Passenger Facility Charges Program - Decision Documents. Includes electronic copies of FAA decision documents such as records of decision/final agency decisions, letters of acknowledgement, amendment letters, and duration change letters.	Temporary. Cut off at the end of the FY in which the decision is finalized. Destroy/delete 20 years after cut off.	No		
5500.1c	Copies of documents used in the PFC decision process that are not received from or issued to public agencies. Internal FAA documents that may be in case file.	No	Aviation Safety	4	Passenger Facility Charge (PFC) Program - Project case file. Original records and copies of documents not received from public agencies (such as internal FAA documents).	Temporary. Cut off at the end of the FY in which the application is closed. Transfer to the Federal Records Center after cut off. Destroy/delete 5 years after cut off.	No		
5900.1	Airport Master Planning and System Planning Project Files	No	Aviation Safety				No		
5900.1a	Office of the Associate Administrator for Airports	No	Aviation Safety	2	Airport Federal Financial Assistance - All other records.	Temporary. Transfer to FRC 2 years after physical and financial closure of project. Destroy/delete 5 years after physical and financial closure of project.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6000.1	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.	No	Aviation Safety				No		
6000.1a	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.	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
6000.1b	Correspondence files of regional headquarters offices (other than that portion described in (a) above).	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6000.1c	Correspondence files of systems maintenance field offices relating to the inspection, repair, and servicing of facilities and equipment.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6000.2	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.	No	Aviation Safety				No		
6000.2a	Agency office of primary interest.	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
6000.2b	Regional headquarters offices.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6000.3	Facilities Establishment Files. Case files maintained by regional headquarters offices relating to the engineering, construction, and installation of facilities.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6000.3a	Program case files.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	<p>Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6000.3b	Project case files.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	<p>Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6000.3c	Work order and cost data files.	No	Aviation Safety	3	<p>Surplus Airport Property Disposal Records/Facilities Establishment Files. Includes 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, regardless of organization origin or location. Includes case files relating to the engineering, construction, and installation of facilities.</p> <p>Airport grant agreements for purchase of land provide that obligations do not expire. Surplus property deeds and non-surplus land conveyance documents, quitclaim instruments conveying federal land and property interests for airport use should be retained indefinitely. Includes FAAP and ADAP grant agreements for the purchase of land provide obligations that continue indefinitely.</p>	Temporary. Screen and remove duplicate or expired documents. Transfer to FRC when closed. Destroy/delete when land reverts to Federal Government and all related Federal obligations are settled or canceled or Destroy/delete when the last facility of the types established under the program has been decommissioned provided there are no outstanding claims against the Government.	No		
6010.1	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.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6010.2	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.	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
6010.3	Facility Data Files. Documents containing data regarding location and type of facility maintained by FAA, used to provide control and planning information.	No	Aviation Safety				No		
6010.3a	Monthly tabulations.	No	Aviation Safety				No		
6010.3a1	Agency office of primary interest.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6010.3b	Sector maps.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6010.3c	Card files of proposed and current facilities.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6020.1	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.	No	Administration				No		
6020.1a	Facilities established for FAA.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6020.1b	Facilities established for other agencies.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.2	Test Data Files. Test data on equipment to determine compliance with procurement specifications.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6020.3	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.	No	Administration				No		
6020.3a	Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.3b	Instructions and implementation correspondence to and from Washington offices.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6020.4	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.	No	Administration				No		
6020.4a	Monthly record.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.4b	Final cost summary.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.5	F&E Report Files. Fiscal and other reports relating to the F&E program.	No	Administration				No		
6020.5a	F&E monthly reports.	No	Administration				No		
6020.5a1	Agency office of primary interest.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6020.5a2	Regional headquarters offices.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.5a3	All other copies.	Yes	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.5b	F&E monthly fiscal reports.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		
6020.5c	F&E work program quarterly reports.	No	Administration	30	Facilities & Equipment (F&E) Reports, Correspondence and similar files. Includes all reports relating to the F&E program such as monthly, fiscal monthly, regional and headquarters, and quarterly reports.	Temporary. Destroy when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6030.1	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.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6030.2	Reports of Maintenance, Alteration, and Modernization Projects.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6030.3	Maintenance Log Files. Logs recording maintenance of airway facilities or equipment, such as FAA Form 6030-1, or equivalent, and supporting papers.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6030.3a	Copies maintained by airway facilities sector offices.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6030.3b	Copies maintained at facility sites.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.1	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.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.1a	Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.1b	Facility technical inspection reports (6040-9 through 15-series).	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6040.1c	Records of itineraries and assignments of inspectors.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.2	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.	No	Aviation Safety				No		
6040.2a	Records pertaining to the analysis and review of performance of radio and radar equipment types.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.2b	Reports of failure of radio and radar equipment, used for analyzing general quality of equipment.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.3	Technical Performance Record Files. FAA Form 6000-8 series or equivalent.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6040.4	Facility Outage Reports.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		
6040.5	Technical Inspection and Evaluation Files. Reports and related documents, pertaining to facility inspection and evaluation, maintained by airway facilities field offices.	No	Aviation Safety	13	Airway Facilities Controls and Oversight - All other records. Includes equipment test data files, maintenance standardization files, maintenance, alteration and modernization project reports, and maintenance logs.	Temporary. Destroy/delete when 3 years old or when no longer needed, whichever is later.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6040.6	<p>NAS Technical Evaluation – NASTEP INA Database (Order 1350 15C, Classification 6040, subpara 5)</p> <p>The NASTEP INA database stores the findings of evaluations of all air traffic facilities in the National Airspace System (NAS). The findings are stored as issues and are sorted by category, priority, and status. The issues are tracked until they are closed. The records are used for trending and analysis purposes.</p> <p>Data fields in the NASTEP System include: Facility Type, Facility Identifier, Category Code, Issue Description, Recommendation, Close Date, and Comments Field.</p> <p>This information is gathered based on FAA Order 6040 6.</p>	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.1	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.	No	Aviation Safety	62	Frequency Correspondence Files. Includes administrative correspondence, memorandums, reports, and related papers pertaining to the requirements of the agency for radio frequencies, and uniform practices governing their use. Includes allocation, assignment, cancellation, modulation, and usage of frequencies, circuits, disaster communications services, and similar related records dealing with frequencies.	Temporary. Destroy/delete when 5 years old.	No		
6050.2e	Frequency Assignment Subcommittee (FAS) agendas.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.2f	Radio Frequency Appendix and Classified Frequency Supplement.	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.2g	Completed OT-19 files.	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.2h	Station location files.	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		
6050.3	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.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.4	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.4a	Files relating to coordination with the Federal Communications Commission (FCC).	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.4b	Files pertaining to coordination with agencies other than the Federal Communications Commission.	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.4c	Informal comments regarding proposed frequency utilization by Government agencies.	No	Aviation Safety	63	<p>Frequency Assignment Files. Includes 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.</p> <p>Includes files such as, but not limited to, Frequency Assignment Subcommittee (FAS) agendas, Radio Frequency Appendix and Classified Frequency Supplement, completed OT-19 files, and station location files.</p> <p>Includes Frequency Coordination Files with the Federal Communications Commission and all other federal agencies and the informal comments regarding proposed frequency use by the federal government.</p>	Temporary. Destroy/delete when 2 years old or 2 years after case closure, whichever is appropriate.	No		
6050.5	Radio Frequency Interference Files. FAA reports of interference by other agencies or countries, and related actions.	No	Aviation Safety	64	Frequency Interference or Infractions Files. Includes FAA reports of interference by other agencies or countries, and related actions and reports by the Federal Communications Commission (FCC) regarding infractions of frequencies by the FAA, and related actions to prevent recurrence.	Temporary. Destroy/delete 2 years after case closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.6	Infraction Report Files. Reports by the Federal Communications Commission regarding infractions of frequencies by FAA, and related actions to prevent recurrence.	No	Aviation Safety	64	Frequency Interference or Infractions Files. Includes FAA reports of interference by other agencies or countries, and related actions and reports by the Federal Communications Commission (FCC) regarding infractions of frequencies by the FAA, and related actions to prevent recurrence.	Temporary. Destroy/delete 2 years after case closure.	No		
6050.7	International Conference Files. Records accumulated by offices serving as agency representatives on international bodies dealing with radio frequency utilization.	No	Aviation Safety				No		
6050.7a	Correspondence and records created in developing U.S. position at conference.	No	Aviation Safety	36	All other international related records.	Temporary. Destroy/delete when 1 year old or upon completion of conference, convention, or submission of the final report by FAA U.S. delegation to the Secretary of State, whichever is soonest.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6050.7b	Agenda, minutes, reports, and related processed material.	No	Aviation Safety	36	All other international related records.	Temporary. Destroy/delete when 1 year old or upon completion of conference, convention, or submission of the final report by FAA U.S. delegation to the Secretary of State, whichever is soonest.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6080	<p>ENGINEERING DRAWINGS for National Airspace System (NAS) Buildings and Facilities (Order 1350 15C, Classification #6080)</p> <p>These records are used to manage/maintain the National Airspace System (NAS) buildings and facilities. Records are created and maintained by the Computer Aided Engineering Graphics (CAEG) System. The CAEG consists of a suite of Computer Aided Design (CAD) and drawing management applications, a blend of commercial off-the-shelf (COTS), and developed applications.</p> <p>The suite includes the Bentley Suite (COTS), the Project Wise Electronic Drawing Management System (EDMS) (COTS), the intranet-based Radio Coverage Analysis System (IRCAS) and the Facility Power Panel Schedule (FPPS) (the latter two are developed applications) The IRCAS IS an analytical tool.</p> <p>The system creates and maintains engineering drawings. Users have the option of saving files of</p>	No	Aviation Safety	12	Airway Facilities Controls and Oversight – Correspondence, Regional Review and Evaluation Files, and Engineering Planning Files and Drawings.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	analyses to their desktops. FPPS is a web-based application and contains records of circuit breaker assignments for all critical power panels in a relational database management system. Records are updated and modified during the life of the building or facility	No		12			No		
6300.1	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.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6300.2	Facility Reference Data Files. FAA Form 198 series, or equivalent.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6300.3	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.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6500.1	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.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6500.2	Facility Reference Data Files. FAA Form 198 series, or equivalent.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.3	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.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.4	Communications Maintenance Technicians Data Files. Sheets listing names of technicians, position number, address, and related information.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.5	Communication Equipment Failure Files. Report of communication equipment failure and facility performance, and related correspondence.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.6	Communication Facilities Maintenance Inspection Report Files.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.7	Permanent Equipment Files. Inventories of fixed property at communications stations, such as FAA Form 416, or equivalent.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.7a	Regional headquarters offices.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.7b	Airway Facilities Sector field offices.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6500.8	Radio Transmitter Operations Files. FAA Form 418, or equivalent.	No	Aviation Safety	66	Communications Maintenance Files. Includes, but is not limited to, communications maintenance time report files, communications maintenance technicians data files, communication equipment failure files, communication facilities maintenance inspection report files, permanent equipment files, and radio transmitter operations files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed. NOTE: 7300.2 'Communications Service Request Files. Requests and orders, such as FAA Form 4444-1, or equivalents, for fixed communication services' and 7300.3 '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' are covered by GRS 12, Item 2b.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6700.1	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.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6700.2	Facility Reference Data Files. FAA Form 198 series, or equivalent.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6700.3	Navigational Aids Equipment Repair Files. Requisitions for repair of goniometers and crystals, and related correspondence.	No	Aviation Safety	65	Communications, Radar and Flight Assistance Facilities Files. Includes, but is not limited to, communication/radar facilities site files, facility reference data files, and station files. Includes navigational aids facilities site files and navigational aids equipment repair files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6900.1	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.	No	Aviation Safety	69	Plant and Structure Files. Includes case files regarding each site selected for the establishment of visual aids to air navigation. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications and related correspondence. Includes sector data files and structures and ground document files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6900.2	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.	No	Aviation Safety	69	Plant and Structure Files. Includes case files regarding each site selected for the establishment of visual aids to air navigation. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications and related correspondence. Includes sector data files and structures and ground document files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		
6900.3	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.	No	Aviation Safety	69	Plant and Structure Files. Includes case files regarding each site selected for the establishment of visual aids to air navigation. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications and related correspondence. Includes sector data files and structures and ground document files.	Temporary. Destroy/delete 1 year after facility is discontinued, closed, relocated or any other action is completed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6900.4	Lighting and Structures Equipment Failure Files. Reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		
6900.5	Lighting and Structures Maintenance Files. Monthly reports of maintenance operations of field lighting and structures maintenance personnel.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6900.5a	Agency office of primary interest.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		
6900.5b	Regional headquarters offices.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6900.6	Lighting and Structures Inspection Files. Reports of inspection of lighting and structures prepared by regional and Washington maintenance inspectors.	No	Aviation Safety				No		
6900.6a	Agency office of primary interest.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
6900.6b	Regional headquarters offices.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		
6900.7	Fire Extinguisher Maintenance Files. FAA Form 6930-1, or equivalent.	No	Aviation Safety	70	Lighting and Structures Equipment Failure Files, Lighting and Structures Maintenance Files, Lighting and Structures Inspection Files, and Fire Extinguisher Maintenance Files. Includes reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure. Includes regular reports of maintenance operations of field lighting and structures by maintenance personnel regardless of record location. Includes reports of inspection of lighting and structures prepared by inspectors regardless of location. Includes FAA Form 6930-1, or equivalent or successor.	Temporary. Destroy/delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7000.1	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.	No	Policy and Regulation				No		
7000.1a	Correspondence files of Air Traffic relating to the development and evaluation of national Air Traffic management plans, policies and procedures.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7000.1b	Correspondence files of Air Traffic other than those described in (a) above.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 10 years old.	No		
7000.1c	Correspondence files of regional Air Traffic Divisions.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 10 years old.	No		
7000.2	Regional Project Files. Case files maintained by regional air traffic management offices, containing correspondence, drawings, and documentation relating to technical and planning projects.	No	Aviation Safety	72	National or Regional Planning, Project or Evaluation Files – All other related files. Includes related files not included in the official case file, the Air Traffic Place Name Files records, and regional project files.	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7030.1	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.	No	Aviation Safety				No		
7030.1a	Official file copies.	No	Aviation Safety	71	Air Traffic Planning Records. – National or Regional Planning and Evaluation Data Files – Official Case Files. Includes correspondence, reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by national or regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.	Permanent. Transfer to FRC when 3 years old. Offer to NARA when 15 years old.	No		
7030.1b	All others.	No	Aviation Safety	72	National or Regional Planning, Project or Evaluation Files – All other related files. Includes related files not included in the official case file, the Air Traffic Place Name Files records, and regional project files.	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7030.2	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.	No	Aviation Safety	72	National or Regional Planning, Project or Evaluation Files – All other related files. Includes related files not included in the official case file, the Air Traffic Place Name Files records, and regional project files.	Temporary. Destroy/delete when 5 years old.	No		
7110.1	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.	No	Aviation Safety	73	Air Traffic Control Procedures, Operation, and Standards. – Control Procedures, Operation and Standards Files. Includes operation summary files, operation report files, overseas and foreign facility files, operating procedures files, and letters of agreement.	Temporary. Destroy/delete when 3 years old.	No		
7200.1	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.	No	Aviation Safety	73	Air Traffic Control Procedures, Operation, and Standards. – Control Procedures, Operation and Standards Files. Includes operation summary files, operation report files, overseas and foreign facility files, operating procedures files, and letters of agreement.	Temporary. Destroy/delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7200.2	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).	No	Aviation Safety	73	Air Traffic Control Procedures, Operation, and Standards. – Control Procedures, Operation and Standards Files. Includes operation summary files, operation report files, overseas and foreign facility files, operating procedures files, and letters of agreement.	Temporary. Destroy/delete when 3 years old.	No		
7200.3	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.	No	Aviation Safety	73	Air Traffic Control Procedures, Operation, and Standards. – Control Procedures, Operation and Standards Files. Includes operation summary files, operation report files, overseas and foreign facility files, operating procedures files, and letters of agreement.	Temporary. Destroy/delete when 3 years old.	No		
7200.4	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.	No	Aviation Safety	73	Air Traffic Control Procedures, Operation, and Standards. – Control Procedures, Operation and Standards Files. Includes operation summary files, operation report files, overseas and foreign facility files, operating procedures files, and letters of agreement.	Temporary. Destroy/delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7220.1	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.]	No	Aviation Safety	61	Air Traffic Control Specialist Examination Files (ATOS or ATCS Certification). Case files relating to examinations for certificates and ratings, and operational examinations. NOTE: Results of such examinations are recorded in official personnel folders (OPF).	Temporary. Destroy/delete closed case files when 1 year old.	No		
7230.1	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.	No	Aviation Safety	74	Facility Administration and Operations Records. – General Correspondence Files. Correspondence, reports, and other materials maintained by air traffic field facilities pertaining to the functions for which the facilities are responsible. Excludes files described elsewhere.	Temporary. Destroy/delete when 2 years old.	No		
7230.2	AMIS	No	Aviation Safety				No		
7230.2	Air Traffic Control Computer	No	Aviation Safety				No		Contact agency records officer to determine schedule.
7230.2	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.	No	Aviation Safety				No		
7230.2a	Air Traffic Control Computer - General printouts.	No	Aviation Safety	86	Air Traffic Control Computer - General printouts.	Temporary. Destroy/delete when 15 days old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.2a	Teletypewriter messages (including handwritten drafts) handled for other offices, agencies, facilities, or individuals.	No	Aviation Safety	75	Teletypewriter messages. Includes handwritten drafts, handled for other offices, agencies, facilities, or individuals.	Temporary. Destroy/delete when 30 days old. If the message contains only relayed meteorological data, destroy/delete immediately.	No		
7230.2b	Printouts requiring special handling.	No	Aviation Safety	87	AMIS - Printouts requiring special handling.	Temporary. Destroy/delete as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting). NOTE: Air traffic control facility computer printouts from input/output devices, high speed printers and so on – apply the appropriate GRS 20 item(s).	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.2b	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.	No	Aviation Safety	76	Message fee charge records. Records are maintained by International Flight Service Stations for services rendered to airlines. Charges are assessed by the first station handling the message.	Temporary. Destroy/delete messages when 90 days old.	No		
7230.2c	Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent.	No	Aviation Safety	78	Daily Record of Facility Operation and Position Log - Forms NOT used to validate time and attendance. Includes forms such FAA Forms 7230-4 and 7230-10, equivalent or successor forms.	Temporary. Destroy/delete when 6 months. NOTE: 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 are scheduled under GRS 2, Item 7.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.2c2	Forms NOT used to validate time and attendance.	No	Aviation Safety	78	Daily Record of Facility Operation and Position Log - Forms NOT used to validate time and attendance. Includes forms such FAA Forms 7230-4 and 7230-10, equivalent or successor forms.	Temporary. Destroy/delete when 6 months. NOTE: 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 are scheduled under GRS 2, Item 7.	No		
7230.2d	Voice Recorders	No	Aviation Safety				No		
7230.2d1	Digital voice recordings.	No	Aviation Safety	79	Voice Recorders - Digital voice recordings.	Temporary. Destroy/delete when 45 days old.	No		
7230.2d2	Analog voice recordings.	No	Aviation Safety	80	Voice Recorders - Analog voice recordings.	Temporary. Destroy/delete when 15 days old.	No		
7230.2e	En route facilities utilizing System Analysis Recording tapes as the radar retention media (regardless of the type of voice recorder system being used).	No	Aviation Safety	81	En route facilities utilizing System Analysis Recording tapes as the radar retention media (regardless of the type of voice recorder system being used); En route facilities utilizing System Analysis Recording tapes as the radar retention media.	Temporary. Destroy/delete when 15 days old.	No		
7230.2f	David J. Hurley Air Traffic Control System Command Center's voice recordings.	No	Aviation Safety	82	David J. Hurley Air Traffic Control System Command Center's voice recordings.	Temporary. Destroy/delete when 15 days old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.2g	Data pertaining to incidents and accidents.	No	Aviation Safety	83	Data pertaining to incidents and accidents.	Temporary. Destroy/delete as specified in FAA Order 7210.3 (Facility Operation and Administration) or FAA Order 8020.11 (Aircraft Accident and Incident Notification Investigation and Reporting) or FAA Order 7210.56 (Air Traffic Quality Assurance.)	No		
7230.2h	Flight plans.	No	Aviation Safety	84	Flight plans; Preflight briefing logs, FAA Form 7233-2, or equivalent; Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	Temporary. Destroy/delete when 15 days old, except when filed as part of Incident Records or other case records.	No		
7230.2i	Preflight briefing logs, FAA Form 7233-2, or equivalent.	No	Aviation Safety	84	Flight plans; Preflight briefing logs, FAA Form 7233-2, or equivalent; Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	Temporary. Destroy/delete when 15 days old, except when filed as part of Incident Records or other case records.	No		
7230.2j	Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	No	Aviation Safety	84	Flight plans; Preflight briefing logs, FAA Form 7233-2, or equivalent; Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	Temporary. Destroy/delete when 15 days old, except when filed as part of Incident Records or other case records.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.2k	Flight progress strips.	No	Aviation Safety	85	Flight progress strips.	Temporary. Destroy/delete when 15 days old, EXCEPT (1) when part of an AMIS unknown intercept report, (2) when 90 days old or (3) when requiring special handling, as specified in Handbooks 7210.3 and 8020.4.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.3	Air Traffic Activity Report Files. Activity reports, including copies of narrative and tabular workload and traffic reports and records such as the following or the 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);	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.3	NAS Computer Magnetic Tapes	No	Aviation Safety	88	NAS Computer Magnetic Tapes - Data extraction recordings.	Temporary. Destroy/delete when 45 days old. NOTE: Apply the appropriate GRS 20 item(s) to the NAS computer magnetic tapes that contain the record of the daily operation of the computer system (System Analysis Tapes).	No		
7230.3a	Regional air traffic management offices.	No	Aviation Safety				No		
7230.3a	NAS Computer Magnetic Tapes - Data extraction recordings.	No	Aviation Safety	88	NAS Computer Magnetic Tapes - Data extraction recordings.	Temporary. Destroy/delete when 45 days old. NOTE: Apply the appropriate GRS 20 item(s) to the NAS computer magnetic tapes that contain the record of the daily operation of the computer system (System Analysis Tapes).	No		
7230.3a1	Regional and national summaries.	No	Aviation Safety	89	Air Traffic Activity Report Files. - Regional air traffic management offices - Regional and national summaries.	Temporary. Destroy/delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.3a2	Field facilities reports.	No	Aviation Safety	90	Field facilities reports; Air traffic field facilities - records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices; Air traffic field facilities - file copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	Temporary. Destroy/delete when 6 months old.	No		
7230.3b	Air traffic field facilities.	No	Aviation Safety				No		
7230.3b	En route facilities utilizing System Analysis Recording tapes as the radar retention media.	No	Aviation Safety	81	En route facilities utilizing System Analysis Recording tapes as the radar retention media (regardless of the type of voice recorder system being used); En route facilities utilizing System Analysis Recording tapes as the radar retention media.	Temporary. Destroy/delete when 15 days old.	No		
7230.3b1	Records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices.	No	Aviation Safety	90	Field facilities reports; Air traffic field facilities - records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices; Air traffic field facilities - file copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	Temporary. Destroy/delete when 6 months old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.3b2	File copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	No	Aviation Safety	90	Field facilities reports; Air traffic field facilities - records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices; Air traffic field facilities - file copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	Temporary. Destroy/delete when 6 months old.	No		
7230.3c	Data pertaining to incidents and accidents.	No	Aviation Safety	83	Data pertaining to incidents and accidents.	Temporary. Destroy/delete as specified in FAA Order 7210.3 (Facility Operation and Administration) or FAA Order 8020.11 (Aircraft Accident and Incident Notification Investigation and Reporting) or FAA Order 7210.56 (Air Traffic Quality Assurance.)	No		
7230.4	Air Traffic Facility Evaluation Files. Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.4a	Agency office of primary interest.	No	Aviation Safety	91	Air Traffic Facility Evaluation Files - Agency office of primary interest. Includes reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.	Temporary. Destroy/delete when 1 year old or when superseded or after corrective actions are taken and final reports are submitted.	No		
7230.4b	Air traffic field facilities.	No	Aviation Safety	91	Air Traffic Facility Evaluation Files - Agency office of primary interest. Includes reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.	Temporary. Destroy/delete when 1 year old or when superseded or after corrective actions are taken and final reports are submitted.	No		
7230.5	Familiarization Travel Request Files. Contains general correspondence and information certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or in flight evaluation of air traffic services.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.5a	General correspondence files contain general correspondence and information and certification of destruction records.	No	Aviation Safety	92	<p>Familiarization Travel Request Files. Contains general correspondence and information certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or in flight evaluation of air traffic services.</p> <p>Includes general correspondence files contain general correspondence and information and certification of destruction records.</p> <p>Includes Familiarization Travel Request Forms Log containing the distribution records of all Requests for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.</p> <p>Includes 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.</p> <p>Includes Familiarization Travel Request (FAA Form 3120-31).</p>	Temporary. Cut off at the end of each fiscal year. Destroy/delete 2 years after cut-off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.5b	Familiarization Travel Request Forms Log containing the distribution records of all Request for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.	No	Aviation Safety	92	<p>Familiarization Travel Request Files. Contains general correspondence and information certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or in flight evaluation of air traffic services.</p> <p>Includes general correspondence files contain general correspondence and information and certification of destruction records.</p> <p>Includes Familiarization Travel Request Forms Log containing the distribution records of all Requests for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.</p> <p>Includes 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.</p> <p>Includes Familiarization Travel Request (FAA Form 3120-31).</p>	Temporary. Cut off at the end of each fiscal year. Destroy/delete 2 years after cut-off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.5c	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.)	No	Aviation Safety	92	<p>Familiarization Travel Request Files. Contains general correspondence and information certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or in flight evaluation of air traffic services.</p> <p>Includes general correspondence files contain general correspondence and information and certification of destruction records.</p> <p>Includes Familiarization Travel Request Forms Log containing the distribution records of all Requests for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.</p> <p>Includes 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.</p> <p>Includes Familiarization Travel Request (FAA Form 3120-31).</p>	Temporary. Cut off at the end of each fiscal year. Destroy/delete 2 years after cut-off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7230.5d	Familiarization Travel Request (FAA Form 3120-31).	No	Aviation Safety	92	<p>Familiarization Travel Request Files. Contains general correspondence and information certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or in flight evaluation of air traffic services.</p> <p>Includes general correspondence files contain general correspondence and information and certification of destruction records.</p> <p>Includes Familiarization Travel Request Forms Log containing the distribution records of all Requests for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.</p> <p>Includes 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.</p> <p>Includes Familiarization Travel Request (FAA Form 3120-31).</p>	Temporary. Cut off at the end of each fiscal year. Destroy/delete 2 years after cut-off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7233.1	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.	No	Aviation Safety				No		Series no longer in use. Contact agency records office for assistance.
7300.1	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.	No	Aviation Safety	67	Communications Contract Files. Includes 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.	Temporary. Destroy/delete 2 years after contract is canceled or superseded.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7350.1	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.	No	Aviation Safety	68	Identifier Assignment Files. Includes correspondence, reports, documentation and similar related records regarding the assignment of identifiers to designate airports, landing fields, etc. Identifiers are a combination contraction and code suggestion location of the facility.	Temporary. Destroy/delete when 5 years old or system changes, whichever is sooner.	No		
7400.1	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.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
7400.2	Airspace Allocation and Use Records - Airspace Docket Files. Case files pertaining to development of dockets in Terminal and Enroute airspace rulemaking actions.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
7400.3	Airspace Rulemaking Projects Files. Consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7400.3a	Case files relating to special use airspace, such as restricted or prohibited.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		
7400.3b	All others.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
7400.4	Airspace General Project Files. Consisting of case files or staff studies relating to topics such as new types of airspace designations, research, and procedures.	No	Aviation Safety	93	Airspace and Obstruction Evaluation. Airspace General Project Files and Non-Rulemaking Files. Includes case files or staff studies relating to topics such as new types of airspace designations, research, and procedures. Includes circulars and related data concerning non-rulemaking actions.	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7400.5	Non-Rulemaking Files. Circulars and related data concerning non-rulemaking actions.	No	Aviation Safety	93	Airspace and Obstruction Evaluation. Airspace General Project Files and Non-Rulemaking Files. Includes case files or staff studies relating to topics such as new types of airspace designations, research, and procedures. Includes circulars and related data concerning non-rulemaking actions.	Temporary. Destroy/delete when 5 years old.	No		
7460.1	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.	No	Aviation Safety	95	Obstruction Evaluation - General Correspondence Files. Includes 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.	Temporary. Destroy/delete when 15 years old.	No		
7460.2	Obstruction Evaluation Case Files. Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace.	No	Aviation Safety				No		
7460.2a	Files containing information on structures that do not exceed obstruction standards of FAR Part 77.	No	Aviation Safety	96	Case files containing information on structures that do not exceed obstruction standards of FAR Part 77.	Temporary. Destroy/delete when 3 years old.	No		
7460.2b	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.	No	Aviation Safety	97	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.	Temporary. Transfer closed files to FRC when 3 years old. Destroy/delete when structure is dismantled.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7460.3	Obstruction Evaluation Docket Files. Official dockets of petitions to the Administrator concerning determinations, comments, correspondence, and denials or grants of petitions.	No	Aviation Safety				No		
7460.3a	Records relating to proposed obstructions that are NOT constructed.	No	Aviation Safety	98	Obstructed Evaluation Docket Files - Records relating to proposed obstructions that are NOT constructed.	Temporary. Transfer closed files to FRC when 3 years old. Destroy/delete when 20 years old.	No		
7460.3b	Records relating to proposed obstructions that ARE constructed	No	Aviation Safety	99	Obstructed Evaluation Docket Files - Records relating to proposed obstructions that ARE constructed.	Temporary. Transfer closed case files to FRC when 3 years old. Destroy/delete when obstruction no longer exists. NOTE: Dockets are scheduled by the various Policy and Regulation docket items. Given that the obstructed evaluation dockets records require disposal contingent on when a structure or building ceases to exist, a separate item is necessary.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7480.1	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.	No	Aviation Safety	94	Airport Airspace Analysis Case Files. Includes documents relating to aeronautical studies of the effect of proposed construction, alteration, activation, and deactivation of airports on the use of airspace.	Temporary. Destroy/delete when 15 years old. NOTE: Most of the Airspace record series in 1350.15C are covered by items in the Policy and Regulations schedule.	No		
7800.1	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.	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		
7800.2	Configuration Management Files. Correspondence relating to configuration decisions of proposed modifications to the NAS hardware and software systems.	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7800.3	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.	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		
7800.4	System Maintenance Records. Relating to the reporting and resolution of hardware and software discrepancies.	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		
7800.5	Operational and Support Systems Manuals. User manuals not under configuration management (7800(2)).	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		
7800.6	Design Records of NAS System Models and Versions. Not under configuration management (7800(2)).	No	Administration		Use Administration Schedule Item 36, System Development Records.		No		
7900.1	Meteorological Service Files. Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7900.1a	Correspondence and memorandums pertaining to detailed operations of individual stations and use of services for meteorological dissemination.	No	Aviation Safety	100	Metrological Flight Information - Meteorological Service Files. Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data. Includes correspondence and memorandums pertaining to detailed operations of individual stations and use of services for meteorological dissemination.	Temporary. Destroy/delete when 3 years old.	No		
7900.1b	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).	No	Aviation Safety	101	Metrological Flight Information - Meteorological Service Files. Includes 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.	Temporary. Destroy/delete when made obsolete by new or changed requirements of users of fixed communications services.	No		
7900.2	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.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7900.2a	Non-government agencies files.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
7900.2b	Government agencies files.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
7900.3	Weather Observation Files. Correspondence maintained by regional air traffic management offices relating to weather observation policy and procedures.	No	Aviation Safety	102	Metrological Flight Information - Weather Observation Files. Correspondence maintained by regional air traffic management offices relating to weather observation policy and procedures.	Temporary. Destroy/delete when 3 years old.	No		
7900.4	Field Weather Report Files. Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by Air Traffic Management field activities.	No	Aviation Safety	103	Metrological Flight Information - Field Weather Report Files. Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by Air Traffic Management field activities.	Temporary. Destroy/delete when 90 days old, except when filed as part of incident, accident, or other case file.	No		
7910.1	Field Aeronautical Chart Files. Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities.	No	Aviation Safety	104	Field Aeronautical Chart Files/ Aeronautical Chart and Flight Information. Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities and case files pertaining to aeronautical chart and flight information requirements.	Temporary. Destroy/delete 2 years after being superseded or when no longer needed, whichever is longer.	No		
7910.2	Aeronautical Chart and Flight Information. Case files pertaining to aeronautical chart and flight information requirements.	No	Aviation Safety	104	Field Aeronautical Chart Files/ Aeronautical Chart and Flight Information. Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities and case files pertaining to aeronautical chart and flight information requirements.	Temporary. Destroy/delete 2 years after being superseded or when no longer needed, whichever is longer.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7910.3a	Compilation Effort Records: The FAA creates these records and systems in order to accumulate source data, manipulate it into a graphic representation for use, and track the progress of the compilation effort. This includes, but is not limited to, the Aeronautical Navigation Data System (ANDS) master files (which include the Production Control Systems, DADS, Center and Terminal/TRACON Mapping Automation Program (CMAP/TMAP) and Standards, which are annotated charts showing corrections to be incorporated into the next edition of the published chart.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
7910.3b	Products: Aeronautical charts	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7910.3b1	<p>Unique charts:</p> <p>Visual Navigation Charts: Include Sectional Aeronautical charts, Terminal Area Charts, Grand Canyon Visual Flight Rules (VFR) Chart, World Aeronautical Charts, Helicopter Route Charts, and U.S. Gulf Coast VFR Aeronautical Chart or theft equivalents.</p> <p>Instrument Navigation Charts: Include Instrument Flight Rules (IFR) Enroute Low Altitude Charts, Instrument Flight Rules (IFR) Enroute High Altitude Charts, Terminal Procedures Publication (includes instrument procedure charts), and Alaskan Terminal Procedures Publication or the equivalents.</p> <p>Supplementary publications: Include (on paper) Airport/Facility Directory, Supplement Alaska, Chart Supplement Pacific (which includes Terminal Procedures for the Pacific), IFRJVFR Low Altitude Planning Chart, North Atlantic Route Chart, North Pacific Route Chart, IFR Gulf of Mexico Vertical Flight Reference Chart, Airport Obstruction Charts,</p>	No	Aviation Safety	105	<p>Aeronautical Charts – Unique Charts.</p> <p>Includes Visual Navigation Charts: Include Sectional Aeronautical charts, Terminal Area Charts, Grand Canyon Visual Flight Rules (VFR) Chart, World Aeronautical Charts, Helicopter Route Charts, and U.S. Gulf Coast VFR Aeronautical Chart or theft equivalents.</p> <p>Includes Instrument Navigation Charts: Include Instrument Flight Rules (IFR) En route Low Altitude Charts, Instrument Flight Rules (IFR) En route High Altitude Charts, Terminal Procedures Publication (includes instrument procedure charts), and Alaskan Terminal Procedures Publication or the equivalents.</p> <p>Includes Supplementary publications: Include (on paper) Airport/Facility Directory, Supplement Alaska, Chart Supplement Pacific (which includes Terminal Procedures for the Pacific), IFRJVFR Low Altitude Planning Chart, North Atlantic Route Chart, North Pacific Route Chart, IFR Gulf of Mexico Vertical Flight Reference Chart, Airport Obstruction Charts, Aeronautical Chart User’s Guide and IFR and VFR Training Charts. Include (in electronic format) Airport Safety Modeling Data (ASMD); Digital</p>	Permanent. Offer one copy of any new edition to NARA at each charting cycle.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	Aeronautical Chart User's Guide and IFR and VFR Training Charts. Include (in electronic format) Airport Safety Modeling Data (ASMD); Digital Aeronautical Information CD which includes the Digital Aeronautical Chart Supplement (DACS), Digital Obstacle File (DOF), and the NAVAID Digital Data File; Digital Aeronautical Flight Information File; and National Flight Database (NFD) [ARINC-424 OPS Navigation Database].	No		105	Aeronautical Information CD which includes the Digital Aeronautical Chart Supplement (DACS), Digital Obstacle File (DOF), and the NAVAID Digital Data File; Digital Aeronautical Flight Information File; and National Flight Database (NFD) [ARINC-424 OPS Navigation Database].		No		
7910.3b2	Charts that do not contain unique information: Air Traffic Control Support Products: Include Video Radar Maps, Controller Charts, and Minimum Safe Altitude Warning charts.	No	Aviation Safety	106	Aeronautical Charts – Charts that do not contain unique information. Includes Air Traffic Control Support Products: Include Video Radar Maps, Controller Charts, and Minimum Safe Altitude Warning charts.	Temporary. Destroy when superseded or obsolete.	No		
7920.1	National Flight Data Digest (NFDD), consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7920.1a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	107	National Flight Data Digest (NFDD) – Original and Microfilmed Records. Includes records addressing physical and operational changes to airports, navigation aids, communication facilities, and airspace and flight procedures affecting aeronautical changes.	Temporary. Destroy/delete when 10 years old.	No		
7920.1b	Microfilm of original record.	No	Aviation Safety	107	National Flight Data Digest (NFDD) – Original and Microfilmed Records. Includes records addressing physical and operational changes to airports, navigation aids, communication facilities, and airspace and flight procedures affecting aeronautical changes.	Temporary. Destroy/delete when 10 years old.	No		
7930.1	Domestic and international NOTAM file, consisting of teletype copies and related materials.	No	Aviation Safety				No		
7930.1a	Notice to Airmen (NOTAMs) maintained by Air Traffic field facilities.	No	Aviation Safety	109	Domestic and international NOTAM files - maintained by Air Traffic field facilities, consisting of teletype copies and related materials.	Temporary. Destroy/delete 15 days after cancellation.	No		
7930.1b	NOTAMs maintained by the National Flight Data Center.	No	Aviation Safety	110	Domestic and international NOTAM files - maintained by the National Flight Data Center.	Temporary. Destroy/delete 90 days after cancellation.	No		
7930.2	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.	No	Aviation Safety	111	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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
7940.1	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.	No	Aviation Safety	108	Airport Validation Files/Airspace, Obstruction, Airways/Route Files, Flight Procedures and NAVAID/Communication Files. Includes 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. Includes records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	Temporary. Transfer to FRC when 3 years old. Destroy when 10 years old.	No		
7940.2	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.	No	Aviation Safety	108	Airport Validation Files/Airspace, Obstruction, Airways/Route Files, Flight Procedures and NAVAID/Communication Files. Includes 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. Includes records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	Temporary. Transfer to FRC when 3 years old. Destroy when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1	<p>Air Transportation Oversight System (ATOS)</p> <p>The purpose of this system is to provide regulatory oversight of air carriers including certification and surveillance processes for air carriers. The system uses two main types of inspections; Design Assessments which assess the design of an air carriers systems (initially associated with certification) and Performance Assessments (surveillance based) which examine the outcomes that these systems produce. The application is web based and is used by ATOS inspectors to perform certificate management oversight according to the processes of the Design Assessments and Performance Assessments mentioned above. This application is composed of a number of modules.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Using incorrect Order 1350.15C numbers to point to new schedule items.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.10a	<p>Vital Information System (VIS) and Program Tracking and Reporting Subsystem (PTRS) (8000.9)</p> <p>The purpose of these systems is to collect and maintain data from regulated entities. The systems monitor and track surveillance and other activities of Aviation safety Inspectors. (ASIs). Data is collected and maintained in local databases and uploaded to related national databases. The systems provide automated capability to identify, analyze, and take corrective action on trends affecting aviation safety, enable better forecasting, planning of work programs, scheduling of human resources and transmittal of data within FAA entities. This system is manipulated using OASIS. OASIS data is scheduled separately.</p> <p>FAA Order 1380.54 establishes the organizational and procedural framework for Implementing and maintaining VIS and NVIS [National VIS], FAA Order 1380 51, Program Tracking and Reporting Subsystem (PTRS), establishes the organizational and</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	procedural framework for implementing and maintaining PTRS and NPTRS [National PTRS] NVIS and NPTRS are the FAA's systems of record for this information.	No		17			No		
8000.10a 1	National National VIS (NVIS) provides the data-base link to the National Program Tracking and Reporting Subsystem (NPTRS) that enables the Flight Standards Service to manage human resources and the regional and field office surveillance work programs effectively NVIS provides a broad description of air operator and air agency operational data for the Flight Standards Service Information Includes the environmental ancillary files that identify the following data by the field office's identifier code. The air earner/air agency name, designator code, airport Identifier, the air earner's or air agency's operating certificate, maintenance and operations facilities (as applicable), and contractor information. NVIS IS available to all Flight Standards offices.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.10a 1	<p>Vital Information System (VIS) data</p> <p style="text-align: center;">National</p> <p>NVIS provides the data-base link to the National Program Tracking and Reporting Subsystem (NPTRS) that enables the Flight Standards Service to manage human resources and the regional and field office surveillance work programs effectively. National VIS (NVIS) provides a broad description of air operator and air agency operational data for the Flight Standards Service. Information Includes the environmental ancillary files that identify the following data by the field office's identifier code. The air earner/air agency name, designator code, airport Identifier, the air earner's or air agency's operating certificate, maintenance and operations facilities (as applicable), and contractor information. NVIS is available to all Flight Standards offices.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	<p>Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.10a 2	Local Data in the local database is a duplicate of the National data for each locality.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8000.10a 2b	Program Tracking and Reporting Subsystem (PTRS) data. National Information is input from FAA Form 8000.36.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.10a 2b1	National Information is input from FAA Form 8000.36.	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.10a 3	<p>Program Tracking and Reporting Subsystem (PTRS) - Local</p> <p>Data in the local PTRS database is a duplicate of the National data for each locality.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.11	<p>Flight Safety Investigations LogBook</p> <p>LogBook tracks the (1) investigation (aka Investigation log) and (2) certification activities (aka Certification log) within the Office of Aviation Safety. It also provides office personnel with tools that assist reviewing and tracking activity. FAA gathers this information pursuant 14 CFR 91, 121, 135, 99, 145. The system links to the local office database OASIS, which includes VIS and PTRS. Information that is updated in the OASIS program is automatically reflected in the various logbook reports. Data in these systems scheduled separately and is not part of this request for disposition.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.11a	<p>Master data file</p> <p>This system is a collection of surveillance data, vital information of operators, agencies and airmen, and accountability of job tasks.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.11b	<p>Management and Activity Reports</p> <p>A variety of management reports and a synthesis of an activity such as operator certifications (PTRS records, comments, notes, etc.). The information could be used as supporting documentation for legal enforcement actions.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.11c	<p>Snapshot data (local copy)</p> <p>Additionally, LogBook creates a "snapshot" of the prior year information. This creates a local copy of the PTRS and VIS information so that the prior year logbook information is still available for viewing and running historical reports.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1a	Agency office of primary interest.	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1a	<p>Air Transportation Oversight System (ATOS) Design Assessments</p> <p>1) Collection Data includes Safety Attribute Inspection information submitted by inspectors and, in some cases, submitted by air carriers and validated by inspectors in compliance with regulations and safety standards including aircraft configuration control, manuals, flight operations, personnel training and qualifications, route structures, airman and crewmember flight rest and duty time, technical.</p> <p>2) Certification includes inspector similar information plus analysis, assessment, and final certification.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C incorrectly labels records from N1-237-10-1. Leaving incorrect 15C numbers as pointers to new scheduling.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1b	Regional flight standards offices: correspondence files relating to regional planning, direction, control, and evaluation of assigned programs.	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1b	<p>Air Transportation Oversight System (ATOS) Performance Assessments</p> <p>1) Element Performance Inspection data includes date of inspections, carrier information, inspector information, responses and comments to each question.</p> <p>2) Analysis Package includes consolidation and summary data used to assess air carrier performance, and risk analysis.</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C incorrectly labels records from N1-237-10-1. Leaving incorrect 15C numbers as pointers to new scheduling.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1c	Regional flight standards offices: correspondence files other than those described elsewhere in this paragraph.	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1c	<p>Air Transportation Oversight System (ATOS) Reports</p> <p>1. Observation Reports 2. Risk Assessment Reports</p>	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C incorrectly labels records from N1-237-10-1. Leaving incorrect 15C numbers as pointers to new scheduling.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.1d	Flight standards field offices.	No	Aviation Safety	17	<p>Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities.</p> <p>Includes records relating to agricultural and industrial flying, or rotorcraft files.</p> <p>Includes general correspondence 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.</p>	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.2	General Correspondence Files (Engineering and Manufacturing Activities). Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.3	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.	No	Administration	14	Committee and Conference Files – Committee Management Files - Files for advisory, interagency, and international committees sponsored by FAA. Includes documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.	Permanent. Transfer to FRC when 4 years old or earlier. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.4	<p>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.</p>	No	Aviation Safety	51	<p>All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).</p>	<p>Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed.</p> <p>NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.5	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.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8000.6	FAA Safety Recommendations. Aircraft Certification documents relating to FAA Safety Recommendations.	No	Aviation Safety				No		
8000.6a	FAA Safety Recommendation Case Files. Includes safety recommendations generated internally or by foreign airworthiness authorities and FAA response. These files are located at FAA headquarters.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.6b	FAA safety recommendation background case files. Aircraft certification engineering case files of safety recommendations resulting from accidents/incidents of various aircraft, to include extra copies of the safety recommendation and any technical or analytical documents leading to a final response.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.7	<p>Integrated Airman Certification and Rating Application (IACRA)</p> <p>IACRA acts as a temporary repository for Airman registration and application data. This data's permanent repository is within the Airman Registry. As a result, for a period of time, Airman application and registration data is duplicated between IACRA and the Airman registry with IACRA housing the redundant copy. Airman Registry houses the permanent data once transferred from IACRA.</p> <p>IACRA allows airmen to complete the 8710 (and other related certification applications) electronically via the internet rather than using a paper application. This includes the various roles (Designated Examiner, Recommending Instructor, etc.) necessary through the application process. Applications are also digitally signed by the necessary parties in IACRA. IACRA abides by the same regulations applied by examiners at the Airman Registry.</p>	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	<p>Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed.</p> <p>NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>Principal information in IACRA includes: User PII, application process details/history, digital signature details/history and knowledge test data. Forms include: 8710-1, 8610-1 and 8610-2. The information is provided by IACRA users and validated based on Registry data. Knowledge test information is made available by AFS-630.</p> <p>This authority does not supersede any records of the Registry Modernization System: Airman Certification Records scheduled under N1-237 -06-001.</p>	No		51			No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.8	<p>Flight Standards Training Needs Assessment (FSTNA)</p> <p>FSTNA supports the Office of Aviation Safety (AVS) line of business in the FAA. The purpose of the Training Needs Assessment System (TNA) is to identify Flight Standards training needs for current and future fiscal years. The process is used, not only to systematically identify training needs, but to provide Flight Standards personnel throughout the organization with a sound basis for justifying and supporting their training requests. Information from this system is manually entered into the Learning Management System (e-LMS) when individual staff enrolls in specific training courses. TNA contains information from eLMS including training data, catalog, history of employee training, and current employee training schedule for AVS employees. TNA organizes this data in a way that allows employees to track current training that has been scheduled for them in the eLMS system, and also to identify future training opportunities in the eLMS course catalog for classes</p>	No	Administration	5	Individual Academic Training Case 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 and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.	Temporary. Destroy/delete 5 years after date of last action.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	<p>they need. There are also additional functions in TNA that allow employees to identify situations where they may beneficially swap training events that have been scheduled in the eLMS system, between themselves. TNA receives personnel data from the ARC Business/Historical Analysis Repository -the ARC "BIHAR" - that defines its AVS user community. It contains historical training records for all AVS employees. These training records date back 9 years to the system when it was based on the old Consolidated Personnel Management Information System (CPMIS). The information in this system is not intended to replace the official training records maintained by the FAA Academy which are scheduled under a different authority.</p>	No		5			No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8000.9	<p>Certification Project Management Tool (PMT) (8000.13)</p> <p>The automated certification Project Management Tool (PMT) is used by the FAA Certification Project Team (CPT) to schedule certification tasks, coordinate work assignments, manage work flow, document completion and compliance, monitor the status of the certification process, and to collect and store information for planning post-certification surveillance.</p> <p>Data includes, form names and numbers of forms used for data input, if appropriate, beginning and ending dates for the data, team members, air carrier being certified, the location of where the project is taking place, and the type of equipment (aircraft) associated with the project. Also contains PDF images of the 14 CFR part 121 certificates.</p>	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8010.1	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.	No	Aviation Safety				No		
8010.1a	Reporting forms, such as FAA Form 8070-1, Service Difficulty Report, Malfunction or Defect Report, prepared daily from information contained in original reports.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		
8010.1b	Microfilm of reporting forms and related documents:	No	Aviation Safety				No		
8010.1b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		
8010.1b2	Microfilm of original records.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		
8010.1c	Master tape record containing data extracted from source documents.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8010.1d	Computer listings consisting of scheduled and special interrogation listings.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		
8010.1e	Daily summaries of service difficulty reports.	No	Aviation Safety				No		
8010.1e1	Master copy maintained by the Regulatory Support Division.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		
8010.1e2	All others.	No	Aviation Safety	32	Service Difficulty Program Records. Includes reports, summaries, and forms in all formats dealing with malfunctions, failures and defects that might endanger the safe operation of aircraft.	Temporary. Transfer to FRC when 1 year old. Destroy/delete when 3 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8010.2	<p>Service Difficulty Reporting System (SDR) (8010.f)</p> <p>The purpose of this system is to document receipt and rapidly disseminate reports of conditions adversely affecting continued airworthiness of aeronautical products through Service Difficulty Reports (SDRs) and Malfunction and Defect Reports. This system is also used to identify and disseminate trends and problems and alert appropriate segments of the aviation community and the FAA. General Aviation Alerts are pulled from this data as well as Engineering & Manufacturing may use data to develop Airworthiness Directives.</p>	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8010.2a	<p>Master file database.</p> <p>Information includes dates of report, carrier or manufacturer information, major equipment identify, description of service difficulty, part name, manufacturer part number, part condition, defect location, model numbers, serial numbers, report submitted by information, aircraft registration number, and part service information.</p>	No	Aviation Safety	33	<p>Service Difficulty Program Records – Electronic System of Record. The Service Difficulty Reporting System (SDR) is the current system. The purpose of this system and any successor or similar systems is to document receipt and rapidly disseminate reports of conditions adversely affecting continued airworthiness of aeronautical products through Service Difficulty Reports (SDRs) and Malfunction and Defect Reports. This system is also used to identify and disseminate trends and problems and alert appropriate segments of the aviation community and the FAA. General Aviation Alerts are pulled from this data as well as Engineering & Manufacturing may use data to develop Airworthiness Directives.</p> <p>Information in the master file includes dates of report, carrier or manufacturer information, major equipment identify, description of service difficulty, part name, manufacturer part number, part condition, defect location, model numbers, serial numbers, report submitted by information, aircraft registration number, and part service information.</p>	Permanent. Offer to NARA when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.1	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.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
8020.2	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.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.3	Aircraft Accident/Incident Investigation Files. Case files relating to the reporting and investigation of aircraft accidents, and near midair collisions and other incidents.	No	Aviation Safety				No		
8020.3a	Air carrier accident report and investigation files.	No	Aviation Safety				No		
8020.3a1	Files maintained by Office of Aviation Safety	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
8020.3a2	All others.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
8020.3b	General aviation accident report and investigation files.	No	Aviation Safety				No		
8020.3b1	Files maintained by Aviation System Standards.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
8020.3b2	All others.	No	Aviation Safety	24	Aircraft accident reports and investigations.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 8 years old.	No		
8020.3c	Incident report and investigation files.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.3c1	Files maintained by the Office of Aviation Safety.	No	Aviation Safety	25	Incident reports and investigations.	Temporary. Destroy/delete when 3 years old.	No		
8020.3c2	Accident/incident investigation files, involving FAA aircraft or airmen, maintained by the AFS Senior Flight Safety Officer.	No	Aviation Safety	25	Incident reports and investigations.	Temporary. Destroy/delete when 3 years old.	No		
8020.3c3	All others.	No	Aviation Safety	25	Incident reports and investigations.	Temporary. Destroy/delete when 3 years old.	No		
8020.4	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.	No	Aviation Safety	22	Automated electronic system containing data on accidents and incidents – Master Database. Accident and Violation Investigations. Investigations of aircraft accidents, near misses, and other incidents. Records include reports, witness statements, flight plans, transcripts, medical data, etc.	Permanent. Transfer annually to NARA with any related documentation and external find aids, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.5	<p>September 11, 2001 (911 records)</p> <p>These records represent the full consolidation of documents created and/or maintained by the Federal Aviation Administration (FAA) relating to the events of September 11, 2001. They consist of information related to: the actual terrorist attacks from both internal and external sources, the FAA's involvement in the monitoring of United Airlines 175 and 93 and American Airlines 11 and 77, and the Federal Government's subsequent actions in the aftermath of the 9/11 events. These records were gathered from various FAA offices including administrative headquarters organizations and regional air traffic control facilities.</p> <p>The following is a brief, categorical synopsis of the records covered by this schedule and is by no means all-inclusive: correspondence, electronic mail print-outs, forms, orders, general notices, Notices to Airmen, transcripts, flight strips, accident packages, memoranda, letters, maps,</p>	No	Aviation Safety		Use N1-237-05-04.		No		Use N1-237-05-04.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	charts, graphs, radar plots, handwritten notes, waivers, advisories, flight requests, computer printouts, news articles (from newspapers, the Internet, etc.), military and police reports, press releases, radar data, computer data, and voice recordings and re-recordings.	No					No		
8020.5a	Original records and audio re-recordings.	No	Aviation Safety		Use N1-237-05-04.		No		Use N1-237-05-04.
8020.5b	Scanned images of original records.	No	Aviation Safety				No		Use N1-237-05-04.
8020.6	Accident and Incident Investigation Reporting (AIDS) An automated database system that relevant information concerning aviation accidents/incidents.	No	Aviation Safety				No		
8020.6a	Database. Contains significant accident/incident information associated with a specific accident or incident. Records contain information in the following segments: critical dates, location, general data, technical data, passenger, aircraft and engine information, operator and pilot information, and miscellaneous information.	No	Aviation Safety	22	Automated electronic system containing data on accidents and incidents – Master Database. Accident and Violation Investigations. Investigations of aircraft accidents, near misses, and other incidents. Records include reports, witness statements, flight plans, transcripts, medical data, etc.	Permanent. Transfer annually to NARA with any related documentation and external find aids, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.6a1	Specific Pilot Identifier. Pertains to the specific pilot name and certificate number fields maintained within the pilot information segment of the database.	No	Aviation Safety	23	Automated electronic system containing data on accidents and incidents - inputs and outputs.	Temporary. Destroy/delete when 3 years old.	No		
8020.6b	AIDS Inputs. FAA Form 8020-23, FAA Accident/Incident Report (or its equivalent).	No	Aviation Safety	23	Automated electronic system containing data on accidents and incidents - inputs and outputs.	Temporary. Destroy/delete when 3 years old.	No		
8020.6b1	Original paper records.	No	Aviation Safety	23	Automated electronic system containing data on accidents and incidents - inputs and outputs.	Temporary. Destroy/delete when 3 years old.	No		
8020.6b2	Image file.	No	Aviation Safety	23	Automated electronic system containing data on accidents and incidents - inputs and outputs.	Temporary. Destroy/delete when 3 years old.	No		
8020.6c	AIDS Outputs. Includes statistical and GAO reports. (This item does not include Privacy Act Request responses and Freedom of Information Act responses. These records are covered by Items 1270 and 1280 in this manual.)	No	Aviation Safety	23	Automated electronic system containing data on accidents and incidents - inputs and outputs.	Temporary. Destroy/delete when 3 years old.	No		
8020.6d	AIDS Documentation. Includes System administrator documentation, policy and procedures, data models, table definitions, code books, record layouts, user manuals, and data dictionaries.	No	Aviation Safety	22	Automated electronic system containing data on accidents and incidents – Master Database. Accident and Violation Investigations. Investigations of aircraft accidents, near misses, and other incidents. Records include reports, witness statements, flight plans, transcripts, medical data, etc.	Permanent. Transfer annually to NARA with any related documentation and external find aids, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.7	Safety Recommendations. Documents relating to Safety Recommendations generated by the NTSB or other sources.	No	Aviation Safety				No		
8020.7a	Headquarters Files: These are files located at FAA headquarters in the Office of Aircraft Accident Investigation.	No	Aviation Safety	28	NTSB Safety Recommendations. Record copy maintained by the Office of Primary Responsibility including case files, control logs, tracking documents, reports, and related files.	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 100 years after closure of case.	No		
8020.7b	Regional Files. These files are located in the FAA regional offices.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.8	Lessons Learned From Transport Airplane Accidents Library. Digital library containing consolidated information on transport aircraft accidents. This library contains accident overviews, accident board findings, accident board recommendations, relevant regulations, airworthiness directives, and information on organizational factors, safety conditions and assumptions, accident precursors, resulting regulatory and/or policy changes, lessons learned, common themes, and lists of related accidents. The records, in a variety of digital formats, are described and linked in a database that contains the name, path, and metadata that associates the records with a specific accident, airplane life cycle, accident category, or other thematic grouping. The database also contains narrative information pertaining to each accident.	No	Aviation Safety	31	Safety Information Analysis. FAA promotes open exchange of safety information in order to continuously improve aviation safety. To further this basic objective, the FAA has developed electronic systems for sharing and analysis of safety information data. These systems enable users to search multiple databases, as well as an extensive warehouse of safety data, including data from airlines, flight crews, maintenance staff, air traffic controllers and other air traffic personnel. The systems also track the effectiveness of safety interventions.	Permanent. Offer annually to NARA with any related documentation and external find aids in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.8a	Library Database Records.	No	Aviation Safety	31	Safety Information Analysis. FAA promotes open exchange of safety information in order to continuously improve aviation safety. To further this basic objective, the FAA has developed electronic systems for sharing and analysis of safety information data. These systems enable users to search multiple databases, as well as an extensive warehouse of safety data, including data from airlines, flight crews, maintenance staff, air traffic controllers and other air traffic personnel. The systems also track the effectiveness of safety interventions.	Permanent. Offer annually to NARA with any related documentation and external find aids in accordance with standards applicable at the time.	No		
8020.8a1	Library Database. Database records containing descriptive information and metadata for each library record including file name and location, accident, category, and other contextual information.	No	Aviation Safety	31	Safety Information Analysis. FAA promotes open exchange of safety information in order to continuously improve aviation safety. To further this basic objective, the FAA has developed electronic systems for sharing and analysis of safety information data. These systems enable users to search multiple databases, as well as an extensive warehouse of safety data, including data from airlines, flight crews, maintenance staff, air traffic controllers and other air traffic personnel. The systems also track the effectiveness of safety interventions.	Permanent. Offer annually to NARA with any related documentation and external find aids in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.8b	Library Records. Documents, photographs, illustrations, animations, and other records documenting transport aircraft accidents, accident investigation and findings, analysis, and resulting reactions. May consist of accident board findings, accident board recommendations, copies of relevant regulations, airworthiness directives, lists of related accidents, and other pertinent information illustrating the lessons learned from accidents.	No	Aviation Safety	31	Safety Information Analysis. FAA promotes open exchange of safety information in order to continuously improve aviation safety. To further this basic objective, the FAA has developed electronic systems for sharing and analysis of safety information data. These systems enable users to search multiple databases, as well as an extensive warehouse of safety data, including data from airlines, flight crews, maintenance staff, air traffic controllers and other air traffic personnel. The systems also track the effectiveness of safety interventions.	Permanent. Offer annually to NARA with any related documentation and external find aids in accordance with standards applicable at the time.	No		
8020.8b1	NTSB Safety Recommendation Case Files. Includes the initial NTSB letter transmitting safety recommendations to FAA (green sheet), official FAA response, and NTSB response. These files are located at FAA headquarters in the Office of Aircraft Accident Investigation.	No	Aviation Safety	28	NTSB Safety Recommendations. Record copy maintained by the Office of Primary Responsibility including case files, control logs, tracking documents, reports, and related files.	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 100 years after closure of case.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8020.8b2	NTSB Safety Recommendation Background Case Files. Includes extra copies of the Safety Recommendation and technical or analytical documents consulted by the FAA to draft the official FAA response, grid version of the FAA response memo, copy of the signed FAA response memo, memos from AAI, and letters from the NTSB. These files are located in the FAA regional offices.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		
8025.1	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.	No	Aviation Safety				No		
8025.1a	Case files involving investigation of fatal accidents.	No	Aviation Safety	26	Medical investigations - Fatal accidents/Investigations of special medical interests.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 25 years after closure.	No		
8025.1b	Case files involving investigation of non-fatal accidents.	No	Aviation Safety	26	Medical investigations - Fatal accidents/Investigations of special medical interests.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 25 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8025.1c	Card file on airmen involved in general aviation accidents of special medical interest.	No	Aviation Safety	26	Medical investigations - Fatal accidents/Investigations of special medical interests.	Temporary. Transfer to FRC 3 years after closure. Destroy/delete 25 years after closure.	No		
8030.1	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.	No	Policy and Regulation				No		
8030.1a	Regional Flight Standards offices.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
8030.1b	Flight Standards field offices.	No	Policy and Regulation				No		
8030.1b1	Records relating to violations which result in legal enforcement action.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8030.1b1 a	Official Case File.	No	Policy and Regulation	1	Regulatory Compliance and Enforcement includes all records involved in the implementation, monitoring, and oversight of regulations for the air transportation industry. All enforcement action records are included. This includes inspection records, as well as records related to standards and reporting requirements developed to guide regulated entities such as airports, aircraft manufacturers, and airlines. Enforcement, Oversight and Compliance Case Files.	Temporary. Cut off files when case is closed in enforcement electronic systems. Transfer to FRC 2 years after case closure. Destroy/Delete 5 years after case closure.	No		
8030.1b1 b	Copies of the Official Case File maintained by the Flight Standards Investigating Office.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
8030.1b2	Records relating to violations which result in administrative enforcement action.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8030.1b3	Records resulting in "no action".	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
8030.1b4	Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		
8030.1c	Flight Standards Washington Headquarters Divisions.	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/delete 2 years after closure.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1	Aviation Safety Files 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.	No	Policy and Regulation				No		
8040.1a	Agency Office of Primary Interest.	No	Policy and Regulation				No		
8040.1a1	Civil Air Regulations (CAR), Federal Aviation Regulations (FAR), and Airworthiness Directives.	No	Policy and Regulation				No		
8040.1a1a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a1 b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a1 c	If not microfilmed.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a2	Special conditions.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a3	Airworthiness and Operations Review Program and related rulemaking activities.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a3 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a3 b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a3 c	If not microfilmed.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a4	Denials of petitions for rulemaking.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a4 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a4 b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a4 c	If not microfilmed	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a5	Petitions for exemptions.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a5 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a5 b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a5 c	If not microfilmed.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a6	Petitions for reconsideration of operations specifications.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a6 a	Original records. Microfilm in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a6 b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.1a6 c	If not microfilmed.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.1a6d	Regional Flight Standards offices.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.2	Flight Standards Regulations Waiver Files. Documents maintained by Flight Standards field offices relating to waivers of flight safety regulations (other than by air carriers).	No	Policy and Regulation	2	Enforcement, Oversight and Compliance Working Files. Includes national, headquarters, regional, field, office and facilities internal evaluation reports excepting Flight Standards internal evaluation reports which are scheduled in Aviation Safety, Aircraft Management.	Temporary. Destroy/Delete 2 years after closure.	No		
8040.3	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.3a	Records not microfilmed.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		
8040.3b	If microfilmed:	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		
8040.3b1	Original records. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		
8040.3b2	Microfilm of original records.	No	Aviation Safety	29	FAA Safety Recommendations and all background case files. Files related to FAA Safety Recommendations to the NTSB generated and maintained by units other than the Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC 5 years after closure of case. Destroy/delete 15 years after closure of case.	No		
8040.4	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.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8040.4a	Preamble, CFR, and history sheets. Microfilm a 5-year block in accordance with 36 CFR 1230.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8040.4b	Microfilm of original records.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
8050	Registry Modernization System: Aircraft Records	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.1	<p>Aircraft Registration and Recordation Files. Records required to maintain the U.S. Civil Aircraft Register as provided for in Title 49 United States Code, Sections 44101 through 44112. These records are organized into case files containing histories of registered aircraft including ownership information, lien status, airworthiness data, and related correspondence. Case files may include: aircraft registration applications, aircraft bills of sale or other evidence of ownership, liens, lien releases, security instruments, leases, terminations of leases, requests for aircraft identification number changes, address changes, de-registration requests, unrecorded documents in suspense, correspondence outlining remaining requirements for registration or recording, the record of the Aircraft Registration Branch's actions on the above items, airworthiness applications, returned and file copies of airworthiness certificates, and major repair and alteration reports.</p>	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.10	Image Files. Electronic images of Aircraft Registration and Recordation Files, Assignment Cards, Signature Authorization Files, Export Certificate of Airworthiness Files, Export Certificate Number Assignment Cards, Engine Propeller and Spare Parts Location Recordation files, Engine Propeller and Spare Parts Location Cards, Dealer's Aircraft Registration Certificate Files, and Recording Books.	No	Aviation Safety				No		
8050.10a	Aircraft Registration and Recordation Files, Assignment Cards, and Signature Authorization Files	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.10b	All other records.	No	Aviation Safety	45	Export certificate files and number assignment cards, parts location recordation files, and cards, dealer's certificate files, and recording books, and indexes to these records.	Temporary. Destroy/delete when information is 75 years old, or 25 years after associated aircraft is no longer in existence, or when no longer needed, whichever is longer.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.11	Image Files Indexes. These data files contain text used to search electronic images of records.	No	Aviation Safety				No		
8050.11a	Aircraft Registration and Recordation Files, Assignment Cards, and Signature Authorization Files image files indexes.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.11b	All other records image files indexes.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.12	Aircraft Registration Database (AR). This dynamic data file contains current information about civil aircraft (extracted from documents listed as Inputs numbered 1-9 above) including: name of registered owner or pending owner, owner's address, names of previous registered owners, registration date, aircraft description (serial number, N number, make, model, aircraft type), registration status, registration type, pending number changes, engine description, airworthiness type and date, registration cancellation date, reason for cancellation, and, if applicable, country to which aircraft was exported.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.12a	Aircraft Registration Masterfile and associated code and information tables including Aircraft Reference File, Engine Reference File, Aircraft Dealer Applicant File, N-Number/Serial Number Cross Reference File, the Kit Code List, the table of all de-registered aircraft, the table containing names of all previous registered aircraft owners, and the table identifying aircraft that are part of the Civil Reserve Air Fleet Program.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.12b	All other tables.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		
8050.12b	OUTPUTS	No	Aviation Safety				No		
8050.13	Listings of U.S. Civil Aircraft. Monthly reports generated by the Aircraft Registration System (AR) listing information and statistics from all of the records received by the Registry during that time period.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.13a	S. Civil Registry by N-Number, U.S. Civil Registry by Serial Number, U.S. Civil Registry by Name of Registrant, U.S. Civil Registry by Make and Model, U.S. Civil Registry by State and County, Aircraft Dealer Applicant, Engine Reference File, Aircraft Reference File in M/M/S Sequence, Aircraft Reference File in Model Group Sequence, and Aircraft Reference File in Model Series Name Sequence.	No	Aviation Safety				No		
8050.13a 1	January listings (containing December data) through 2004.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.13a 2	All other listings.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		
8050.13b	Reserve N-Numbers and Reserve Party.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		
8050.13c	Document Index – Collateral and Doc	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.14	FAA employees use the RMS to create various ad hoc reports for reference and tracking purposes. RMS also generates the aircraft certificates the FAA mails to aircraft owners.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		
8050.14	Other.	No	Aviation Safety				No		
8050.14	DOCUMENTATION	No	Aviation Safety				No		
8050.15	RMS documentation regarding aircraft records including code books, record layouts, user manuals, and data dictionaries.	No	Aviation Safety				No		
8050.15a	For permanent electronic records.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.15b	For temporary electronic records.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.16	File contains leases and conditional sales contracts. These records are sent to and received by the FAA in compliance with 14 CFR Section 91.23, the Truth-in-leasing clause requirement in leases and conditional sales contracts.	No	Aviation Safety				No		
8050.16	Truth in Leasing File	No	Aviation Safety				No		
8050.16a	Original paper records.	No	Aviation Safety	46	Foreign aircraft leases and truth-in-leasing files.	Temporary. Transfer to FRC when no longer needed. Destroy/delete when 40 years old.	No		
8050.16b	Images (e.g., microfilm or electronic image).	No	Aviation Safety	46	Foreign aircraft leases and truth-in-leasing files.	Temporary. Transfer to FRC when no longer needed. Destroy/delete when 40 years old.	No		
8050.17	These records are received by the FAA in compliance with regulation 14 CFR Sections 121.153 and 135.25.	No	Aviation Safety				No		
8050.17	Foreign Aircraft Leases	No	Aviation Safety				No		
8050.17a	Original paper records.	No	Aviation Safety	46	Foreign aircraft leases and truth-in-leasing files.	Temporary. Transfer to FRC when no longer needed. Destroy/delete when 40 years old.	No		
8050.17b	Images (e.g. microfilm or electronic image).	No	Aviation Safety	46	Foreign aircraft leases and truth-in-leasing files.	Temporary. Transfer to FRC when no longer needed. Destroy/delete when 40 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.1a	Original paper records.	No	Aviation Safety				No		
8050.1a1	Records that are imaged. (8050 Item)	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.1a2	Records that are not imaged. (8050 Item)	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.1a3	All other tables	No	Aviation Safety				No		
8050.1b	Microfiche copy.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		
8050.1c	Aircraft Records Retrieval and Storage Program (ARRAS) microfiche locator system records.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.1c	This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).	No	Aviation Safety				No		
8050.1d	This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8050.1d	Daily Documents. Copy of documents stored on a media outside RMS (e.g., microfilm and compact disk) and arranged by date received.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8050.2	Assignment Cards. 3" x 5" cards used to track and cross-reference the assignment of registration and serial numbers to individual aircraft. These cards consist of two different forms or the equivalents: Aircraft Registration Assignment Card (AC Form 8050-56) and Aircraft Serial Record (AC Form 8050-16). Notations include registration number changes as well as deregistration, reinstatement and export dates of aircraft.	No	Aviation Safety	45	Export certificate files and number assignment cards, parts location recordation files, and cards, dealer's certificate files, and recording books, and indexes to these records.	Temporary. Destroy/delete when information is 75 years old, or 25 years after associated aircraft is no longer in existence, or when no longer needed, whichever is longer.	No		
8050.2	This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.3	Signature Authorization Files. Paper case files containing back-up documents establishing the authority of a signature on documents submitted for aircraft registration and recordation. Files include certificates of incorporation, powers of attorney, name changes, appointments of estate representatives, articles of incorporation, and trusts.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.4	Export Certificate of Airworthiness Files. These paper files include certificate applications (FAA Form 8130-1 or its equivalent) and copies of certificates (FAA Form 8130-4 or its equivalent) issued for exported aircraft, engines and propellers. (Many export certificate of airworthiness applications and certificates are filed in the corresponding Aircraft Registration and Recordation File.)	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.5	Export Certificate Number Assignment Cards. 3" x 5" cards (AC Form 8050-72 or its equivalent) identifying the number on the Export Certificate of Airworthiness issued for individual aircraft, engines and propellers that have been exported.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.6	Engine, Propeller and Spare Parts Location Recordation Files. (8050 Item 2) Paper case files regarding instruments executed for security purposes or the release of security interest for large engines, propellers and spare parts location. Files include security agreements, releases, leases, and lease terminations.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.7	This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.7	Engine, Propeller and Spare Parts Location Cards. 5" x 8" cards used to index the filing locations in aircraft registration files of documents affecting an interest in engine, propeller and spare part locations. Created to enable searching of the aircraft registration and recordation files for lease and security instrument recordings (e.g. security agreements, leases, releases, and lease terminations) by the description of the engine, propeller or location affected.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.8	Dealer's Aircraft Registration Certificate Files. (8050 Item 3) Paper case files documenting holders of dealers' aircraft registration certificates. Files include registration certificate applications and related correspondence.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8050.9	Recording Books. Books listing the document recording numbers used in the Aircraft Registration and Recording System with brief notations as to the aircraft, engines, propellers, or spare parts locations affected by individual recordings. These books are used to cross-reference a document recording number to a specific aircraft or other collateral.	No	Aviation Safety	44	Aircraft Registration and Recordation-Record Copies. Includes registration and recordation files, assignment cards, signature authorizations, indexes, registration database, and annual listings of civil aircraft, along with documentation.	Permanent. Cut off when images are scheduled to be deleted or at end of calendar year, and transfer annually to NARA with documentation, in accordance with standards applicable at the time	No		
8050.9	This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8050.9	MASTER FILES	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8060.1	Registry Modernization System: Airman Certification Records	No	Aviation Safety				No		
8060.2	Student Pilot Certification Files. (These records are filed with Airman Certification Files.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8060.3	Foreign License Verification Files. (FAA Item 8060.6) Includes application for Verification of Authenticity of Foreign License, Rating, and Medical Certification (Form AFS-760-Exam-02 or its equivalent), correspondence with CAAs, and a copy of the FAA's verification letter to applicant.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8060.4	Crewmember Passport Files. Records regarding identification cards verified through the State Department and issued by the FAA to U.S. citizens employed on air carriers involved in international flights in order to enable these employees to clear foreign customs. Files include applications (such as FAA Form 8066 or its equivalent) and photographs of crewmembers.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8060.5	Crewmember Passport 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.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8060.A	INPUTS	No	Aviation Safety				No		
8060.A1	Airman Certification Files. Records required to maintain the U.S. Civil Airmen Register as provided in Title 49 United States Code Section 44703, 44709 and 44710. Files include: certification applications, temporary airman certificates, knowledge test results, notices of disapprovals, enforcement actions, correspondence regarding requests for replacement certificates and changes to the record, and Student Pilot Certification Files.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8060.A1a	Original paper records.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8060.A1 b	Microfilm copies of the original records and pertinent indices.	No	Aviation Safety				No		
8060.A1 b1	Not digitized	No	Aviation Safety	50	Airmen Certification. Issuance and status of certificates and ratings of airmen, and related correspondence; applications; student pilot certifications; correspondence relating to qualifying experience, examinations, and other criteria required for certification.	Temporary. Transfer to FRC when no longer needed in office. Destroy/delete when 60 years old or when no longer needed for agency business, whichever is longer	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8060.A1 b2	digitized.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8060.A1c	Digital image copies and pertinent indices.	No	Aviation Safety	50	Airmen Certification. Issuance and status of certificates and ratings of airmen, and related correspondence; applications; student pilot certifications; correspondence relating to qualifying experience, examinations, and other criteria required for certification.	Temporary. Transfer to FRC when no longer needed in office. Destroy/delete when 60 years old or when no longer needed for agency business, whichever is longer	No		
8060.A1 d	Born-digital records.	No	Aviation Safety	50	Airmen Certification. Issuance and status of certificates and ratings of airmen, and related correspondence; applications; student pilot certifications; correspondence relating to qualifying experience, examinations, and other criteria required for certification.	Temporary. Transfer to FRC when no longer needed in office. Destroy/delete when 60 years old or when no longer needed for agency business, whichever is longer	No		
8060.B	MASTER FILES	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8060.B1	Comprehensive Airmen Information System (CAIS). (FAA Item 8060.1.b.1) The records in this data file contain key information derived from Airmen Certification Documents including: airman identification information (name, social security number, birth date, height, weight, hair and eye colors, gender, nationality, and place of birth); airman's mailing, physical, and e-mail addresses; certificate type, level and number; ratings; limitations; date certificate issued; names of test administrators and flight instructors; and information about enforcement actions.	No	Aviation Safety	50	Airmen Certification. Issuance and status of certificates and ratings of airmen, and related correspondence; applications; student pilot certifications; correspondence relating to qualifying experience, examinations, and other criteria required for certification.	Temporary. Transfer to FRC when no longer needed in office. Destroy/delete when 60 years old or when no longer needed for agency business, whichever is longer	No		
8060.B1d	Born-digital records.	No	Aviation Safety	50	Airmen Certification. Issuance and status of certificates and ratings of airmen, and related correspondence; applications; student pilot certifications; correspondence relating to qualifying experience, examinations, and other criteria required for certification.	Temporary. Transfer to FRC when no longer needed in office. Destroy/delete when 60 years old or when no longer needed for agency business, whichever is longer	No		
8060.C	OUTPUTS	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8080.1	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.	No	Aviation Safety				No		
8080.2	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).	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8080.3	Delete this item in its entirety. This function is no longer performed or required by the agency. Airman Knowledge Test Application Files. Application forms and related answer sheets completed by applicants for airman certificates.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8080.3a	Originals maintained by the Airman/Aircraft Registry.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8080.3b	Copies of completed answer sheets retained by offices administering the tests.	No	Aviation Safety				No		Series is no longer in use. Destroy as appropriate.
8080.4	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.	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed. NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.	No		
8090.1	Inspection files of the National Aviation Safety Inspection Program (NASIP), Regional Aviation Safety Inspection Program (RASIP), and Office Aviation Safety Inspection Program (OASIP). Files maintained by Flight Standards regarding air carriers, emergency medical service operators, pilot schools, repair stations, maintenance technician schools, and external load operators. Files include correspondence, team member lists, inspector information sheets, database reports, and inspection findings reports.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8090.1a	Flight Standards Certification and Surveillance Division.	No	Aviation Safety	30	Safety Recommendations and Reports- All other records. Includes any safety recommendation records excluding recommendations made to the NTSB (see Items 28 and Item 29).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8090.1b	Regional Flight Standards Offices.	No	Aviation Safety	30	Safety Recommendations and Reports- All other records. Includes any safety recommendation records excluding recommendations made to the NTSB (see Items 28 and Item 29).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8090.1c	Flight Standards Field Offices.	No	Aviation Safety	30	Safety Recommendations and Reports- All other records. Includes any safety recommendation records excluding recommendations made to the NTSB (see Items 28 and Item 29).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8090.2	NASIP Annual Reports	No	Aviation Safety	31	Safety Information Analysis. FAA promotes open exchange of safety information in order to continuously improve aviation safety. To further this basic objective, the FAA has developed electronic systems for sharing and analysis of safety information data. These systems enable users to search multiple databases, as well as an extensive warehouse of safety data, including data from airlines, flight crews, maintenance staff, air traffic controllers and other air traffic personnel. The systems also track the effectiveness of safety interventions.	Permanent. Offer annually to NARA with any related documentation and external find aids in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8090.3	<p>Advanced Qualification Program Database</p> <p>The Advanced Qualification Program (AQP) is a voluntary program for airlines to create training programs and evaluate proficiency. The purpose of the database is to capture and maintain information provided by all airlines subject to 14 CFR Parts 121 and 135 documenting participation in the AQP as described in Advisory Circular 120-54.</p> <p>Field structure: curriculum, curriculum ID, fleet, score, date, designator, fleet, evaluator ID, eval type, SIM ID and crew ID.</p>	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	<p>Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed.</p> <p>NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8090.3	<p>Voluntary Disclosure Reporting Program System (VDRP) 8090.5</p> <p>The purpose of this system is to provide a collection tool for certificate holder, qualified fractional ownership programs, or a Production Approval Holder (PAH) operating under Title 14 of the Code of Federal Regulations (14 CFR) to voluntarily disclose apparent violations of those FAA regulations.</p> <p>Program is governed by Advisory Circular (AC) No. 00-58A (Voluntary Disclosure Reporting Program) Data is maintained by FAA AQS branch in Oklahoma City, Oklahoma. Data collected is handled through a web-based system subject to access privileges. Only authenticated users can access VDRP system. All transactions are encrypted using 128 bit Secure Socket Layer (SSL) technology. Information is entered directly into the system. The system generates notifications to appropriate Flight Safety personnel.</p> <p>Information includes: name,</p>	No	Aviation Safety	51	All Other Airmen Certification and related records. Includes designee case files; airmen knowledge test records, airmen certificate data found and duplicated across multiple electronic systems such as the Integrated Airman Certification and Rating Application (IACRA), Advanced Qualification Program (AQP), Voluntary Disclosure Reporting Program System (VDRP).	<p>Temporary. Destroy/delete when 5 years old or, if duplicate information; Destroy/delete when no longer needed.</p> <p>NOTE: Designated medical examiner files are scheduled under Item 54 – Medical Certifications.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	date of violation, type of violation, analysis of violation including but not limited to documents or manuals reviewed; equipment examined; activities observed; and interview data, corrective action.	No		51			No		
8090.3	<p>Advanced Qualification Program Database (8090.3)</p> <p>The Advanced Qualification Program (AQP) is a voluntary program for airlines to create training programs and evaluate proficiency.</p> <p>The purpose of the database is to capture and maintain information provided by all airlines subject to 14 CFR Parts 121 and 135 documenting participation in the AQP as described in Advisory Circular 120-54.</p> <p>Field structure: curriculum, curriculum ID, fleet, score, date, designator, fleet, evaluator ID, eval type, SIM ID and crew ID</p>	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8100	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.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8110.1	Aircraft Engineering Case Files. Case or project 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. Consists of applications, correspondence, engineering data, drawings, and specifications related to the prototype; and project data airworthiness certificates, copies of 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.	No	Aviation Safety				No		
8110.1a	Aircraft case files maintained by regional/field aircraft certification offices	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8110.1a1	Domestic Aircraft Type Certificate Case Files. Product case files maintained by regional/field aircraft certification offices for which the United States is the state of design.	No	Aviation Safety	42	Type certificate case files. Includes foreign and domestic type certificate files.	Permanent. Cut off when approved. Transfer to FRC when no longer needed on site. Offer to NARA 100 years after cutoff. Electronic records should be transferred to NARA when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
8110.1a2	Domestic Aircraft Supplemental Type Certificate Case Files. Case files maintained by regional/field aircraft certification offices for which the United States is the state of design.	No	Aviation Safety	42	Type certificate case files. Includes foreign and domestic type certificate files.	Permanent. Cut off when approved. Transfer to FRC when no longer needed on site. Offer to NARA 100 years after cutoff. Electronic records should be transferred to NARA when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8110.1a3	Foreign Aircraft Type Certificate Case Files. Product case files maintained by regional/field aircraft certification offices for which the United States is not the state of design.	No	Aviation Safety	42	Type certificate case files. Includes foreign and domestic type certificate files.	Permanent. Cut off when approved. Transfer to FRC when no longer needed on site. Offer to NARA 100 years after cutoff. Electronic records should be transferred to NARA when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
8110.1a4	Foreign Aircraft Supplemental Type Certificate Case Files. Product case files maintained by regional/field offices for which the Unites States is not the state of design.	No	Aviation Safety	42	Type certificate case files. Includes foreign and domestic type certificate files.	Permanent. Cut off when approved. Transfer to FRC when no longer needed on site. Offer to NARA 100 years after cutoff. Electronic records should be transferred to NARA when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8110.1a5	Cancelled Type Certificate or Supplemental Type Certificate Case Files. Case files maintained by regional/field aircraft certification offices consisting of agency correspondence, deliberations and documentation related to the reason for cancellation. These are case files where the TC is not issued.	No	Aviation Safety	42	Type certificate case files. Includes foreign and domestic type certificate files.	Permanent. Cut off when approved. Transfer to FRC when no longer needed on site. Offer to NARA 100 years after cutoff. Electronic records should be transferred to NARA when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
8110.1b	Equipment case files maintained by regional/field flight standards offices. NOTE: Aircraft Certification offices. Equipment case files maintained by regional/field flight standards offices. See specific PMA and TSO retention instructions under designated file codes in major subject classes 8110, 8120 and 8150.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8110.2	Engineering Parts Manufacturer Approval (PMA) Files. Files created or received by Aircraft Certification Offices in ensuring that the design of replacement and modification parts for installation on a type-certificated product complies with airworthiness standards. PMA files for Manufacturing Inspection Offices are under Major Subject Class 8120.	No	Aviation Safety				No		
8110.2a	Engineering PMA documents related to specific companies or parts to include: applications, approvals, correspondence, technical data and test results, evidence of licensing agreements, conformity statements and requests for minor changes.	No	Aviation Safety	48	All other aircraft registration and certification related records.	Temporary. Destroy/delete when no longer needed.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8120.1	Certificate Management Evaluations – External Records. Records relating to evaluations/audits of facilities that have received approval to manufacture aircraft products or parts thereof to determine compliance with regulations. This item includes for example, Aircraft Certification Systems, Evaluation Program (ACSEP), Evaluation Principle Inspector (PI), Evaluation, Supplier Control Audit, Product Audit, District Audit, Special District Office Audits	No	Aviation Safety				No		
8120.1a	Certificate Management Evaluations – External Records. Headquarters Planning Files. Includes general program guidance and management documents such as: program committee meeting minutes, schedules, and office and directorate reports.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8120.1b	Certificate Management Evaluations – External Records. Planning Files Related to a Specific Evaluation. Records created prior to an evaluation/audit containing logistical information including, for example, information about team assignments, location where team members will meet, and the hours during which the audit will be performed.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8120.1c	Completed Evaluation Case Files. Includes final report, documentary evidence, and correspondence. Some documentary evidence may become part of an Enforcement Investigative Report (EIR) case file.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8120.2	Production Approval Records. Includes all records relating to the FAA granting authority or approval to manufacturers to produce aircraft parts or parts thereof. This includes for example, Production Certification (PC) approvals, Approved Production Inspection Systems (APIS) approvals, Manufacturing Office Parts Manufacturer Approvals (PMA), and Manufacturing Office Technical Standard Order Approvals (TSOA).	No	Aviation Safety				No		
8120.2a	Documents related to specific products, models, manufacturers or facilities. Includes records FAA must review in order to determine whether quality control or inspection system will be carried out in accordance with an FAA-approved design. Includes applications, project initiation forms, correspondence, and final product approvals or disapprovals. Also may include quality control data, engineering and flight test documents, evidence of licensing agreements, manuals, an identity documents or test and computation documents.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8122.1	Investigative Files and Resolved Notifications. These records include files and other investigative materials pertaining to a SUP case. Records may contain names, telephone numbers, and certificate numbers of companies or individuals, the individuals' and companies' roles in SUP investigations; information referencing enforcement actions, alerts or notification actions; and investigation results.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8122.1a	Paper Case Files. Investigative materials pertaining to a Suspected Unapproved Parts (SUP) case. Files may include SUP notifications, SUP status Reports, photographs, notes, copies of records obtained during the investigation, witness statements as applicable, documented interviews, briefing papers, etc.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8130.1	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	No	Aviation Safety				No		
8130.1a	Civil airworthiness files.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8130.1b	Military airworthiness files.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8130.1c	Export airworthiness files.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8150.1	Engineering TSO Development Documents. Documents associated with production authorizations issued to manufacturers of articles found to meet Technical Standard Order performance standards, and which are not related to a specific manufacturer, product or facility. Includes documents such as, the TSO, the proposed TSO, copies of associated minimum performance standards (MPS), reference to other relevant standards, internal FAA correspondence, internal FAA clearance records with attached comments, copy of the Federal Register Notice, public comments received, and a summary of the public comments.	No	Aviation Safety	43	Technical Standard Orders Development Documents.	Temporary. Cut off when terminated. Transfer to FRC when no longer needed on site. Destroy/delete 100 years after cutoff or when no longer needed for agency business, whichever is later.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8150.2	Engineering TSOA documents related to specific manufacturers, models, products or facilities, to include: applications and associated technical data, quality control system reviews, approvals, requests for deviation, cancellations, minor design changes, surveillance activity reports, correspondence, malfunction and defect reports, and audit and surveillance reports.	No	Aviation Safety	43	Technical Standard Orders Development Documents.	Temporary. Cut off when terminated. Transfer to FRC when no longer needed on site. Destroy/delete 100 years after cutoff or when no longer needed for agency business, whichever is later.	No		
8200.1	General Correspondence Files. Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.	No	Aviation Safety				No		
8200.1a	Agency office of primary interest.	No	Aviation Safety				No		
8200.1a1	General correspondence as noted above.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.1a2	Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.1b	Aviation System Standards and regional Flight Standards offices.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.2	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.2a	Aviation Systems Standards, Flight Inspection Field Offices, and regional reports.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.2b	Monthly summaries.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.2c	Annual summaries.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3	Flight Inspection Report Files. Reports of flight inspection of aids to air navigation, and related data. All flight inspection field office shall forward original flight inspection reports and recordings to the Aviation Systems Standards Office located in OKC for processing and storage.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3a	Flight inspection reports – Processed copies of final reports.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3a1	Official records maintained by Aviation System Standards Office. These are maintained on paper.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3a2	Duplicate Copies	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3a2 a	Microfilm record copy maintained by FSNFO.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3a2 b	Flight inspection field facilities.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3a2 c	Aviation System Standards (AVN).	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3a2d	Microfilm of original records	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3a2d1	Official record copy maintained by AVN.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3a2e	All other microfilm copies.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3b	Flight Inspection Recordings and Associated Data. Associated data may include inspection worksheets, polar plots of coverage patterns, error curve graphs, correspondence, horizon profiles, site drawings, topographic charts, instrument approach/departure procedure charts, photographs, data sheets, aircraft logbooks, audio recordings, and data logger files.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b1	Site evaluation records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3b2	Commissioning re-categorization inspection records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b2 a	If NOT followed by a re-categorization of reconfiguration inspection.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3b2 b	If followed by a re-categorization or reconfiguration inspection.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b3	After accident flight inspections.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3b4	Periodic, special, and surveillance flight inspection records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b4 a	Site evaluation records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.3b4 b	Commissioning records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b4 c	Periodic, special, and surveillance flight inspection records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C numbering is off.
8200.3b4 c1	History of facility files	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C numbering is off.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3b4 c2	After accident flight check data files	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C numbering is off.
8200.3b4 c3	Shipboard TACAN records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		Order 1350.15C numbering is off.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8200.3c	Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8200.6	Instrument Approach Procedure Files. (FAA Forms 8260 series or equivalent).	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8300.1	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).)	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.10	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.	No	Aviation Safety				No		
8300.10a	Utilization reports.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.10b	Monthly listings.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.10c	Quarterly listings.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.10d	Computer Listings.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.10e	Aircraft Utilization and Propulsion Report.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.11	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.	No	Aviation Safety				No		
8300.11a	Flight Standards Technical Division.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.11b	Regional Flight Standards Divisions.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.11c	Flight Standards District Offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.2	Air Carrier Maintenance files.	No	Aviation Safety				No		
8300.2a	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.2a1	Regional flight standards offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.2a2	Flight Standards field offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.2b	Basic certificates, specifications, and authorizations.	No	Aviation Safety				No		
8300.2b1	Regional flight standards offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.2b2	Flight Standards field offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.3	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.	No	Aviation Safety	59	Other Permits and Licenses - Inspections and certifications. Inspection and certification of approved schools, repair stations, air taxis, training and maintenance activities, special flight permits, and air traffic control specialist certifications.	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.4	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.	No	Aviation Safety	59	Other Permits and Licenses - Inspections and certifications. Inspection and certification of approved schools, repair stations, air taxis, training and maintenance activities, special flight permits, and air traffic control specialist certifications.	Temporary. Destroy/delete when 5 years old.	No		
8300.5	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.	No	Aviation Safety	59	Other Permits and Licenses - Inspections and certifications. Inspection and certification of approved schools, repair stations, air taxis, training and maintenance activities, special flight permits, and air traffic control specialist certifications.	Temporary. Destroy/delete when 5 years old.	No		
8300.6	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.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.7	Service Difficulty Program Files. See 8010.	No	Aviation Safety				No		See 8010.
8300.8	Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) Systems Data Files.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.8a	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.	No	Aviation Safety				No		
8300.8a1	Master tape record. Microfilm in accordance with 36 CFR 1230.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8300.8a2	Microfilm of the taped data.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8300.8a2 b	Mechanical Interruption Summary (MIS) system data files. Data retained in the district office.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8300.9	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.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8400.1	Air Carrier Operations Files.	No	Aviation Safety				No		
8400.1a	Case files documenting the certification, inspection, and surveillance of operations of scheduled and non-scheduled air carriers.	No	Aviation Safety				No		
8400.1a1	Regional flight standards offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8400.1a2	Flight Standards field offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8400.1b	Basic certificates, specifications, and authorizations	No	Aviation Safety				No		
8400.1b1	Regional flight standards offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8400.1b2	Flight Standards field offices.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8400.2	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.	No	Aviation Safety	59	Other Permits and Licenses - Inspections and certifications. Inspection and certification of approved schools, repair stations, air taxis, training and maintenance activities, special flight permits, and air traffic control specialist certifications.	Temporary. Destroy/delete when 5 years old.	No		
8400.3	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.	No	Aviation Safety	59	Other Permits and Licenses - Inspections and certifications. Inspection and certification of approved schools, repair stations, air taxis, training and maintenance activities, special flight permits, and air traffic control specialist certifications.	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8400.4	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.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8400.5	Rotorcraft External Load Operations Files. Case files documenting the certification, inspection, and surveillance of rotorcraft external load operations.	No	Aviation Safety	17	Oversight Records. Oversight system consists of design assessment, the function that ensures an air carrier's operating systems comply with regulations and safety standards; performance assessments to confirm that an air carrier's operating systems produce intended results, including mitigation or control of hazards and associated risks; and risk management to deal with hazards and associated risks, and manage FAA resources according to risk-based priorities. Includes records relating to agricultural and industrial flying, or rotorcraft files. Includes general correspondence 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.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
8400.6	Instrument Pilot Training Files. Correspondence pertaining to instrument pilot training for air carrier pilots, air line transport rating, and flight and academic test procedures.	No	Administration	5	Individual Academic Training Case 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 and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.	Temporary. Destroy/delete 5 years after date of last action.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8400.7	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.	No	Administration	5	Individual Academic Training Case 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 and similar programs for students participating in training courses. Includes pilot training, proficiency and qualification files.	Temporary. Destroy/delete 5 years after date of last action.	No		
8400.8	Special Flight Permit Files. Documents relating to issuance of ferry permits and manufacturer product flight test permits	No	Aviation Safety	60	Special flight permits.	Temporary. Destroy/delete 90 days after action for which permit are issued, or after need have been exhausted.	No		
8400.9	Safety Improvement Report Files. FAA Form 8740-5, or equivalent, and related correspondence.	No	Aviation Safety	30	Safety Recommendations and Reports- All other records. Includes any safety recommendation records excluding recommendations made to the NTSB (see Items 28 and Item 29).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8500	Medical Examination Clear Files. Reports of medical examination of airmen containing no significant pathology arranged numerically by number reflecting year and sequence of receipt.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8500.1	<p>The Aeromedical Medical Certification Files. An international repository of airmen medical records and an automated system for the collection and dissemination of medical data for the aerospace medical certification program for processing medical applications and issuing or denying medical certification as outlined in chapter 8-68 of the DOT Order AM11003F. These records include pathology files, clear files, electrocardiogram files, and medical examination locator files. Pathology Files consists of applications for medical certificates and related records and documents evidencing the history and medical status of any disabilities or diseases. Clear Files consist of reports of medical examination of airmen containing no significant pathology and are arranged numerically by number reflecting year and sequence of receipt. Electrocardiogram Files consist of ECG tracings and microfilm and microfiche of original tracings generated in medical examinations of airline transport pilots maintained by the Civil</p>	No	Aviation Safety	54	<p>Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.</p>	<p>Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
	Aerospace Medical Institute. Medical Examination Locator Files consist of records containing file locator information on airmen by name, date of birth, medical identification number (MID), and pathology number (PI).	No		54			No		
8500.1a	Original records or microfilm or original records	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		
8500.1a1	Records that have not been digitally imaged.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8500.1a2	Records that have been digitally imaged.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		
8500.1b	Document Imaging Workflow System (DIWS) or its equivalent. This electronic information system serves as the official system of records for medical certification. System contains images of original records and an associated database. ***Note: The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234.32 for the entire 50-year retention period.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		
8500.1c1	If microfilmed.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8500.2	X-Ray Files. X-rays made in connection with the medical certification of airmen maintained by regional medical offices.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		X-rays not scheduled by N1-237-05-5 but by NC1-237-77-7, item 10a or 10b. Order 1350.15C numbering wrong as well. Should be 8500.2
8500.2a	Pathological (further action required).	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		X-rays not scheduled by N1-237-05-5 but by NC1-237-77-7, item 10a or 10b. Order 1350.15C numbering wrong as well. Should be 8500.2a
8500.2b	Non-Pathological.	No	Aviation Safety	55	Medical Certifications. All other medical related records such as non-pathological x-rays made in connection with airmen medical certification; surgeon activity records, other FAA medical related forms.	Temporary. Destroy/delete when 2 years old.	No		X-rays not scheduled by N1-237-05-5 but by NC1-237-77-7, item 10a or 10b. Order 1350.15C numbering wrong. Should be 8500.2b.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
8520.1	Designated Examiner Case Files. Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.	No	Aviation Safety	54	Medical Certifications. Medical examinations and certifications of airmen. Includes applications from medical certificates and health related records and documents, clear files for applicants with no pathologies, x-rays made in connection with airmen medical certification-pathological, designated medical examiner files, electronic systems tracking and managing medical information, and locator files and indexes.	Temporary. Cut off when case closed. Transfer to FRC when no longer needed. Destroy/delete 50 years after cutoff.	No		
8720.1	General Aviation Surveillance Files. Documents accumulated in the inspection and surveillance of flight operations of general aviation aircraft.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		
8900	Flight Standards Information Management System (FSIMS) (8900 1) FSIMS is a Web-based policy and guidance document storage and retrieval service that supports the Federal Aviation Administration's Flight Standards Service (AFS) aviation safety inspector workforce. The objects filed in this system are copies of records. This schedule is not intended to replace existing disposal authorities.	No	Aviation Safety	41	Statistical, Planning, Operations, Performance and Other Data. Included are airline statistics, airport data, noise compatibility planning data, flight standards information, FAA operations and performance data, accident and incident data, passenger and cargo data, launch data, and financial reports.	Temporary. Destroy/delete 3 years after supersession or input into other systems, or when no longer needed, whichever is sooner.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9000.1	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.	No	Aviation Safety				No		
9000.1a	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.	No	Policy and Regulation	5	Substantive Policy, Regulations and Rule Development Files. These files demonstrate substantive, important changes in policy, regulations, and rule development by the FAA. These records document critical change over time to FAA policy, regulations, or rules. These include, but are not limited to, records such as administrative policy and planning files, significant or high level correspondence, historical planning and policy files, and organizational planning files. Substantive regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9000.1b	General correspondence of medical program activities documenting the administration and operation of FAA medical programs.	No	Policy and Regulation	6	Routine Policy, Regulations and Rule Development Files. These files do not demonstrate substantive and important policy, regulations and rule development by the FAA. They reflect the ordinary policy, rule and regulatory work of the FAA. Routine regulatory development is included in this item regardless of regulatory focus or Office of Primary Responsibility (OPR).	Temporary. Transfer to FRC when 5 years old. Destroy/Delete when 10 years old.	No		
9000.2	Regional Activity Reports. FAA Form 1380-9, Flight Surgeon Activity Report.	No	Aviation Safety	55	Medical Certifications. All other medical related records such as non-pathological x-rays made in connection with airmen medical certification; surgeon activity records, other FAA medical related forms.	Temporary. Destroy/delete when 2 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.1	<p>Industry Antidrug and Alcohol Misuse Prevention Records</p> <p>Industry Random Testing Rate Calculation consisting of Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology.</p>	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.2a	<p>Antidrug Plan/Alcohol Misuse Prevention Program Certifications and Registrations</p> <p>Antidrug Plan/Alcohol Misuse Prevention Program certification, registration, and antidrug plan approval files. Certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters.</p>	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Inspection and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.2b	<p>Antidrug Plan/Alcohol Misuse Prevention Program Certifications and Registrations</p> <p>Antidrug Plan/Alcohol Misuse Prevention Program certification, registration, and antidrug plan approval files. Certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters.</p>	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3	Investigation and Inspection Records Investigation and inspection records. Documents and information relating to investigations and inspections such as letters of investigation, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5	No	Aviation Safety	56	<ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3a	Field offices	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3b	Headquarters	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		
9200.3b1	Legal Actions	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3b2	General Correspondence Files. Routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of antidrug and alcohol misuse prevention program's inspections and investigations.	No	Aviation Safety	56	<ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3b2 a	Headquarters	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.3b2 b	Field Offices	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Inspection and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9200.4	Positive Drug and Alcohol Test Results and Refusals to Submit to Testing Forwarded to the Federal Air Surgeon	No	Aviation Safety	56	<p>Anti-drug and alcohol misuse prevention records. Includes:</p> <ul style="list-style-type: none"> - Industry Random Testing Rate Calculation documents (such as Alcohol and Drug Management Information (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology; - Prevention program certification, registration, and antidrug plan approval files such as certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters; - Investigation and Inspection Records such as letters of investigations, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150.5; - General Correspondence Files such as routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of 	Temporary. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		56	antidrug and alcohol misuse prevention program's inspections and investigations.		No		
9400.1	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.	No	Aviation Safety	20	Publications, high level correspondence, official public reports and studies, environmental and other studies, and research and development documentation, produced by staff/contractors relating to commercial space transportation. Commercial Space Transportation - Program Reports, Studies and Correspondence. ☐ Official public reports, studies, high level correspondence and project records documenting activities relating to programs, reports, research and development activities relating to commercial space transportation. Includes 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. Transfer to FRC when 3 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old with any related documentation and external finding aids, in accordance with standards applicable at the time.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9400.2a	Record copy.	No	Aviation Safety	20	<p>Publications, high level correspondence, official public reports and studies, environmental and other studies, and research and development documentation, produced by staff/contractors relating to commercial space transportation.</p> <p>Commercial Space Transportation - Program Reports, Studies and Correspondence.</p> <p>☐ Official public reports, studies, high level correspondence and project records documenting activities relating to programs, reports, research and development activities relating to commercial space transportation.</p> <p>Includes 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</p>	<p>☑ Permanent.</p> <p>Transfer to FRC when 3 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old with any related documentation and external finding aids, in accordance with standards applicable at the time.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9400.3	Commercial Space Transportation Advisory Committee (COMSTAC) Files. Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.	No	Aviation Safety	18	Commercial Space Transportation Advisory Committee. Agendas, transcripts of proceedings, by-laws and membership information, briefing books, minutes, reports and presentations.	Permanent. Transfer to FRC when 3 years old. Offer to NARA when 15 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids, in accordance with standards applicable at the time.	No		
9400.4	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.	No	Aviation Safety	58	Commercial Space Transportation Permits, Licensing, and Certifications. - License applications and technical reviews, with probable loss determinations, risk assessment, and compliance monitoring documents. Included are licenses and permits for expendable and reusable orbital launch vehicles, and suborbital launch vehicles; the program covers the testing, development, and reentry of reusable suborbital launch vehicles.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.1	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.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		
9500.10	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)).	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.2	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.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		
9500.2a	Official files of the committee or board maintained by the chairman, secretary, or other designee.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.3	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.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		
9500.5	Laboratory Notebooks. Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.5a	Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that the retention would not add significantly to the project file.	Yes	Aviation Safety				No		Non-record.
9500.5b	All other notebooks.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		
9500.6	Technical Report Files. Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.6a	Record copy.	No	Aviation Safety	38	Research, Development, Testing, and Evaluation Technical Reports. Official file copy of each technical report and/or published or unpublished manuscript or journal of reports prepared in connection with a project or task.	Permanent. Cut off files after publication or release. Transfer to FRC 5 years after cut off. Offer to NARA when 25 years old. Electronic records should be transferred when 3 years old, with any related documentation and external finding aids in accordance with standards applicable at the time.	No		
9500.6b	All other copies.	Yes	Aviation Safety				No		Non-record.
9500.7	Drawing and Specification Files. Official file copy of each drawing and specification showing final design and technical characteristics of items developed.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		
9500.8	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.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9500.8a	Reporting office copies.	No	Aviation Safety	40	All other Research and Development (R&D) related records.	Temporary. Transfer to FRC when 5 years old or when no longer needed for business purposes. Destroy/delete when 10 years old.	No		
9500.8b	Feeder reports used for compilation of consolidated reports.	No	Aviation Safety	40	All other Research and Development (R&D) related records.	Temporary. Transfer to FRC when 5 years old or when no longer needed for business purposes. Destroy/delete when 10 years old.	No		
9500.8c	Consolidated reports, and any feeder reports used for preparation thereof, containing technical or scientific data not fully documented in the consolidated reports.	No	Aviation Safety	39	General correspondence, R&D Project Files, Technical Committee and Board Files, Laboratory Notebooks, Drawings and Specifications Files. Includes consolidated Progress Reports and any feeder reports, technical notes, logs, registers containing technical or scientific data not fully documented in the technical report or consolidated project report.	Temporary. Transfer to FRC when 5 years old. Destroy/delete when 25 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	This system is web-based application used to collect operational and financial summary and financial government payment information from 500 commercial service airports as required by FAA Authorization Order Act of 1994 Section 111. Section 111 of the Federal Aviation Administration Act of 1994, Public Law 103-305 (August 23, 1994).	No	Aviation Safety				No		
9970.1	Information includes: Aeronautical operating revenue such as landing fees, terminal rental fees and charges, apron fees, Fixed Base Operators revenue, cargo and hanger rentals, aviation fuel tax, fuel sales, security reimbursements, Non-aeronautical operating revenue such as land rental, food and beverage sales, retail stores, rental cars, parking, non-operational revenue and operating expense reports; expenditures on improvement projects; and indebtedness.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Certification and Compliance Management Information System (CCMIS). CCMIS is a web-based application that allows federal airport inspectors to transmit and collect information regarding activities related to safety certification and inspection of airports under Part 139 of the Federal Aviation Regulations (large air-carrier airports). It allows tracking and storage of deficiencies, recommendations, certificate actions, and enforcement details resulting from annual or surveillance inspections CCMIS was created under Title 14, Code of Federal Regulations (CFR), Part 139 14 CFR Part 139 System and users abide by FAA Order 1370 100. This schedule DOES NOT supersede Items scheduled under N1-237-92-4.	No	Policy and Regulation				No		
9970.1	Certification and Compliance Management Information System (CCMIS)	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	CCMIS is a web-based application that allows federal airport inspectors to transmit and collect information regarding activities related to safety certification and inspection of airports under Part 139 of the Federal Aviation Regulations (large air-carrier airports). It allows tracking and storage of deficiencies, recommendations, certificate actions, and enforcement details resulting from annual or surveillance inspections CCMIS was created under Title 14, Code of Federal Regulations (CFR), Part 139 14 CFR Part 139 System and users abide by FAA Order 1370 100.	No	Policy and Regulation				No		
9970.1	This schedule DOES NOT supersede Items scheduled under N1-237-92-4.	No	Policy and Regulation				No		This schedule DOES NOT supersede Items scheduled under N1-237-92-4.
9970.1	Compliance Activity Tracking System (CATS)	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Input/Content: records of delegation actions by supervisory or management individuals for a period of time; with names of those who assume responsibility; the organizations and names of individuals of those who had a role in the activity.	No	Aviation Safety				No		
9970.1	Compliance Activity Tracking System (CATS). This system is web-based application used to collect operational and financial summary and financial government payment information from 500 commercial service airports as required by FAA Authorization Order Act of 1994 Section 111. Section 111 of the Federal Aviation Administration Act of 1994, Public Law 103-305 (August 23, 1994).	No	Aviation Safety				No		
9970.1	Delegation. The act of a manager naming and authorizing another person to act in their behalf to dispose of CAR / PAR tasks for a period of time. QMITS provides a delegation function so that CARs or PARs are automatically routed to the named delegate during the specified period of time. (QMITS User Guide)	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Input/Content: information classifiers, verbal descriptions of appeals from individuals who have issues with FAA decisions; technical or business process descriptions and individuals who execute them; proprietary information from those regulated by the FAA; the organizations and names of individuals of those organizations both internal and external to the FAA, who had a role in the activity.	No	Aviation Safety				No		
9970.1	This process is one method of monitoring customer satisfaction. (QMITS User Guide)	No	Aviation Safety				No		
9970.1	Promote consistency and fairness in applying FAA regulations and policies.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	The master file provides a history of airport discrepancies cited as a result of Inspections and surveillance activities. System contains any of the following content Date of Inspection, letters of corrections, enforcement actions (Form 2150), findings, updates, date closed and other timeframe information, name of airport certified by an Inspection, findings, type of Inspection such as annual, spot, and surveillance.	No	Policy and Regulation				No		
9970.1	- Document aviation safety decisions.	No	Aviation Safety				No		
9970.1	CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information A SORN or PIA IS not required.	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	in performing their regulatory and policy responsibilities. The goals of AVS CSI are to:	No	Aviation Safety				No		
9970.1	Consistency and Standardization Initiative - this process provides a way for customers to appeal or request reconsideration of an aviation safety decision made by an AVS office	No	Aviation Safety				No		
9970.1	Input/Content: information classifiers, verbal descriptions of feedback about system, technical or business process and individuals who execute them; both positive and negative; the organizations and names of individuals of those organizations both internal and external to the FAA, who had a role in the activity.	No	Aviation Safety				No		
9970.1	information is collected and used in the delivery of services and products, therefore there are arrows depicting the bi-directional flow of information. (G-3)	No	Aviation Safety				No		
9970.1	Stakeholder Feedback -The collection of information from various stakeholders about their respective perceptions on the quality of services and products delivered to them. The	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	who had a role in the correction activity.	No	Aviation Safety				No		
9970.1	Input/Content: information classifiers, verbal descriptions of a system, technical or business process nonconformance at a point in time, the description of the correction of the nonconformance; the organizations and names of individuals of those organizations	No	Aviation Safety				No		
9970.1	Promote early resolution of disagreements, and	No	Aviation Safety				No		
9970.1	The Preventive Action Request Process is used by AVS employees to note a potential nonconformance or undesirable potential situation that could affect an AVS product or service.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Real Estate Tracking System (RETS)	No	Administration	22	<p>Real Property Tracking. Includes current Real Estate Tracking System (RETS) and any similar or successor system. RETS is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, and project notes entered by specialists.</p> <p>Includes the Real Estate Management Systems (REMS) and any similar or successor system. REMS runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through</p>	<p>Temporary. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Destroy/delete between 5 and 20 years after cut off. FAA agrees to maintain electronic records in accordance with current standards. Data will be migrated as needed when system is superseded or replaced.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		22	other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.		No		
9970.1	The Automated Inventory Tracking System (AITS) is the system of record for personal property and project material asset management across the entire FAA It IS an enterprise-wide web-based application managing over \$9 billion worth of assets and over 9 million (9,652,112) data records that are Included In the AITS database. Records are input directly into the system.	No	Administration	19	Personal Property and Project Material Asset Management System of Record. Currently the Automated Inventory Tracking System (AITS) is the system of record for personal property and project material asset management across the entire FAA. It is an enterprise-wide web-based application managing over \$9 billion worth of assets and over 9 million (9,652,112) data records that are in the AITS database. Records are entered directly into the system.	Temporary. Cut off at the end of the fiscal year in which asset is no longer owned by the FAA. Data will be migrated when system is updated or replaced. Destroy/delete 25 years after cut-off.	No		
9970.1	Automated Inventory Tracking System (AITS)	No	Administration	19	Personal Property and Project Material Asset Management System of Record. Currently the Automated Inventory Tracking System (AITS) is the system of record for personal property and project material asset management across the entire FAA. It is an enterprise-wide web-based application managing over \$9 billion worth of assets and over 9 million (9,652,112) data records that are in the AITS database. Records are entered directly into the system.	Temporary. Cut off at the end of the fiscal year in which asset is no longer owned by the FAA. Data will be migrated when system is updated or replaced. Destroy/delete 25 years after cut-off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Provides the ability to manually input information about quantities and costs of current material inventory. Also reports store quantities, costs, descriptions and entry dates of new purchases of these materials. Data is entered by FAA employees from print orders received from another office within the National Aeronautical Charting Group. Only one report is generated on a quarterly basis: Quarterly Material Inventory Report.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	The purpose of this system is to provide reports on material costs (paper, film, etc) that support the printing of FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Automated Reproduction System (ARS) Report Files.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Automated Reproduction System (ARS) Report Files	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Data includes customer information; i.e. name, address, and payment information. It also captures what product is being ordered, date received, date order is filled, date shipped, date received, and the tracking number of each shipment.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Provides the ability to digitally input orders and subscriptions, store information on chart agents, government and public customers, and manage receipts, backorders, and condemnation reports. Data is entered by FAA employees from faxes, emails, and phone calls. Reports include Print Order Report, Print Order Worksheet, Receipts Report, Condemnation Report, Physical Inventory Report, Daily New Items Journal Report, etc.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	The purpose of this system is to provide reports on inventory, shelf stock, purchase orders, subscriptions, backorders, receipts, condemnation reports, and ad hoc reports that support the distribution of FAA Aeronautical charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	<p>Collects and reports on contract activities (i.e., Purchase Requests, Delivery Orders, and Billing Invoices based on the Task Numbers, Skill Levels, Skill Costs, Appropriation Codes, etc). The Contracting Officers (COs), Contracting Officer Representatives (CORs) and/or Contracting Officer Technical Representatives (COTRs) enters this information directly into the CMIS application, therefore, there are no specific related input records. The accounting/contract information is provided to the CO through communication channels that they are part of due to their role. The CO then either enters this information or shares it with the COR and he/she enters it. Contractor hours are entered and tracked, then reconciled to invoices provided by the contracting company.</p>	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Automated Distribution System (ADS) Report Files	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		
9970.1	Configuration Management (WEBCM)	No	Aviation Safety				No		
9970.1	Contract Management Information System (CMIS) data	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Contract Management Information System (CMIS) -	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		
9970.1	Contract Management Information Systems	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Logistics Information System (LIS)	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Material management records for inventory items managed by the FAA Logistics Center (FAALC) located at the Mike Monroney Aeronautical Center (MMAC) in Oklahoma City, Oklahoma. Several electronic systems and applications are used for purposes of managing these records.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Logistics Center Inventory Control	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		
9970.1	ARC Application Catalog Database. The purpose of the ARC Application Catalog Database is to track ARC's application information including its name, description, URL, Name of region, system owner, technical Lead, C&A date, and business process	No	Administration	36	Application Catalogs and Tracking. Includes databases and other electronic systems, which catalog, track and manage electronic applications used by the FAA, LOBs, or smaller offices and units.	Temporary. Destroy/delete when 1 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Master file data includes, NCP case files information including reference data, review records, approval records, and implementation data captured by WebCM and RepCON, and stored in an Oracle database. Information includes system description, change requested, hardware, software information, and change status.	No	Aviation Safety				No		
9970.1	NCPs are currently authored, reviewed and approved by FAA employees and contractors using an automated change management tool, called WebCM. All inputs are stored electronically in an Oracle database. Metadata about FAA systems and their associated change management data is captured and stored by RepCON in an Oracle database.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Configuration Management (WEBCM). This process manages changes in National Air Space (NAS) software, hardware and firmware changes to NAS equipment. This process is managed using a tool currently known as WebCM and stored by RepCON in an Oracle database.	No	Aviation Safety				No		
9970.1	CONFIGURATION MANAGEMENT	No	Aviation Safety				No		
9970.1	Automated Distribution System (ADS) Report Files.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	<p>Quality Management System Information Technology Support (QMITS). The AVS QMITS is a transaction tool that aids personnel in performing their AVS Quality Management responsibilities. This system is a client-server software application that offers forms and workflows to support the implemented International Organization of Standardization (ISO) 9001:2000 reporting and action functions. The AVS organizational goals are the continuous improvement of the numerous aviation safety technical and business processes.</p>	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	DBE Office Online Reporting System (DOORS)	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		
9970.1	Master files are comprised of individual project records with basic project information, project notes, and vendor contact information.	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	The Nonconforming Products and Services process is used when there is no systemic problem and correcting the nonconformance without conducting a root cause analysis is appropriate and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, assign, take action, verify, and track a nonconformance to prevent it from unintended use or delivery. (QMITS User Guide)	No	Aviation Safety				No		
9970.1	Disadvantaged Business Enterprise (DBE) Office Reporting System (DOORS)	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	Quality Management System Information Technology Support (QMITS) tool	No	Aviation Safety				No		
9970.1	The AVS QMITS is a transaction tool that aids personnel in performing their AVS Quality Management responsibilities. This system is a client-server software application that offers forms and workflows to support the implemented International Organization of Standardization (ISO) 9001:2000 reporting and action functions. The AVS organizational goals are the continuous improvement of the numerous aviation safety technical and business processes.	No	Aviation Safety				No		
9970.1	Relational Database: Domino System. The master database handles the following processes, information is entered directly into the database:	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	The Corrective Action Request Process is used when root cause analysis is needed to ensure a service or product nonconformance does not recur. This information is the output from the corrective action process and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, track, monitor, assign, approve, reject, or transfer a request for Corrective Action on a systemic problem or issue. (QMITS User Guide)	No	Aviation Safety				No		
9970.1	Input/Content: information classifiers, verbal descriptions of system, technical or business process faults or incidents of nonconformance, determined to be systemic at a noted point in time; the description of the causes and resolution of the nonconformance; the organizations and names of individuals of those organizations who had a role in the corrective action activity.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1	This information is the output from the preventive action process and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, track, monitor, assign, approve, reject, or transfer a request for Preventive Action on a suspected problem or issue. It is used to prevent a potential problem. (QMITS User Guide)	No	Aviation Safety				No		
9970.1	Input/Content: information classifiers, verbal descriptions of system, technical or business process potential faults or nonconformance at a point in time, the description of the causes and resolution of the nonconformance; the organizations and names of individuals of those organizations who had a role in the preventive action activity.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Configuration Management (WEBCM). NAS Change Proposals (NCP). NCPs are currently authored, reviewed and approved by FAA employees and contractors using an automated change management tool, called WebCM. All inputs are stored electronically in an Oracle database. Metadata about FAA systems and their associated change management data is captured and stored by RepCON in an Oracle database.	No	Aviation Safety				No		
9970.1a	Compliance Activity Tracking System (CATS) Master data. Information includes: Aeronautical operating revenue such as landing fees, terminal rental fees and charges, apron fees, Fixed Base Operators revenue, cargo and hanger rentals, aviation fuel tax, fuel sales, security reimbursements, Non-aeronautical operating revenue such as land rental, food and beverage sales, retail stores, rental cars, parking, non-operational revenue and operating expense reports; expenditures on improvement projects; and indebtedness.	No	Aviation Safety	52	Airport Certification. Correspondence, records, reports, pertaining to airport certification, including inspections of operations and management, engineering, fiscal programs and personnel.	Temporary. Transfer to FRC when 4 years old. Destroy/delete when 20 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Certification and Compliance Management Information System (CCMIS) Master File. The master file provides a history of airport discrepancies cited as a result of Inspections and surveillance activities. System contains any of the following content Date of Inspection, letters of corrections, enforcement actions (Form 2150), findings, updates, date closed and other timeframe information, name of airport certified by an Inspection, findings, type of Inspection such as annual, spot, and surveillance.	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		
9970.1a	Master File. ARC Application Catalog (1000 – Admin). The database contains name and description of all ARC applications by each region and it tracks application dependencies such as Data Sources, System owner, Point of Contracts and business process information. Input is directly by application owner, technical lead or a regional IT manager. Information includes name, acronym, and description, technical point of contact and system owner information.	No	Administration	36	Application Catalogs and Tracking. Includes databases and other electronic systems, which catalog, track and manage electronic applications used by the FAA, LOBs, or smaller offices and units.	Temporary. Destroy/delete when 1 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Master Database. Statistical data including acquisition/replenishment of depot stock, budget projections, excess stock information, contact point for ordering, special project information, and individual item control analysis.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	MASTER FILES	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Master Files for the Automated Distribution System (ADS) and its future equivalent systems. This system provides an application to manage and execute the distribution of FAA Aeronautical charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	DBE Awards -AIP grant dollars construction, professional services and equipment contractors, sub-contractors and DBE contractors and sub-contractors participation Includes date submitted, fiscal year being reported, AIP grant number, name and address of airport, and name and phone number of person submitting the report. Maintained by the system as a reference for U.S airport grant recipients, FAA DBE Program Specialists, Department of Transportation (DOT) and the Office of the Secretary (OST)	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Master Files for the Automated Reproduction System (ARS) and its future equivalent systems. This system provides an application to manage the costs of printing FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	<p>INPUTS are made electronically by airports or FAA DBE Program Specialists who have an approved user account. Inputs replace the official paper copy submission of the forms.</p> <p>The titles of the official forms are: 1) Uniform Report of DBE Awards or Commitments and Payments 2) Uniform Report of ACDBE Participation</p>	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		
9970.1a	Master file	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/Delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		
9970.1a	Data Updating:	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1a	Master Database - Quality Management System Information Technology Support (QMITS). The AVS QMITS is a transaction tool that aids personnel in performing their AVS Quality Management responsibilities. This system is a client-server software application that offers forms and workflows to support the implemented International Organization of Standardization (ISO) 9001:2000 reporting and action functions. The AVS organizational goals are the continuous improvement of the numerous aviation safety technical and business processes.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
9970.1a1	Configuration Management (WEBCM). Scanned Images.	No	Aviation Safety		Use Administration Schedule Item 36, System Development Records.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1b	Electronic Records	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		
9970.1b	ARC Application Catalog Spreadsheet Excel generated report containing each application's information.	No	Administration	36	Application Catalogs and Tracking. Includes databases and other electronic systems, which catalog, track and manage electronic applications used by the FAA, LOBs, or smaller offices and units.	Temporary. Destroy/delete when 1 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1b	DBE Contractors -Description of DBE firms (name, address, phone number, type of project work, dollar amount of project work and race or gender of firm) that were used by the airport's contractors and contractors on projects.	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		
9970.1b	Configuration Management (WEBCM). MASTER FILES. Master file data includes, NCP case files information including reference data, review records, approval records, and implementation data captured by WebCM and RepCON, and stored in an Oracle database. Information includes system description, change requested, hardware, software information, and change status.	No	Aviation Safety		Use Administration Schedule Item 36, System Development Records.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.1b	Flexx ARS. Provides total inventory issued. Used to determine unit cost figures. Matches cost of production to units produced in a given period of time, capturing actual costs associated with printing.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		
9970.2	ARC Application Catalog Database	No	Administration	36	Application Catalogs and Tracking. Includes databases and other electronic systems, which catalog, track and manage electronic applications used by the FAA, LOBs, or smaller offices and units.	Temporary. Destroy/delete when 1 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.2	Warehouse Management System (WMS) is an application that manages operations of the FAA Logistics Center's parts and tools warehouse.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.2	2) Airport Concessions Accomplishments.	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.2a	Master Database. Data for Receiving, Put Away, Inventory Management, Location Counting, Task Interweaving, Order Allocation, Order Picking, Replenishment, Packing, and Shipping.	No	Administration	18	<p>Logistic Management Files. Includes records involved in inventory management, warehouse and depot management, order fulfillment, customer service tracking, shipping tracking, material management, supply management, property issuing and tracking, equipment management, and provisioning.</p> <p>Applies to electronic systems such as (but not limited to): Logistics Information System (LIS), Warehouse Management System (WMS), Customer Service Center System (CSCS), Automated Distribution System (ADS), Automated Reproduction System (ARS) and any successor systems or other systems performing this function.</p>	Temporary. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.2a	ACDBE Participation -Annual accomplishment revenue or gross receipts generated by prime and sub-concessions, management contracts, goods, services and car rental concession firms. Includes date submitted, fiscal year being reported, name and address of airport, and name and phone number of person submitting the report. Maintained by the system as a reference for U S. airport grant recipients, FAA DBE Program Specialists Department of Transportation (DOT) and the Office of the Secretary (OST).	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		
9970.2b	ACDBEs -Description of ACDBE firms reported (name, address, phone number, dates of contract agreement, type of concessions work, dollar amount of annual revenue generated, and race or gender of firm.	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.2b	<p>INPUTS -are made electronically by airports or FAA DBE Program Specialists who have an approved user account Inputs replace paper copy submission of the forms, These are FAA created forms with no legal basis.</p> <p>3) Report of Certified ACDBE Form 4) FAA Report of Certified DBE Contractors Used on FAA Assisted Contracts.</p>	No	Administration	38	<p>Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.</p>	<p>Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.</p>	No		
9970.4c	<p>DBE and ACDBE Accomplishment Data (Master file) including:</p>	No	Administration	38	<p>Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.</p>	<p>Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
9970.c1	1) FAA-Assisted Contracts Accomplishments	No	Administration	38	Contract Information Tracking and Management. Includes master file, inputs and outputs and documentation for electronic systems designed to track and organize contract information. The current system is the Contract Management Information System (CMIS). CMIS is chiefly an information recording/reporting and a statistic review system and it executes no financial or management transaction. The system does not contain Personally Identifiable Information. A SORN or PIA is not required. Any system serving this function is covered by this item as are any successor systems to the current system.	Temporary. Cut off at the end of the fiscal year in which contract is terminated. Destroy/delete 7 years after cut off.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-10/1	Real Estate Management Systems (REMS) (Real Property 4660). Purpose is to track the Real Estate Inventory for the Department of Transportation (DOT). This tool runs reports for clients like the Office of Management and Budget (OMB) that are interested in the DOT's Real Estate inventory. It contains more than 150 data elements on Real Property location, description, usage, lease information, etc. The information is entered or used by about 400 users nationwide on a daily basis. This tool provides all Real Estate related records containing summary and details on Real Property location, description, usage, lease information.	No	Administration	22	<p>Real Property Tracking. Includes current Real Estate Tracking System (RETS) and any similar or successor system. RETS is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, and project notes entered by specialists.</p> <p>Includes the Real Estate Management Systems (REMS) and any similar or successor system. REMS runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through</p>	Temporary. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Destroy/delete between 5 and 20 years after cut off. FAA agrees to maintain electronic records in accordance with current standards. Data will be migrated as needed when system is superseded or replaced.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		22	other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.		No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-10/1A	REMS-Master File database. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.	No	Administration	22	<p>Real Property Tracking. Includes current Real Estate Tracking System (RETS) and any similar or successor system. RETS is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, and project notes entered by specialists.</p> <p>Includes the Real Estate Management Systems (REMS) and any similar or successor system. REMS runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through</p>	<p>Temporary. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Destroy/delete between 5 and 20 years after cut off. FAA agrees to maintain electronic records in accordance with current standards. Data will be migrated as needed when system is superseded or replaced.</p>	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		22	other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.		No		
N1-237-09-2	Flight Operations Management System (FOMS)	No	Aviation Safety				No		
N1-237-09-2/1	Flight Operations Management Records. Flight Operations Management includes how a flight inspection mission is organized and coordinated. Flight Operations Management System (FOMS) is the primary application to publish flight inspection requirements, mission execution, and historical data and is the electronic component of these types of records.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-2/1a	Master Files for Flight Operations Management System (FOMS) and its future equivalent systems. This system provides an application to manage and execute flight inspection operations. FOMS provides access to flight inspection scheduling information, and inspection history information. This includes data related to Daily Flight Logs and Flight Dispatch records Flight Dispatch Records consist of aircraft tail number, crew, date, weather, NOTAMS, Temporary Flight Restrictions, weight and balance data, crew duty day and flight times. Other information in the system includes Ident, Airport, Flight Inspection Field Office, Service Area, State, Operation Control Center Status, Completion Date, Will call, Begin Day, End Day, Program Code, Daily Flight Log Code, Type Check, Country, Owner Code, Requested Date, and Original Chart Date.	No	Aviation Safety	15	Air Carrier Maintenance and Surveillance Files; Suspected Unapproved Parts; Aircraft Maintenance Instruction Files-Record set by controlling office.	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 10 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-2/1b	Master Files for Flight Operations Management System (FOMS) - Daily Flight Log. Paper. Received by Flight Inspection Central Operations (FICO) for input into FOMS includes mail or fax when direct access to the system is not available.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-24	The ATMP Operator Database was an Intranet Web-based application that was created in order to collect data from air tour operators as part of the ATMP program. It was Western-Pacific Region Special Programs Office's (AWP-1 SP) electronic tool to keep track of air tour operator information. It contained information from air tour operators who had applied to conduct commercial air tour operations over Units of the National Park System. The ATMP Operator Database was taken offline approximately 2 years ago and sunsetted, and the database and its application have never been restored. AWP-1 SP has no plans in the future to restore the	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.
N1-237-09-24	Air Tour Management Plan (ATMP) Operator Database	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-24	ATMP program manager entered the data collected from the operators into the system. This resulted in an excel spreadsheet (the operator database) with various operator data fields (operator name, park Unit, aircraft type, etc). This database has been stored on a CD.	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.
N1-237-09-24	Air Tour Management Plan (ATMP) Operator Database Description:	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.
N1-237-09-24	ATMP Operator Database	No	Aviation Safety				No		ATMP is no longer in use. Destroy immediately.
N1-237-09-25	Financial information of personal property within the FAA from 10/23/1991 to 2/23/2006. Provides details concerning personal property historical systems in support of existence testing for the property audits. This is an obsolete system containing records of equipment still in use. Records after 2/23/2006 are in a different property tracking system, scheduled separately.	No	Administration				No		PPIMS is no longer in use. Destroy when the last piece of equipment listed in the database is retired.

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-25	PPIMS (Personal Property In-use Management System) Historical Data Database	No	Administration				No		PPIMS is no longer in use. Destroy when the last piece of equipment listed in the database is retired.
N1-237-09-25	Personal Property In-use Management System – Obsolete Database	No	Administration				No		PPIMS is no longer in use. Destroy when the last piece of equipment listed in the database is retired.
N1-237-09-3	Aircraft Maintenance Inventory Tracking System	No	Aviation Safety				No		
N1-237-09-3/1	Aircraft Maintenance Inventory Tracking System. The system is responsible for the support of NAS Flight Inspection Aircraft, maintained by AJW-34. The system is comprised of three primary modules: Security, Materials, and Maintenance. (Place in Section 4100, Agency Aircraft Maintenance and Modification of FAA Order 1350.15)	No	Aviation Safety				No		
N1-237-09-3/1a	Aircraft Maintenance Inventory Tracking System-Master Files	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-3/1a1	Aircraft Maintenance Inventory Tracking System- Electronic aircraft maintenance record files equivalent those in paper sections 4100.3 – 4100.6 in FAA Order 1350.15C.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
N1-237-09-3/1a4	Aircraft Maintenance Inventory Tracking System- Electronic inventory records	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
N1-237-09-4	Aircraft Fuel Reconciliation Records	No	Aviation Safety				No		
N1-237-09-4/1	Aircraft Fuel Reconciliation Records. These records consist of purchase invoices and receipts as well as the master files kept within the Aircraft Fuel Expense Reconciliation (AFER) System and the related reports from this system.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-4/1a	Fuel Receipts and Invoices. Paper. Related to fuel purchased for the purposes of Flight Inspection.	No	Aviation Safety				No		
N1-237-09-4/1b	Defense Finance and Accounting Service (DFAS) Email Information. Paper printouts of information sent through monthly emails to document the purchase of fuel made through Department of Defense fuel purchasing agreements and contracts.	No	Aviation Safety				No		
N1-237-09-4/1c	Fuel Transaction Reports. Reports of fuel usage, fuel cost, and agency fuel inquiry for flight inspection. May also include matched and unmatched invoice tracking as well as other reports necessary to aid in payment and tracking of fuel costs.	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-4/1d	Master Files for Aircraft Fuel Expense Reconciliation (AFER) System or future equivalent. All data kept in the AFER System or its future equivalent system. Data includes tail number, vendor name, ticket date, fuel type, quantity, estimated cost, ticket number, cost center, SubObj Class, Aircraft data (such as tail number, serial number, model, home base, activity code, aircraft type, cost center, tank capacity), fuel costing data (such as activity code, description, Military jet rate, Military Average rate, Defense Logistic Agency jet rate, Defense Logistic Agency average rate, commercial jet rate, commercial average rate).	No	Aviation Safety				No		
N1-237-09-5	Flight Inspection Report Processing System (FIRPS)	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-5/1	Flight Inspection Report Files. Reports of flight inspection of aids to air navigation, and related data for aircraft owned and operated by the FAA. All flight inspection field office shall forward original flight inspection reports and recordings to the Aviation System Standards Office located in OKC for processing and storage (FAA Order 1350 15C, Section 8200 3)	No	Aviation Safety				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-5/1a	Master Files for Flight Inspection Report Processing System (FIRPS) and its future equivalent systems. Provides the ability to digitally exchange data with the aircraft, store flight inspection results, and publish results to customers. Replaces a manual reporting system where paper reports are scanned into an archiving system. This system establishes a central database. Data is entered by users from Flight Inspection Worksheets and Flight Operations Management System (FOMS). Information includes Commissioning re-categorization inspection records generated when the facility's equipment is modified or changed and periodic, special, and surveillance flight inspection records.	No	Aviation Safety	16	Aviation safety inspection activities; Airworthiness maintenance files; Flight inspection reports; Flight Standards Evaluation reports; Repair station files; Training oversight files; Regional aircraft management files; Aircraft rental records; Aircraft service records; Certificate Management Evaluations – External Records; Production Approval Records; Aircraft Requests and Use Record Forms (currently FAA Form 4040.6).	Temporary. Transfer to FRC when 3 years old. Destroy/delete when 5 years old.	No		
N1-237-09-8	ISO 9000 Surveys	No	Administration				No		
N1-237-09-8/1	ISO 9000 Surveys – Four web-based electronic customer surveys used in pursuit of ISO 9000 certification.	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-09-8/1a	<p>Master Database. Answers to questions about line of business service and customer satisfaction. Four surveys to be scheduled the same.</p> <p>i. Material ISO 9000 Survey ii. Procurement ISO 9000 Survey iii. Real Estate ISO 9000 Survey iv. Procurement Survey</p>	No	Administration				No		
N1-237-09-8/1b	Other ISO 9000 surveys as may be developed	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-10-15	The Real Estate Tracking System (RETS) is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc), location, type of facility, etc, and project notes entered by specialists.	No	Administration				No		
N1-237-10-15	Real Estate Tracking System (RETS)	No	Administration				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-10-15/2	Real Estate Tracking System (RETS) - Master Database Files. - Master files are comprised of individual project records with basic project information, project notes, and vendor contact information.	No	Administration	22	<p>Real Property Tracking. Includes current Real Estate Tracking System (RETS) and any similar or successor system. RETS is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports. Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, and project notes entered by specialists.</p> <p>Includes the Real Estate Management Systems (REMS) and any similar or successor system. REMS runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information. The database consists of the nationwide inventory of real property assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through</p>	Temporary. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Destroy/delete between 5 and 20 years after cut off. FAA agrees to maintain electronic records in accordance with current standards. Data will be migrated as needed when system is superseded or replaced.	No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
		No		22	other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.		No		
N1-237-10-2	Compliance and Enforcement Tracking Subsystems (CETS)	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/Delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		
N1-237-10-2	Compliance and Enforcement Tracking Subsystem (CETS)	No	Policy and Regulation				No		
N1-237-10-2	The purpose of this system is to track compliance with drug and alcohol abuse by regulated entities. The Drug Abatement Division uses Compliance and Enforcement Tracking Subsystem (CETS) to automate capabilities for tracking, scheduling, and managing inspections, investigations, and other enforcement related activities. The system uses a web-based interfaced accessed by Drug Abatement Employees only.	No	Policy and Regulation				No		

Schedule Number	Current Item Description	Non-record?	Bucket	Proposed Item #	Proposed Description	Proposed Disposition Instruction	GRS?	GRS Schedule and Item	Notes
N1-237-10-2	Master File. The master file information includes company profiles, certificate and registration information, enforcement investigation record number (case number), type of inspection, violation type, and type of drugs or alcohol levels, inspector name, starting and ending dates of an investigation, and investigation status. Also includes actions taken including administrative sanctions and civil penalties Information does include individual personal information which is protected under the rules governing personally identifiable information.	No	Policy and Regulation	4	All Other Enforcement Electronic Systems.	Temporary. Destroy/Delete data when no longer needed in the applications, subsystems, or systems that interact with the record copy electronic enforcement system.	No		