

## RECORDS DISPOSITION REFERENCE TABLE

**1. Using This Table.** Each item in this table is listed in the below format, and should be used as a convenient, reference tool.

Item No.	Title and Description of Records <small>(All Records Series are temporary except where indicated)</small>	Disposition	Authority
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While the information contained here is identical to the actual disposition instructions and authority provided in each records' approved records schedule, please note that the records schedule is the sole, official source for records disposition instructions and authority.

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

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

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

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

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

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

(2) Temporary Retention. Most files fall into this category, are maintained for a specified period of time, and then destroyed in accordance with the guidelines in this order. Destruction dates may relate to the passage of time, or a particular event. In Real

Property cases, for instance, records are retained until the property is transferred from government control. Other disposition instructions indicate specific time periods, such as Time & Attendance Source Records are destroyed when they are 6 years and 3 months old.

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

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

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

## **2. Applying Retention Standards**

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

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

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

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

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

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

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

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

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

expiration of the longest retention period. When the differences are substantial, each file category should be identified for disposal as a separate series of records.

c. **Accidental Destruction of Records.** The accidental destruction of records will be reported to the Agency Records Officer in **(AES-200)**. This report will include:

- (1) A complete description of the records destroyed, including dates of records, if known.
- (2) Volume destroyed in cubic feet; if machine readable cite the number of reels.
- (3) The office of origin.
- (4) A statement of the circumstances surrounding the destruction.
- (5) A statement of the safeguards and planned procedures to prevent further instances of loss of documentation.

d. **Questions.** If you have any questions about the procedures or descriptions in this table, please contact the Records Management Officer (RMO) for your organization, or contact the FAA Records Manager in ASP-110. And if you are not sure if a document is a record, you are required to maintain the document in question until such time that someone from the records staff can provide confirmation of document being a record or not.

## General Administrative Files

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

	<b>c. Outside Publications.</b> Publications of other Government agencies, commercial firms, or private institutions, including catalogues, price lists, and similar publications.	<b>Destroy when superseded or obsolete.</b>	<b>Nonrecord</b>
	<b>d. Library Materials.</b> Copies of books, pamphlets, journals, and similar materials.	<b>Refer to librarian for disposition.</b>	<b>Nonrecord</b>
	<b>e. Reading Files.</b> Copies of correspondence signed and maintained by the approving officials office, used solely as a reading or reference file for the convenience of personnel.	<b>Destroy when 2 years old</b>	<b>GRS 23 Item 1</b>
	<b>f. Duplicate Copies.</b> Identical duplicate copies of all documents contained in same file.	<b>Destroy immediately.</b>	<b>Nonrecord</b>
	<b>g. Requests for Information or Publications.</b> Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	<b>Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule</b>	<b>GRS 23 Item 7(a)</b>
	<b>h. Letters of Transmittal.</b> Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.	<b>Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule</b>	<b>GRS 23 Item 7(b)</b>
	<b>i. Quasi-Official Notices.</b> Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.	<b>Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule</b>	<b>GRS 23 Item 7(c)</b>
	<b>j. Mailing Lists.</b> Correspondence, request forms, and other records relating to changes in mailing lists.	<b>Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.</b>	<b>GRS 13 Item 4(a)</b>
	<b>k. Drafts.</b> Preliminary and intermediate drafts of letters, memoranda, reports and other papers.	<b>Destroy when final drafts are completed, unless the changes substantially alter the contents.</b>	<b>GRS 16 Introduction, 4th paragraph</b>
	<b>l. Work Sheets.</b> Work sheets and other work papers that are NOT an integral part of a file.	<b>Destroy when work is completed or transferred to a more permanent form.</b>	<b>Nonrecord</b>
	<b>m. Shorthand Notes.</b> Stenographers' notebooks, and stenotype tapes.	<b>Destroy when notes have been transcribed.</b>	<b>Nonrecord</b>

	<b>n. Reproduction Material.</b> Stencils, ditto masters, multilith plates, and other duplicating media used for preparing form letters, issuances, etc.	<b>Destroy when purpose has been served.</b>	<b>Nonrecord</b>
	<b>o. Routine Control Files.</b> Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work progress sheets, statistical tabulating aids such as punched cards, and records which control work and record action taken.	<b>Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.</b>	<b>GRS 23 Item 8</b>
	<b>p. Personal Files.</b> Personal papers and privately purchased books kept in an office for the convenience of the employee. <b>OFFICIAL RECORDS WILL NOT BE INCLUDED IN PERSONAL FILES</b>	<b>Destroy at the convenience of the individual or the office.</b>	<b>Nonrecord</b>
	<b>q. Suspense Files.</b> Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.		
	(1) A note or other reminder to take action.	<b>Destroy after action is taken</b>	<b>GRS 23 Item 6(a)</b>
	(2) The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	<b>Withdraw documents when reply is received. 1) If suspense copy is an extra copy, Destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.</b>	<b>GRS 23 Item 6(b)</b>
	<b>r. Schedules of Daily Activities.</b> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, <b>EXCLUDING</b> materials determined to be personal.		<b>GRS 23</b>

	<p>a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials.</p> <p>[NOTE: High level officials include the heads of departments and independent agencies; the deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.]</p>	<p><b>Destroy or delete when 2 years old.</b></p>	<p><b>GRS 23 Item 5(a)</b></p>
	<p>b. Records documenting routine activities containing no substantive information and records containing substantive information, which has been incorporated into organized files.</p>	<p><b>Destroy or delete when no longer needed for convenience of reference.</b></p>	<p><b>GRS 23 Item 5(b)</b></p>
	<p><b>s. Tracking and Control Records.</b> Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.</p>	<p><b>Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable.</b></p>	<p><b>GRS 23 Item 8</b></p>
	<p><b>t. Finding Aids (or Indexes).</b> Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.</p>	<p><b>Destroy or delete with the related records.</b></p>	<p><b>GRS 23 Item 9</b></p>
	<p><b>u. Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		<p><b>GRS 20</b></p>

	<p>(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p><b>Destroy/delete within 180 days after the recordkeeping copy has been produced</b></p>	<p><b>GRS 20</b></p>
	<p>(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p><b>Destroy/delete when dissemination, revision, or updating is completed.</b></p>	<p><b>GRS 20</b></p>

## General Management and Administration

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>0000</b>	<b>Checklists and Indexes</b>		
<b>1000</b>	<b>Administration, Management, and Policies</b>		
<p>The records described below relate to the general management, planning, organization, and direction of the Federal Aviation Administration and the performance of the administrative management functions. They result from the development of agency plans, policies, and programs; management surveys, paperwork management, data processing system, work simplification, and other management improvement programs; agency relations with the public, Congress, and other external bodies; release of information under the Freedom of Information Act and the Privacy Act; investigations of personnel, applicants for employment, and contractors; employee travel; security and protective services matters, including the safeguarding of classified information; administrative support services; and defense planning activities.</p>			
	<p><b>1. Administrative Policy and Planning Files.</b> 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.</p>	<p><b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b></p>	<p><a href="#">NC-174-227</a> Item 1 Approved 8/6/74</p>
	<p><b>2. History Program Files.</b> 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.</p>	<p><b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b></p>	<p><a href="#">NC-174-227</a> Item 2 Approved 8/6/74</p>
<b>1010</b>	<b>Selection Orders</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>1020</b>	<b>Metric System</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>1050</b>	<b>Environmental Quality Activities</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>

1052	<b>Energy Policies and Procedures</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
1053	<b>Energy Planning Conservation</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
1054	<b>Environmental Network</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
1070	<b>Hotline Files</b>		
	<b>1. FAA Administrator's Hotline.</b> Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.		
	a. Administrator's Office.		
	(1) Paper Files.	Destroy when 5 years old.	N1-237-95-3 Approved 6/6/95
	(2) Electronic Records.	Destroy individual data records when paper files are destroyed.	N1-237-95-3 Approved 6/6/95
	(3) System Documentation.	Update as needed. Destroy documentation when superseded.	N1-237-95-3 Approved 6/6/95
	b. All other offices.	Destroy when 2 years old.	N1-237-95-3 Approved 6/6/95
	<b>2. Consumer Hotline.</b> Files include Hotline call records, correspondence, reports, and related documents accumulated by the staff in the course of the operation.		
	a. Paper Files.	Destroy when 2 years old.	N1-237-96-2 Approved 7/9/96

	b. Electronic Files.	Destroy individual data records when paper files are destroyed.	N1-237-96-2 Approved 7/9/96
	c. System Documentation.	Destroy superseded documentation.	N1-237-96-2 Approved 7/9/96
<b>1100</b>	<b>Organization, Authorities, and Functions</b>		
	<b>1. Organization Planning Files.</b> 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.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<b>NC-174-227 Item 3 Approved 8/6/74</b>
	<b>2. Organization Working Files.</b> Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys.	<b>Destroy when 2 years old</b>	<b>GRS 23 Item 1</b>
<b>1110</b>	<b>Committees and Conferences</b>		
	<b>1. Committee and Conference Files</b> [NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]		
	a. Records relating to establishment, organization, membership, and policy of internal committees, excluding committees covered by 1110(2).	<b>Destroy 2 years after termination of committee.</b>	<b>GRS 26</b>
	b. Records created by committees.		
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	<b>Destroy when 3 years old.</b>	<b>GRS 26</b>
	(2) Official files of the committee sponsor, secretariat, or recorder.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<b>NC-174-227 Item 4 Approved 8/6/74</b>
	(3) All other committee records.	<b>Destroy when 3 years old.</b>	<b>GRS 16 Item 8(b)(2)</b>

	<p>c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.</p> <p><b>[NOTE: This sub-item does not apply to records maintained at the General Services Administration or records covered elsewhere in this schedule.]</b></p>	<b>Destroy 5 years after termination of committee.</b>	<b>GRS 16</b> Item 8(c); replaced by <b>GRS 26</b> effective 9/2004
	<b>2. Committee Management Files.</b> Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.		
	a. Files for advisory, interagency, and international committees sponsored by FAA.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<b>NC-174-227</b> Item 5 Approved 8/6/74
	b. Files for internal FAA committees.	<b>Destroy 1 year after termination of committee.</b>	<b>NC-174-227</b> Item 5 Approved 8/6/74
	3. Staff and Local Meeting and Conference Files. Minutes, agenda, and related documents.	<b>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</b>	<b>GRS 23</b> Item 1
	<b>4. Committee Inventory Files.</b> Annual and special inventory reports of FAA committees in existence.		
	a. Accumulated by the Federal Aviation Agency Committee Management Officer.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<b>NC-174-227</b> Item 6 Approved 8/6/74
	b. Accumulated by the Federal Aviation Administration Committee Management Officer.	<b>Destroy when 5 years old.</b>	<b>NC-174-227</b> Item 6 Approved 8/6/74
	c. All others.	<b>Destroy when 2 years old.</b>	<b>NC-174-227</b> Item 6 Approved 8/6/74
<b>1200</b>	<b>External Relations</b>		
	<b>1. General Correspondence Files.</b> Routine correspondence, reports, and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminating information to the public, but EXCLUDING files described elsewhere in this manual.		

	a. Agency office of primary interest.	<b>Destroy when 2 years old.</b>	<a href="#">NC1-237-77-3</a> <b>Item 1a</b> Approved 12/2/77
	b. All other offices.	<b>Destroy when 1 year old.</b>	<a href="#">NC1-237-77-3</a> <b>Item 1</b> Approved 12/2/77
	<b>2. Customer Service Call Management System.</b> (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.		<a href="#">N1-237-09-13</a> Approved 3/29/10
	a. <b>Master Database</b> 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.	<b>Temporary. Cut off at the end of the calendar year in which the record was created. Delete record from the database one year after cut off.</b>	<a href="#">N1-237-09-13</a> Approved 3/29/10
<b>1210</b>	<b>Public Relations</b>		
	<b>1. Informational Release Files.</b> Records documenting the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.		
	a. Releasing office (record set only).	<b>PERMANENT. Transfer to FRC when 4 years old or earlier if inactive. Offer to NARA when 9 years old.</b>	<a href="#">NC1-237-77-3</a> <b>Item 36(a)</b> Approved 12/2/77
	b. All other offices.	<b>Destroy when no longer needed for administrative purposes.</b>	<a href="#">NC1-237-77-3</a> <b>Item 36(b)</b> Approved 12/2/77
	<b>2. Informational Release Approval Files.</b> Drafts of press releases, speeches, and articles with approvals for release or publication.	<b>Destroy when 2 years old.</b>	<a href="#">GRS 14</a> <b>Item 1</b>

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

	<b>1. General Correspondence Files.</b> 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.	<b>PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 24 years old.</b>	<b>NC1-237-77-3 Item 78 Approved 12/2/77</b>
	<b>2. Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files.</b> Documents produced and accumulated in connection with the development and presentation of the position of FAA and the U.S. on ICAO or other international civil aviation organization matters, and to implementation of recommendations, including minutes of Air Navigation and other committee papers, reports and related correspondence and documents.		
	a. Offices responsible for coordinating on IGIA and ICAO matters.	<b>PERMANENT. Offer to NARA when 40 years old.</b>	<b>NC1-237-77-3 Item 79 Approved 12/2/77</b>
	b. Designations of agency representatives to the IGIA.	<b>Destroy when superseded.</b>	<b>NC1-237-77-3 Item 80(b) Approved 12/2/77</b>
	<b>3. IGIA Liaison Files.</b> Documents accumulated in the coordination and conduct of agency participation in IGIA activities and in briefing designated representatives prior to meetings of IGIA.		
	a. IGIA and ICAO numbered papers and related indexes and correspondence.	<b>PERMANENT. Cutoff files and indexes in 5 year blocks. Offer to NARA when 40 years old.</b>	<b>NC1-237-77-3 Item 80(a) Approved 12/2/77</b>
	b. Designations of agency representatives to the IGIA.	<b>Destroy when superseded.</b>	<b>NC1-237-77-3 Item 80(b) Approved 12/2/77</b>
	<b>4. IGIA and ICAO Publications Files.</b> Processed papers, documents, numbered and unnumbered memorandums, agenda, minutes, and reports printed and distributed by the IGIA and ICAO.	<b>Destroy when no longer required for current operations.</b>	<b>II-NNA-1017 Item 8 Approved 7/13/54</b>
	<b>5. Foreign Participant Training Files.</b> 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.	<b>Destroy closed case files 7 years after termination of training.</b>	<b>NN-173-149 Item 1 Approved 3/26/73</b>

	<b>6. Foreign Assistance Country Files.</b> 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.	<b>Destroy closed case files when 10 years old.</b>	<b>NN-173-149 Item 2 Approved 3/26/73</b>
<b>1250</b>	<b>Aviation Education Program</b>		
	<b>Aviation Education, Promotion, and Development files containing Aviation Safety programs and activities pertaining to the promotion of flying and mechanic schools, air shows, air tours, and other activities related to advancement of aviation.</b>	<b>Destroy when 2 years old.</b>	<b>II-NNA-1102 Item 11 Approved 7/12/54</b>
	<b>Aviation and Space Education Records</b> (Items supersede NARA Job No. II-NNA-1102, Item 11. 7/12/1954.) <b>1. Historical Records (1250/1) Program</b> 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.	<b>Permanent. Cut off when no longer needed. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 15 years after cut-off.</b>	<b>N1-237-06-2 Item 1 Approved 1/31/07</b>
	<b>2. Correspondence Files (1250/2) Program</b> 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.	<b>Permanent. Cut off at end of administrative year. Retire to FRC in Waltham, MA, three years after cut-off. Transfer to NARA 10 years after cut-off.</b>	<b>N1-237-06-2 Item 2 Approved 1/31/07</b>
	<b>3. Records of Aviation and Space Education Meetings with Internal and External Stakeholders (1250/3)</b> 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.	<b>Temporary. Cut off at end of fiscal year in which meeting took place. Destroy three years after cutoff.</b>	<b>N1-237-06-2 Item 3 Approved 1/31/07</b>
	<b>4. Partnerships (1250/4)</b> a. 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.	<b>Permanent. Retire to FRC in Waltham, MA upon inactivation. Transfer to NARA 10 years after inactivation.</b>	<b>N1-237-06-2 Item 4 Approved 1/31/07</b>
	b. Case files relating to regional partnerships, with schools, state and local pilots' associations and similar organizations.	<b>Temporary. Cut-off upon inactivation. Retire to FRC 3 years after cut-off. Destroy 10 years after cut-off.</b>	<b>N1-237-06-2 Item 4 Approved 1/31/07</b>

	<p><b>5. Outreach Activity Data and Reports (1251)</b>  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>		<p><b>N1-237-06-2</b>  <b>Item 5</b>  <b>Approved 1/31/07</b></p>
	<p>a) <b>Master Files and associated documentation.</b></p>	<p><b>Permanent. Copy at end of fiscal year and transfer to NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 5</b>  <b>Approved 1/31/07</b></p>
	<p>b) <b>Inputs.</b> Data input to database from regional programs or other sources.</p>	<p><b>Temporary. Delete when input verified.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 5</b>  <b>Approved 1/31/07</b></p>
	<p>c) <b>Outputs.</b> Reports generated from database, on periodic basis or upon request.</p>	<p><b>Temporary. Destroy when no longer needed for reference. (Reports incorporated into other series, such as annual historical reports, should be scheduled under the appropriate series disposition.)</b></p>	<p><b>N1-237-06-2</b>  <b>Item 5</b>  <b>Approved 1/31/07</b></p>
	<p><b>6. Aviation and Space Education Programs (1252)</b>  a. 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.</p>	<p><b>Permanent. Cut off at end of administrative year. Transfer to FRC in Waltham, MA 5 years after cutoff. Transfer to NARA 25 years after cutoff.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 6</b>  <b>Approved 1/31/07</b></p>
	<p><b>b. Regional Aviation and Space Education Programs</b>  i. 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.</p>	<p><b>Permanent. Cut off when superseded or at end of program. Retire to FRC in Waltham, MA two years after cut-off. Transfer to NARA when 15 years old.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 6</b>  <b>Approved 1/31/07</b></p>
	<p>ii. Routine administrative and correspondence files created for the operation of the regional programs.</p>	<p><b>Temporary. Cut off at end of administrative year. Destroy when five years old.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 6</b>  <b>Approved 1/31/07</b></p>
	<p><b>7. FAA Employee Volunteer Folders (1253)</b> Individual folders on FAA employees who volunteer to participate in variety of Aviation and Space Education programs, such as school counseling.</p>	<p><b>Temporary. Cut off when no longer involved in program. Destroy two years after cut-off.</b></p>	<p><b>N1-237-06-2</b>  <b>Item 7</b>  <b>Approved 1/31/07</b></p>

<b>1260</b>	<b>Aviation War Risk Insurance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1270</b>	<b>Freedom of Information Act</b>		
	<b>1. Freedom of Information Act (FOIA) Requests Files.</b> Files created in response to requests for information under the Freedom of Information Act (5 U.S.C. 552), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	<b>Destroy 2 Years After Date Of Reply.</b>	<b>GRS 14 Item 11(a)(1)</b>
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	<b>Destroy 2 Years After Date Of Reply.</b>	<b>GRS 14 Item 11(a)(2)(a)</b>
	(b) Requests appealed.	<b>Destroy As Authorized Under Item 1270(2).</b>	<b>GRS 14 Item 11(a)(2)(b)</b>
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	<b>Destroy 6 Years After Date Of Reply.</b>	<b>GRS 14 Item 11(a)(3)(a)</b>
	(b) Appealed requests.	<b>Destroy As Authorized Under Item 1270(2).</b>	<b>GRS 14 Item 11(a)(3)(b)</b>
	b. Official file copy of requested records.	<b>Dispose of in accordance with disposition instruction for the related records, or in accordance with the related FOIA request, whichever is later.</b>	<b>GRS 14 Item 11</b>

	<b>2. Freedom of Information Act Appeals Files.</b> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).	<b>Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit or 3 years after final adjudication by courts, whichever is later.</b>	<b>GRS 14 Item 12(a)</b>
	b. Official file copy of records under appeal.	<b>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related FOIA requests, whichever is later.</b>	<b>GRS 14 Item 12(b)</b>
	<b>3. FOIA Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.		
	a. Registers or listing.	<b>Destroy 5 years after date of last entry</b>	<b>GRS 14 Item 13(a)</b>
	b. Other files.	<b>Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later</b>	<b>GRS 14 Item 13(b)</b>
	<b>4. FOIA Reports Files.</b> Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act.		
	<b>a. Annual reports to the Congress at departmental or agency level.</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
	b. Other reports.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 14</b>

	<b>5. Freedom of Information Act Administrative Files.</b> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 15</b>
<b>1280</b>	<b>Privacy Act</b>		
	<b>1. Privacy Act Requests Files.</b> Files created in response to requests from individuals to gain access to the records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested record.	<b>Destroy 2 year after date of reply.</b>	<b>GRS 14 Item 21(a)(1)</b>
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	<b>Destroy 2 years after date of reply.</b>	<b>GRS 14 Item 21(a)(2)(a)</b>
	(b) Appealed requests.	<b>Destroy as authorized under item 1280(2).</b>	<b>GRS 14 Item 21(a)(2)(b)</b>
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	<b>Destroy 5 years after date of reply.</b>	<b>GRS 14 Item 21(a)(3)(a)</b>
	(b) Appealed requests.	<b>Destroy as authorized under item 1280(2).</b>	<b>GRS 14 Item 21(a)(3)(b)</b>
	b. Official file copy of requested records.	<b>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.</b>	<b>GRS 14 Item 21(b)</b>
	<b>2. Privacy Act Amendment Case Files.</b> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).		

	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	<b>Dispose in accordance with disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</b>	<b>GRS 14 Item 22(a)</b>
	b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	<b>Dispose of in accordance with disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.</b>	<b>GRS 14 Item 22(b)</b>
	c. Appealed requested to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	<b>Dispose of in accordance with disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</b>	<b>GRS 14 Item 22(c)</b>
	<b>3. Privacy Act Accounting of Disclosure Files.</b> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	<b>Dispose of in accordance with disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</b>	<b>GRS 14 Item 23</b>
	<b>4. Privacy Act Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.		
	a. Registers or listings.	<b>Destroy 5 years after date of last entry.</b>	<b>GRS 14 Item 24(a)</b>
	b. Other files.	<b>Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.</b>	<b>GRS 14 Item 24(b)</b>
	<b>5. Privacy Act Report Files.</b> Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget and the Report on New Systems.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 25</b>
	<b>6. Privacy Act General Administrative Files.</b> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 26</b>

<b>1300</b>	<b>Management Programs</b>		
	<b>1. General Correspondence Files.</b> Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence files of the Office of Primary Responsibility relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<a href="#">NC-174-227</a> Item 7 Approved 8/6/74
	b. All others.	<b>Destroy when 5 years old.</b>	<a href="#">NC-174-227</a> Item 7 Approved 8/6/74
	<b>2. Management Information Files.</b> Manuals, charts, analysis sheets, problem sheets, program status and evaluation reports, and supporting documents developed in the administration of programs for the preparation of management information.		
	a. Record copies maintained by the Office of Primary Responsibility.	<b>PERMANENT. Transfer to FRC when 4 years old or earlier if inactive. Offer to NARA when 10 years old.</b>	<a href="#">NC-174-227</a> Item 9 Approved 8/6/74
	b. All other offices.	<b>Destroy when superseded or no longer needed.</b>	<a href="#">NC-174-227</a> Item 9 Approved 8/6/74
	<b>3. Internal Evaluation Reports.</b> Contains information concerning the effectiveness and performance of the various offices and facilities in carrying out policies, systems, standards, and procedure. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.		
	a. National Program Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	<b>Transfer to FRC when 2 years old. Destroy when 7 years old.</b>	<a href="#">NC1-237-83-3</a> Item 1 Approved 9/23/83
	(2) Regional Office.	<b>Transfer to FRC when 2 years old. Destroy when 7 years old.</b>	<a href="#">NC1-237-83-3</a> Item 1 Approved 9/23/83

	(3) Field Offices.	Destroy upon notification that the regions have received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	Destroy upon notification that the region has received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	b. Office Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(2) Regional Office.	Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(3) Field Offices.	Destroy upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	Destroy upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
	<b>4. Internal Flight Standards Evaluation Reports:</b> Contains information concerning the effectiveness and the performance of the various Flight Standards Offices in carrying out policies, systems, standards and procedures. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.		
	a. National Program Evaluation Reports		
	1. Headquarters Evaluation Staff	Transfer to FRC when two years old; destroy when 7 years old.	NC1-237-78-01; Approved 12/27/77

	2. Regional Flight Standards Offices	Transfer to FRC when two years old; destroy when 7 years old.	NC1-237-78-01; Approved 12/27/77
	3. Flight Standards Field Offices	Destroy upon notification that the regions has received and accepted the corrective action report.	NC1-237-78-01; Approved 12/27/77
	b. Office Evaluation Report		NC1-237-78-01; Approved 12/27/77
	1. Headquarters Evaluation Staff	Destroy when superseded, when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-78-01; Approved 12/27/77
	2. Regional Flight Standards Offices	Destroy when superseded, when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-78-01; Approved 12/27/77
	3. Flight Standards Field Offices	Destroy upon notification that the region has received and accepted the corrective action report.	NC1-237-78-01; Approved 12/27/77
<b>1310</b>	<b>Management Analysis, Surveys, And Evaluations</b>		
	<b>1. Management Project Files.</b> 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.	<b>PERMANENT.</b> Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	<b>2. Management Project Working Papers.</b> Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74
	<b>3. Management Project Control Files.</b> Documents showing assignments, progress, and completion of projects.	Destroy 1 year after completion of project.	GRS 16 Item 5

	<b>4. Feasibility Studies.</b> Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	<b>Destroy 5 years after completion or cancellation of study.</b>	<b>GRS 16 Item 9</b>
<b>1320</b>	<b>Directives Management</b>		
	<b>1. Directives Case Files.</b> Official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents.		
	a. Case files for national, 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.	<b>PERMANENT. Transfer inactive file to FRC when no more than 4 years old. Offer to NARA when 20 years old.</b>	<b>NC1-237-77-3 Item 1(a) Approved 12/2/77</b>
	b. 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)).	<b>Destroy inactive file after 5 years.</b>	<b>NN-169-45 Item 1b Approved 4/21/69</b>
	<b>2. Directives Master Reference Files.</b> Files of directives for which directives management officers are responsible.	<b>Destroy when canceled or no longer needed for reference.</b>	<b>Nonrecord</b>
	<b>3. Directives Working and Reference Files.</b> Directives records other than those described above.	<b>Destroy when canceled or no longer needed for reference.</b>	<b>Nonrecord</b>
	<b>4. Administrative Issuances</b> (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.)		
	a. Notices and other types of issuances related to routine administrative functions.(e.g., payroll, procurement, personnel)	<b>Destroy when superseded or obsolete.</b>	<b>GRS 16 Item 1(a)</b>
	b. Case files related to (a) above that document aspects of the development of the issuance.	<b>Destroy when issuance is destroyed.</b>	<b>GRS 16 Item 1(b)</b>
<b>1330</b>	<b>Forms Management</b>		

	<b>1. Forms Numerical Files.</b> Case files containing the record copy of each form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence including instructions and documentation showing inception, scope, and purpose of form.	<b>Destroy 5 years after related form is discontinued, superseded, or canceled.</b>	<b>GRS 16 Item 3(a)</b>
	<b>2. Forms Functional Files.</b> Case files consisting of a sample copy of each current form for convenience of office.	<b>Destroy when related form is discontinued, superseded, or canceled.</b>	<b>GRS 16 Item 3(b)</b>
	<b>3. Forms Supply Files.</b> Requisitions, specifications, issue and stock control records, and other documents pertaining to supply control maintained for each form.	<b>Destroy when related form is discontinued, superseded, or canceled.</b>	<b>GRS 16 Item 3(b)</b>
<b>1340</b>	<b>Reports Management</b>		
	<b>Reports Control Files.</b> Case files maintained for each report created or proposed including public use reports. (This standard does not apply to the reports themselves but only to the files accumulated in the administrative control of the reports. This includes clearance forms, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.)	<b>Destroy 2 years after the report is discontinued.</b>	<b>GRS 16 Item 6</b>
<b>1350</b>	<b>Records Management</b>		
	<b>1. Records Disposition Files.</b> Descriptive inventories, disposal authorizations, schedules, and reports. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives and Records Administration (NARA); and related documentation.		
	a. SF 115s that have been approved by NARA.	<b>Destroy 2 years after superseded.</b>	<b>GRS 16 Item 2(a)(1)</b>
	b. Other records.	<b>Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.</b>	<b>GRS 16 Item 2(a)(2)</b>
	c. Routine correspondence and memoranda.	<b>Destroy when 2 years old.</b>	<b>GRS 16 Item 2(b)</b>
	<b>2. Statistical Reports of Records Holdings,</b> including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.		

	a. Records held by offices that prepare reports on agency-wide records holdings.	<b>Destroy when 3 years old.</b>	<b>GRS 16</b> <b>Item 4(a)</b>
	b. Records held by other offices.	<b>Destroy when 1 year old.</b>	<b>GRS 16</b> <b>Item 4(b)</b>
	<b>3. Reports, Correspondence, and Related Records</b> concerning the development and improvement of the management of records includes the management of files, forms, correspondence, mail, reports, microfilm, ADP systems, word processing, vital records, and all other aspects of records management not covered elsewhere.	<b>Destroy when 6 years old.</b>	<b>GRS 16</b> <b>Item 7</b>
	<b>4. Microform Inspection Records.</b> Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.  <b>NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to NARA. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.</b>	<b>Destroy 1 year after the records are transferred to the legal custody of NARA.</b>	<b>GRS 16</b> <b>Item 10(a)</b>
	<b>5. Agency Copy of Logs</b> and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	<b>Destroy when 2 years old, or when superseded, whichever is later.</b>	<b>GRS 16</b> <b>Item 10(b)</b>
<b>1360</b>	<b>Correspondence Management</b>		
	<b>1. Correspondence Management and Control</b> includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.		
	a. Instructions.	<b>Destroy when superseded.</b>	<b>II-NNA-1017</b> <b>Item 18</b> <b>Approved 7/13/54</b>
	b. All other material.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1017</b> <b>Item 18</b> <b>Approved 7/13/54</b>
<b>1370</b>	<b>Information Resources Management (Data Processing Management and Statistical Records)</b>		
	<b>1. Data Processing Project Files.</b> Case files resulting from ADP surveys and feasibility studies.	<b>PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</b>	<b>NC-174-227</b> <b>Item 8</b> <b>Approved 8/6/74</b>

	<b>2. Data Processing Working Papers.</b> Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to ADP surveys and feasibility studies.	<b>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</b>	<a href="#">NC-174-227</a> <b>Item 8</b> Approved 8/6/74
	<b>3. Data processing Report Files.</b> Record copies of reports of inventories of utilization and costs of automatic data processing in the agency.	<b>Transfer completed reports to FRC when 4 years old or earlier. Destroy when 10 years old.</b>	<a href="#">NC-174-227</a> <b>Item 11</b> Approved 8/6/74
	<b>4. Aviation statistics publication Files.</b> 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.	<b>PERMANENT. Transfer published reports to FRC when 4 years old. Offer to NARA when 10 years old.</b>	<a href="#">NC-174-227</a> <b>Item 12</b> Approved 8/6/74
	<b>5. Aviation statistics source Files.</b> 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.	<b>Disposition is 2 years EXCEPT for background material on fed airways activities which is 4 years.</b>	<b>II-NNA-1391</b> <b>Item 6(b)</b> Approved 5/12/55
<b>1371</b>	<b>Information Technology Operations and Management Records</b>		
	<b>1. Oversight and Compliance Files.</b> Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.  Statistical performance data for systems and networks; System availability reports; Sample performance indicators Target IT architecture reports; Systems development lifecycle handbooks; Network assessments; Contractor evaluation reports; Market analyses; Performance surveys; Cost-benefit analyses; Histograms; Corrective action reports.	<b>Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.</b>	<a href="#">GRS 24</a>
	a. Performance measurements and benchmarks		<a href="#">GRS 24</a> Item 1a
	b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	<b>Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.</b> [Note: See item 3b for performance files relating to systems.]	<a href="#">GRS 24</a> Item 1b

	<p><b>2. IT Facility, Site Management, and Equipment Support Services Records.</b> Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.</p> <p><b>Listings of facilities; Inspection reports</b></p>	<p><b>Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.</b></p>	<p><b>GRS 24 Item 2</b></p>
	<p><b>3. IT Asset and Configuration Management Files.</b></p>		
	<p>a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.</p> <p>Maintenance IT assets: Inventories of assets, Equipment control systems; Databases of barcodes; Bar code reports; Maintenance service histories; Asset management guides, Service; Requisitions for equipment maintenance; Change orders; Purchase orders for maintenance; Property transfer control systems; Flow reconfiguration requests; Standardization requests and justifications.</p>	<p><b>Destroy/delete 1 year after completion of the next inventory.</b></p>	<p><b>GRS 24 item 3a</b></p>
	<p>b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:</p>		<p><b>GRS 24 item 3b</b></p>
	<p>(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management</p>	<p><b>Destroy/delete 1 year after termination of system.</b></p>	<p><b>GRS 24 item 3b1</b></p>
	<p>(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.</p>	<p><b>Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.</b></p>	<p><b>GRS 24 item 3b2</b></p>
	<p><b>4. System Backups and Tape Library Records.</b></p>		

	<p>a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> <p>Backup tapes; Backups of system software</p> <p>Location vault lists; Offsite storage facilities; Bin location</p>	<p><b>1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</b></p> <p><b>(2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</b></p> <p>[Note: See GRS 20, item 8, for backups of master files and databases.]</p>	<p><b>GRS 24 item 4a1 and 2</b></p>
	<p>b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.</p>	<p><b>Destroy/delete when superseded or obsolete.</b></p>	<p><b>GRS 24 item 4b</b></p>
	<p><b>5. Files Related to Maintaining the Security of Systems and Data.</b></p>		
	<p>a. System Security Plans and Disaster Recovery Plans. Computer technical manuals; Continuity of Operations plans; Disaster exercise evaluations; Disaster exercises; Disaster recovery plans; Risk surveys; Security plans for IT infrastructure; Vulnerability assessments by IG; Vulnerability assessments/studies Risk management analyses; Security directives; Security policy analysis; Virus handbooks; Vulnerability analyses.</p>	<p><b>Destroy/delete 1 year after system is superseded.</b></p>	<p><b>GRS 24 item 5a</b></p>
	<p>b. Documents identifying IT risks and analyzing the impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.</p>	<p><b>Destroy/delete 1 year after system is superseded.</b></p>	<p><b>GRS 24 item 5b</b></p>
	<p><b>6. User Identification, Profiles, Authorizations, and Password</b> Files EXCLUDING records relating to electronic signatures.</p> <p>a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.</p> <p>User identification; User profiles; User passwords Profiles; User authorizations</p>	<p><b>Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.</b></p>	<p><b>GRS 24 item 6a</b></p>
	<p>b. Routine systems, i.e., those not covered by item 6a. See GRS 20, item 1c.</p>		<p><b>GRS 24 item 6b</b></p>

	<p><b>7. Computer Security Incident Handling, Reporting and Follow-up Records.</b>  Reports and documentation of Web site defacement; Hacks; Break-in records; Improper usage by staff; Misuse of system; Security breaches; Security break-ins; Security failures; Unauthorized intrusions; Virus threats</p>	<p><b>Destroy/delete 3 years after all necessary follow-up actions have been completed.</b></p>	<p><b>GRS 24 item 7</b></p>
	<p><b>8. IT Operations Records</b></p>		
	<p>a. Workload schedules, run reports, and schedules of maintenance and support activities.   Cycle time reports; Maintenance schedules; Run reports; Workload schedules</p>	<p><b>Destroy/delete when 1 year old.</b></p>	<p><b>GRS 24 item 8a</b></p>
	<p>b. Problem reports and related decision documents relating to the software infrastructure of the network or system.   Software problem reports</p>	<p><b>Destroy/delete 1 year after problem is resolved.</b></p>	<p><b>GRS 24 item 8b</b></p>
	<p>c. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.   Benchmark measures; Operation reports; Performance monitoring</p>	<p><b>Destroy/delete when 3 years old.</b></p>	<p><b>GRS 24 item 8c</b></p>
	<p><b>9. Financing of IT Resources and Services</b></p>		
	<p>[Note: Copies of records needed to support contracts should be in procurement files, which are scheduled under GRS 3.]   a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.   Acquisition; Contract award fees; Financial mgmt; Financial records; Payment for software and services; Performance agreements; Service level agreements; Service support levels; Third party agreements</p>	<p><b>Destroy/delete 3 years after agreement is superseded or terminated.</b></p>	<p><b>GRS 24 item 9a</b></p>
	<p>b. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining the effectiveness and compliance.</p>	<p><b>Destroy/delete 3 years after control measures or procedures are superseded or terminated.</b></p>	<p><b>GRS 24 item 9b</b></p>

	c. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7.	<b>Destroy/delete records with no outstanding payment issues when 3 years old.</b>	<b>GRS 24 item 9c</b>
	<b>10. IT Customer Service Files</b>		
	a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.  Customer queries; Customer service; End-user inquiries; Feedback records; FAQs; Help Desk logs; Pamphlets; Requests for assistance; Trend analysis; Trouble reports; User guides	<b>Destroy/delete 1 year after record is superseded or obsolete.</b>	<b>GRS 24 item 10a</b>
	b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.	<b>Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.</b>	<b>GRS 24 item 10b</b>
	<b>11. IT Infrastructure Design and Implementation Files</b> Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/ accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.		<b>GRS 24 item 11</b>
	a. Records for projects that are not implemented.  Acquisition; Implementation of new systems; Installation and testing; Installation reviews; New enterprise projects; Quality assurance plans; Requirements specifications; Technology refresh plans; Test plans	<b>Destroy/delete 1 year after final decision is made.</b>	<b>GRS 24 item 11a</b>
	b. Records for projects that are implemented.	<b>Destroy/delete 5 years after project is terminated.</b>	<b>GRS 24 item 11b</b>

	c. Installation and testing records.	Destroy/delete 3 years after final decision on acceptance is made.	GRS 24 item 11c
		<p>[Note: IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Components include hardware such as printers, desktop computers, network and web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.]</p>	GRS 24
1375	Standard Data Elements and Codes		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES
1380	Work Measurement, Performance, and Staffing Analysis		
	1. Work Measurement Project Files. Case files resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.	PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 8 Approved 8/6/74

	<b>2. Management project working papers.</b> 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.	<b>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</b>	<b>NC-174-227 Item 8 Approved 8/6/74</b>
	<b>3. Program Tracking and Reporting System (PTRS) activity reports.</b> Consolidated monthly and quarterly summary reports reflecting work activity (man-hours and units) maintained by Washington and Regional Headquarters Flight Standards Divisions.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>
<b>1390</b>	<b>Work Simplification And Management Improvement</b>		
	<b>Management improvement Report Files.</b> Record copies of management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.		
	a. Record copies maintained by the Office of Management Systems.	<b>PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 10 years old.</b>	<b>NC-174-227 Item 10 Approved 8/6/74</b>
	b. All others.	<b>Destroy when superseded or no longer needed.</b>	<b>NC-174-227 Item 10 Approved 8/6/74</b>
<b>1395</b>	<b>Value Engineering</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1400</b>	<b>Civil Rights</b>		
	<b>1. Civil rights general Files.</b> Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. Includes status reports, EEO counselor data, and evaluations.		
	a. Status reports and evaluations.	<b>PERMANENT. Offer to NARA when 10 years old.</b>	<b>GRS 1 Item a</b>
	b. All other records.	<b>Destroy when 5 years old.</b>	<b>GRS 1 Item b</b>

	<b>2. Official Discrimination Complaint Case Files.</b> Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	<b>Destroy 4 years after resolution of case.</b>	<b>GRS 1 Item 25(a)</b>
	<b>3. Copies of Complaint Case Files.</b> Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	<b>Destroy 1 year after resolution of case.</b>	<b>GRS 1 Item 25(b)</b>
	<b>4. Preliminary and Background Files.</b>		
	a. Background records not filed in the Official Discrimination Complaint Case Files.	<b>Destroy 2 years after final resolution of case.</b>	<b>GRS 1 Item 25(c)(1)</b>
	b. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 25(c)(2)</b>
	<b>5. Compliance Records.</b>		
	a. Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.	<b>Destroy when 7 years old.</b>	<b>GRS 1 Item 25(d)(1)</b>
	b. EEO Compliance Reports.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 25(d)(2)</b>
	<b>6. Employee Housing Requests.</b> Forms requesting agency assistance in housing matters, such as rental or purchase.	<b>Destroy when 1 year old.</b>	<b>GRS 1 Item 25(e)</b>
	<b>7. Employment Statistics Files.</b> Employment statistics relating to race and sex.	<b>Destroy when 5 years old.</b>	<b>GRS 1 Item 25(f)</b>
	<b>8. EEO General Files.</b> General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	<b>Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</b>	<b>GRS 1 Item 25(g)</b>
	<b>9. EEO Affirmative Action Plans (AAP)</b>		
	a. Agency copy of consolidated AAP(s).	<b>Destroy 5 years from date of plan.</b>	<b>GRS 1 Item 25(h)(1)</b>

	b. Agency feeder plan to consolidated AAP(s).	<b>Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.</b>	<b>GRS 1 Item 25(h)(2)</b>
	c. Report of onsite reviews of Affirmative Action Programs.	<b>Destroy 5 years from date of report.</b>	<b>GRS 1 Item 25(h)(3)</b>
	d. Agency copy of annual report of Affirmative Action accomplishments.	<b>Destroy 5 years from date of report.</b>	<b>GRS 1 Item 25(h)(4)</b>
	<b>10. Civil Rights General Files</b> , Minority Employment Report Files, Civil Rights Plan Files, Discrimination Complaint Files, Civil Rights Compliance Review Files from the Department of Transportation		
<b>1410</b>	<b>Non- Discrimination</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1420</b>	<b>Sexual Harassment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1500</b>	<b>Travel and Transportation</b>		
	<b>1. Employee travel Files.</b> Correspondence requests, travel authorizations and orders, itineraries, and routing trip reports exclusive of records maintained for accounting purposes (item 2710).	<b>Destroy when 2 years old.</b>	<b>GRS 9 Item 4(a)</b>
	<b>2. Employee foreign service travel Files.</b> Correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records, and related materials pertaining to foreign assignments, exclusive of records maintained for accounting purposes (item 2710).	<b>Place in inactive file upon separation from foreign service. Destroy inactive file when 4 years old.</b>	
	<b>3. Non-Federally Funded Travel</b>		

	<b>a. Non-Federally Funded Travel.</b> Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.	<b>Destroy when 4 years old.</b>	<b>GRS 9 Item 6(a)</b>
	b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	<b>Destroy 1 year after submission of report to the Office of Government Ethics.</b>	<b>GRS 9 Item 6(b)</b>
	<b>4. Federal Employee Transportation Subsidy Records.</b> Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.	<b>Destroy when 3 years old.</b>	<b>GRS 9 Item 7</b>
	<b>6. Passport Files.</b> Requests for passport actions, notifications for passport services, such as FAA Form 1500-1 or equivalent, clearances, correspondence, and related papers generated in obtaining passports for FAA personnel performing foreign travel.		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	<b>Destroy when 3 years old or upon separation of the bearer, whichever is sooner.</b>	<b>GRS 9 Item 5(a)</b>
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	<b>Destroy when 1 year old</b>	<b>GRS 9 Item 5(b)</b>
	c. Passport Registers. Registers and lists of agency personnel who have official passports.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 9 Item 5(c)</b>
<b>1510</b>	<b>Temporary Duty Travel</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1520</b>	<b>Permanent Change of Station</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1600</b>	<b>Investigations and Security</b>		

	<b>1. General Correspondence Files.</b> Correspondence, reports, and related materials accumulated in the administration and direction of traditional security and protective security programs, including personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security. For records relating to programs for the prevention of criminal acts against air transportation, see item 1650.		
	a. Correspondence files of the Office of Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, air security guards, and the development of deterrent systems for the prevention of criminal acts against air transportation. Includes studies and reports of significant accomplishments.	<b>Permanent. Offer to NARA when 10 years old.</b>	<b>NC-237-75-1 Item 1 Approved 7/26/1974</b>
	b. Classified Documents Administrative Correspondence Files. Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 1</b>
	c. Security and Protective Services Administrative Correspondence Files. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 8</b>
	c. All others.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 1</b>
	<b>3. Classified document Control Files.</b> Records maintained by security control points and Top Secret Control Officers, such as accountability records, control logs and document receipts.		
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	<b>Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.</b>	<b>GRS 18 Item 5(a)</b>
	b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. [NOTE: Master files and data bases created to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on a Standard Form (SF) 115.]	<b>Destroy when related document is downgraded, transferred, or destroyed.</b>	<b>GRS 18 Item 5(b)</b>
	c. Records concerning information or material classified Confidential.	<b>Destroy 2 years after final disposition of related material.</b>	<b>GRS 18 Item 1</b>

	d. Records documenting the receipt and issuance of classified documents.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 2</b>
	e. Certificates relating to the destruction of classified documents.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 3</b>
	f. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 4</b>
	g. Requests and authorizations for individuals to have access to classified files.	<b>Destroy 2 years after authorization expires.</b>	<b>GRS 18 Item 6</b>
	<b>4. Lock combination Files.</b>		
	a. Documents, such as Form DOT F 600.6, Combination Record, or equivalent, used to record safe combinations and names of persons knowing combinations.	<b>Destroy when superseded by a new form or list or upon turn-in of containers.</b>	<b>GRS 18 Item 7(a)</b>
	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Checklist.	<b>Destroy 3 months following the last entry on the form. Note: Forms involved in investigations are retained until completion of the investigation.</b>	<b>GRS 18 Item 7(b)</b>
	<b>5. Survey and inspection Report Files.</b>		
	a. Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	<b>Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.</b>	<b>GRS 18 Item 9</b>
	b. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	<b>Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.</b>	<b>GRS 18 Item 10</b>
	<b>6. Police function Files.</b> Reports, statements of witnesses, warning notices, and other papers relating to arrests, commitments, and traffic violations.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 14(b)</b>
	<b>7. Loss and theft Files.</b> Reports, loss statements, receipts, and other papers relating to lost and found articles.	<b>Destroy 1 year after case is closed</b>	<b>GRS 18 Item 15b</b>
	<b>8. Security violation Files.</b> Reports of security violations, retained by guard forces or other persons performing security patrols.		

	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecution determination, exclusive of filed held by the Department of Justice or Department of Defense offices responsible for making such determinations.	<b>Destroy 5 years after close of case.</b>	<b>GRS 18 Item 24(a)</b>
	b. All other files, exclusive of documents placed in official personnel folders.	<b>Destroy 2 years after completion of final action.</b>	<b>GRS 18 Item 24(b)</b>
	<b>9. Credentials Files. Identification credentials and related papers.</b>		
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	<b>Destroy credentials 3 months after return to issuing office.</b>	<b>GRS 11 Item 4(a)</b>
	b. Receipts, indices, listings, and accountable records.	<b>Destroy after all listed credentials are accounted for.</b>	<b>GRS 11 Item 4(b)</b>
	<b>10. Visitor Control Files.</b> Registers, cards, or logs for recording names of visitors and related data maintained for facilities security purposes.	<b>Destroy 2 year after final entry or 2 year after date of document, as appropriate.</b>	<b>GRS 18 Item 17(b)</b>
	<b>11. Official investigative Case Files.</b> These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System.		
	a. Office of origin.		
	(1) Investigations of applicants and employees. EXCLUDES employee "locate" investigations. Upon completion of investigation of administrative action, transfer original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials from the official investigative case file to the employee's Personnel Security File (PSF).	<b>Destroy the PSF in accordance with the provisions of item 1600(10) above.</b>	<b>NC1-237-77-3 Item 6 Approved 12/2/77</b>
	(2) Investigations to locate employees or airmen.	<b>Destroy upon completion of administrative action or 5 years from date of last entry, whichever is sooner.</b>	<b>NC1-237-77-3 Item 6 Approved 12/2/77</b>
	(3) Airmen/aircraft record searches.	<b>Destroy upon completion of administrative or appeal actions but not later than 5 years from the date of last entry into the file.</b>	<b>NC1-237-77-3 Item 6 Approved 12/2/77</b>

	(4) Other investigations not listed above. EXCLUDES "locate" investigations and aircraft/airman record searches requested by other agencies.	<b>Destroy 5 years following last completed action of litigation or 5 years from the date of last inquiry or entry into the file.</b>	<b>NC1-237-77-3 Item 6 Approved 12/2/77</b>
	b. Lead office.	<b>Destroy investigative case file 60 days after referral to the office of origin.</b>	<b>NC1-237-77-3 Item 6 Approved 12/2/77</b>
	c. ASE information copies of reports of investigation received from an office or Lead Office.	<b>Destroy 90 days after completion of final action.</b>	<b>NC1-237-77-3 Item 6 (4a) Approved 12/2/77</b>
	<b>12. Investigative Correspondence Files.</b> 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.	<b>Destroy contents 3 years from date of origin.</b>	<b>NC1-237-77-3 Item 7 Approved 12/2/77</b>
	<b>13. Investigative index Files.</b> Consist of FAA Forms or index cards which refer to a subject of investigation or FAA investigative reports, or are maintained in lieu of an FAA Report of Investigation, or those used as a reference source to other materials indexed in the FAA's Investigative Record System.		
	a. FAA investigations of applicants and employees.	<b>Destroy 5 years after destruction of the PSF.</b>	<b>NC1-237-77-3 Item 8a Approved 12/2/77</b>
	b. Other FAA investigations.	<b>Destroy those index cards that refer to FAA investigations on other than employees or applicants, or that are maintained in lieu of an FAA Report of Investigation, 20 years after creation of the index card.</b>	<b>NC1-237-77-3 Item 8b Approved 12/2/77</b>
	c. Investigative correspondence card files.	<b>Destroy 5 years after destruction of the related file material.</b>	<b>NC1-237-77-3 Item 8c Approved 12/2/77</b>
	d. Reports about stolen aircraft and aircraft engaged in illegal activities.	<b>Destroy 5 years after creation.</b>	<b>NC1-237-77-3 Item 8d Approved 12/2/77</b>

e. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 11</b>
<b>14. Property Pass Files.</b> Property pass files, authorizing removal of property or materials.	<b>Destroy 3 months after expiration or revocation.</b>	<b>GRS 18 Item 12</b>
<b>15. Guard Assignment Files.</b> Files relating to guard assignments and strength.		
a. Ledger records.	<b>Destroy 3 years after final entry.</b>	<b>GRS 18 Item 13(a)</b>
b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 13(b)</b>
<b>16. Police Functions Files.</b> Files relating to exercise of police functions.		
a. Ledger records of arrest, cars ticketed, and outside police contacts.	<b>Destroy 3 years after final entry.</b>	<b>GRS 18 Item 14(a)</b>
b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 14(b)</b>
c. Reports on contact of outside police with building occupants.	<b>Destroy when 1 year old.</b>	<b>GRS 18 Item 14(c)</b>
<b>17. Personal Property Accountability Files.</b> Files relating to accountability for personal property lost or stolen.		
<b>a. Ledger files.</b>	<b>Destroy 3 years after final entry.</b>	<b>GRS 18 Item 15(a)</b>
b. Reports, loss statements, receipts and other documents relating to lost and found articles.	<b>Destroy when 1 year old.</b>	<b>GRS 18 Item 15(b)</b>
<b>18. Key Accountability Files.</b> Files relating to accountability for keys issued.		
a. For areas under maximum security.	<b>Destroy 3 years after turn-in of key.</b>	<b>GRS 18 Item 16(a)</b>
b. For other areas.	<b>Destroy 6 months after turn-in of key.</b>	<b>GRS 18 Item 16(b)</b>

	<b>19. Visitor Control Files.</b> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.		
	a. For areas under maximum security.	<b>Destroy 5 years after final entry or 5 years after date of document, as appropriate.</b>	<b>GRS 18 Item 17(a)</b>
	b. For other areas.	<b>Destroy 2 years after final entry or 2 years after date of document, as appropriate.</b>	<b>GRS 18 Item 17(b)</b>
	<b>20. Facilities Checks Files.</b> Files relating to periodic guard force facility checks.		
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	<b>Destroy when 1 year old.</b>	<b>GRS 18 Item 18(a)</b>
	b. Reports of routine after-hours security checks that either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.	<b>Destroy when 1 month old.</b>	<b>GRS 18 Item 18(b)</b>
	<b>21. Guard Service Control Files.</b>		
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 18 Item 19(a)</b>
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	<b>Destroy when 1 year old.</b>	<b>GRS 18 Item 19(b)</b>
	c. Automatic machine patrol charts and registers of patrol and alarm services.	<b>Destroy when 1 year old.</b>	<b>GRS 18 Item 19(c)</b>
	d. Arms distribution sheets, charge records, and receipts.	<b>Destroy 3 months after return of arms.</b>	<b>GRS 18 Item 19(d)</b>
	<b>22. Logs and Registers.</b> Guard logs and registers not covered elsewhere in this schedule.		
	a. Central guard office master logs.	<b>Destroy 2 years after final entry.</b>	<b>GRS 18 Item 20(a)</b>
	b. Individual guard post logs of occurrences entered in master logs.	<b>Destroy 1 year after final entry.</b>	<b>GRS 18 Item 20(b)</b>

	<b>23. Security Clearance Administrative Subject Files.</b> Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 21</b>
	<b>24. Personnel Security Clearance Files.</b> Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.		
	a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	<b>Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.</b>	<b>GRS 18 Item 22(a)</b>
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	<b>Destroy in accordance with the investigating agency instructions.</b>	<b>GRS 18 Item 22(b)</b>
	c. Index to the Personnel Security Case Files.	<b>Destroy with related case file.</b>	<b>GRS 18 Item 22(c)</b>
	<b>25. Personnel Security Clearance Status Files.</b> Lists or rosters showing the current security clearance status of individuals.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 18 Item 23</b>
	<b>26. Security Violations Files.</b> Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.		
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecution determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	<b>Destroy 5 years after close of case.</b>	<b>GRS 18 Item 24(a)</b>
	b. All other files, exclusive of documents placed in official personnel folders.	<b>Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.</b>	<b>GRS 18 Item 24(b)</b>

	<p><b>27. Classified Information Nondisclosure Agreements.</b> Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p>		
	<p>a. If maintained separately from the individual's official personnel folder.</p>	<p><b>Destroy when 70 years old.</b></p>	<p><b>GRS 18 Item 25(a)</b></p>
	<p>b. If maintained in the individual's official personnel folder.</p>	<p><b>Apply the disposition for the official personnel folder.</b></p>	<p><b>GRS 18 Item 25(b)</b></p>
	<p><b>28. Mandatory Review For Declassification Requests Files.</b> Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p>		
	<p>a. Correspondence and supporting documents. (EXCLUDES the official file copy of the records if filed herein, and sanitizing instructions, if applicable).</p>		
	<p>(1) Granting access to all the requested records.</p>	<p><b>Destroy 2 years after date of reply.</b></p>	<p><b>GRS 14 Item 31(a)(1)</b></p>
	<p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p>		
	<p>(a) Request not appealed.</p>	<p><b>Destroy 2 years after date of reply.</b></p>	<p><b>GRS 14 Item 31(a)(2)(a)</b></p>
	<p>(b) Request appealed.</p>	<p><b>Destroy as authorized under Item 32.</b></p>	<p><b>GRS 14 Item 31(b)(2)(b)</b></p>
	<p>(3) Denying access to all or part of the records requested.</p>		
	<p>(a) Request not appealed.</p>	<p><b>Destroy 5 years after date of reply.</b></p>	<p><b>GRS 14 Item 31(a)(3)(a)</b></p>

	(b) Request appealed.	<b>Destroy as authorized under Item 32.</b>	<b>GRS 14 Item 31(a)(3)(b)</b>
	b. Official file copy of requested records.	<b>Dispose of in accordance with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.</b>	<b>GRS 14 Item 31(b)</b>
	c. Sanitizing instructions.	<b>Destroy when superseded, or when requested documents are declassified or destroyed.</b>	<b>GRS 14 Item 31(c)</b>
	<b>29. Mandatory Review for Declassification Appeals Files.</b> Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	a. Correspondence and supporting documents. (EXCLUDES the official file copy of the records under appeal if filed herein).	<b>Destroy 4 years after final determination by agency.</b>	<b>GRS 14 Item 32(a)</b>
	b. official file copy of records under appeal.	<b>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.</b>	<b>GRS 14 Item 32(b)</b>
	<b>30. Mandatory Review for Declassification Control Files.</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.		
	a. Registers or listing.	<b>Destroy 5 years after date.</b>	<b>GRS 14 Item 33(a)</b>
	b. Other files.	<b>Destroy 5 years after final action by the agency.</b>	<b>GRS 14 Item 33(b)</b>
	<b>31. Mandatory Review for Declassification Reports Files.</b> Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 34</b>

	<b>32. Mandatory Review for Declassification Administrative Files.</b> Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.	<b>Destroy when 2 years old.</b>	<b>GRS 14 Item 35</b>
	<b>33. Erroneous Release Files.</b> Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.		
	a. Files that include the official file copy of the released records.	<b>Follow the disposition instructions approved for the released official file copy, or Destroy 6 years after the erroneous release, whichever is later.</b>	<b>GRS 14 Item 36(a)</b>
	b. Files that do not include the official file copy of the released records.	<b>Destroy 6 years after the erroneous release.</b>	<b>GRS 14 Item 36(b)</b>
<b>1650</b>	<b>Civil Aviation Security</b>		
	<b>1. General Correspondence Files.</b> Correspondence, reports, and related materials accumulated in the administration and direction of programs for the prevention of criminal acts against air transportation.		
	a. Files of the Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, airport security, air security guards, collection and dissemination of information concerning threats against air commerce, and the research, development, and maintenance of deterrent systems for the prevention of criminal acts against air transportation, including test data on detection devices and X-ray baggage inspection equipment. Includes studies and reports of significant accomplishments.	<b>PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</b>	<b>NC-237-75-1 Item 1 Approved 7/26/74</b>
	b. All others.	<b>Destroy when 2 years old.</b>	<b>NC-237-75-1 Item 1 Approved 7/26/74</b>

	<b>2. Civil aviation security rulemaking Project Files.</b> Case files reflecting the development of new or amended Federal Aviation Regulations, and grants or denials of exemption petitions.		
	a. Initial supplementary, final projects reports, internal coordination correspondence, executive summary, and other items determined to be significant by project officer.	<b>PERMANENT. Transfer to FRC 5 years after completion of final action and as volume warrants. Offer to NARA when 15 years old.</b>	<b>NC1-237-77-3 Item 37a Approved 12/2/77</b>
	b. All other material.	<b>Destroy 5 years after completion of final action.</b>	<b>NC1-237-77-3 Item 37b Approved 12/2/77</b>
	<b>3. Operations liaison Files.</b> Documents relating to the collection, evaluation and dissemination of Civil Aviation Security Information such as hijacking, sabotage, terrorism, bomb threats, attempts to board with concealed weapons, and related incidents. Included are statistical and summary data, reports, and related indices.		
	a. Original Records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-77-5 Item 1 Approved 6/6/77</b>
	b. Microfilm of original records.	<b>Destroy microfilm when 50 years old.</b>	<b>NC1-237-77-5 Item 1 Approved 6/6/77</b>
	<b>4. Air carrier/airport program review Files.</b> Documents relating to air carrier/airport security enforcement programs submitted by air carriers/ airport operators to FAA for approval.	<b>Destroy when superseded by new program document.</b>	<b>Nonrecord</b>
	<b>5. Air carrier, airport and individual violation Files.</b> 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.		<b>N1-237-92-5 Item 5 Approved 10/13/94</b>
	a. Offices of primary interest for case files. These are as follows: Principal Security Inspectors for designated air carrier violations, Civil Aviation Security Field Offices for airport violations at airports under the jurisdiction, and Civil Aviation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction.		

	(1) Case files relating to violations which result in Administrative Enforcement Actions.	<b>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to series 2150/4 of this order.)</b>	<b>N1-237-92-5 Item 5a1 Approved 10/13/94</b>
	(2) Case files relating to violations which result in Legal Enforcement Action.		<b>N1-237-92-5 Item 5a2 Approved 10/13/94</b>
	(a) Official case file.	<b>Transfer to the office of Assistant Chief Counsel. These case files become legal enforcement case files and are retained, transferred and destroyed in accordance with series 2150/1 of this order.</b>	<b>N1-237-92-5 Item 5a2a Approved 10/13/94</b>
	(b) Official case file copies maintained by the Civil Aviation Security Office of Primary Interest.	<b>Destroy 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to series 2150/4 of this order.)</b>	<b>N1-237-92-5 Item 5a2b Approved 10/13/94</b>
	(3) Case files resulting in "no action".	<b>Destroy 30 days after (or no more than 90 days) the date the case is closed in the EIS. (Refer to series 2150/4 of this order.)</b>	<b>N1-237-92-5 Item 5a3 Approved 10/13/94</b>
	(4) All other closed case files.	<b>Destroy when no longer needed for reference.</b>	<b>N1-237-92-5 Item 5a4 Approved 10/13/94</b>
<b>1700</b>	<b>Administrative Services</b>		
	<b>1. General Correspondence Files.</b> Administrative correspondence, reports, forms and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.		
	a. Agency office of primary interest.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-3 Item 9a Approved 12/2/77</b>
	b. Offices and units responsible for performance of administrative support services.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1017 Item 96 Approved 7/13/54</b>

	<b>3. Directory Files.</b> Correspondence, forms and other records relating to the compilation of telephone listings and directories.	<b>Destroy 2 months after issuance of directory.</b>	<b>GRS 11 Item 3</b>
	<b>4. Employee locator Files.</b>	<b>Destroy upon separation of employee from activity.</b>	<b>Nonrecord</b>
<b>1710</b>	<b>Publications</b>		
	<b>1. Internal publications Files.</b> Each FAA internal publication, advisory circular, regulation, and similar material, with supporting case file, if any, maintained by the issuing or controlling office.		
	a. Record copy.	<b>PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 10 years old.</b>	<b>NC1-237-77-3 Item 7a Approved 12/2/77</b>
	b. All other copies.	<b>Destroy when no longer needed for administrative purposes.</b>	<b>NC1-237-77-3 Item 7b Approved 12/2/77</b>
	c. All related case files.	<b>Transfer closed case files to FRC when 4 years old. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 7c Approved 12/2/77</b>
	<b>2. Publication planning Files.</b> Editorial matter relating to the publication of a manuscript, including drafts, galley and page proofs, and similar materials.	<b>Destroy 1 year after completion of job</b>	<b>GRS 13 Item 2</b>
	<b>3. Publications Control Files.</b> Documents used to record actions in processing publications.	<b>Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.</b>	<b>GRS 13 Item 3</b>
<b>1720</b>	<b>Printing and Distribution</b>		
	<b>1. Administrative Correspondence Files.</b> Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	<b>Destroy when 2 years old.</b>	<b>GRS 13 Item 1</b>
	<b>3. Project Files.</b> Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.		

	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	<b>Destroy 1 year after completion of job.</b>	<b>GRS 13 Item 2(a)</b>
	b. Files pertaining to planning and other technical matters.	<b>Destroy when 3 years old.</b>	<b>GRS 13 Item 2(b)</b>
	<b>4. JCP Reports Files.</b> Reports to Congress and related records.		
	a. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	<b>Destroy when 3 years old.</b>	<b>GRS 13 Item 5(a)</b>
	b. Copies in subordinate reporting units and related work papers.	<b>Destroy 1 year after date of report.</b>	<b>GRS 13 Item 5(b)</b>
	<b>5. Control Files.</b> Control registers pertaining to requisitions and work orders.	<b>Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.</b>	<b>GRS 13 Item 3</b>
	<b>6. Mailing Lists.</b>		
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	<b>Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.</b>	<b>GRS 13 Item 4(a)</b>
	b. Card lists.	<b>Destroy individual cards when cancelled or revised.</b>	<b>GRS 13 Item 4(b)</b>
	<b>7. Internal Management Files.</b> Records relating to internal management and operation of the unit.	<b>Destroy when 2 years old.</b>	<b>GRS 13 Item 6</b>
	<b>8. Requisition on the Public Printer.</b> Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	<b>Destroy 3 years after completion or cancellation of requisition.</b>	<b>GRS 3 Item 6(a)</b>
	b. Accounting copy of requisition.	<b>Destroy 3 years after period covered by related account.</b>	<b>GRS 3 Item 6(b)</b>
	<b>9. Printing Reports Files.</b> Reports to Joint Committee on Printing regarding operation of FAA printing plants and inventories of printing, binding, and related equipment.	<b>Destroy when 3 years old.</b>	<b>GRS 13 Item 5(a)</b>

	<b>10. Inventory and Stock Control Files.</b> Documents reflecting supply status of publications and blank forms.	<b>Destroy when 1 year old.</b>	<b>GRS 13 Item 3</b>
	<b>11. Distribution Schedule Files.</b> Schedules, shipping instructions, and related papers used to determine printing quantities for FAA publications and forms.	<b>Destroy when 2 year old.</b>	<b>GRS 13 Item 1</b>
<b>1730</b>	<b>Visual, Exhibits, and Graphics</b>		
	<b>1. Visual Services Files.</b> Original art work, illustrations, slides, handbills, flyers, letterhead, charts and graphics, negatives, and other visual aids, handbills, fliers, letterhead, graphs.	<b>Destroy when no longer needed for further reproduction.</b>	<b>GRS 21 Item 6, 7, 8</b>
	<b>2. Visual Services Work Order Files.</b> Documents relating to requests for visual services and of work performed.	<b>Destroy when 1 year old.</b>	<b>GRS 23 Item 1</b>
<b>1740</b>	<b>Audio-Visuals</b>		
	<b>1. Black &amp; White and Color Photographic Prints.</b>		
	a. Agency-generated, sponsored, or gathered prints of historical and modern aircraft, airports, air traffic control facilities and equipment, civilian and military aviation activities, and major Federal Aviation Administration (FAA) officials, programs, and events.	<b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b>	<b>N1-237-95-6 Item 1(a) Approved 11/6/95</b>
	b. Transitory photographic files. Agency-generated, sponsored, or gathered prints of insignificant and routine activities such as coverage of FAA awards ceremonies, retirements, campaign activities and training programs common to most government agencies.	<b>Destroy when 1 year old.</b>	<b>GRS 21 Item 1</b>
	c. Photographic work order files. Documents relating to requests for photographic services, and of work performed.	<b>Destroy when 1 year old.</b>	<b>GRS 21 Item 1</b>
	<b>2. Black &amp; White Negatives and Contact Sheets.</b>		
	a. Black and white photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.	<b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related log or finding aid to NARA 5 years after cutoff.</b>	<b>N1-237-95-6 Item 2(a) Approved 11/6/95</b>
	b. Transitory black and white negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)	<b>Destroy when 1 year old.</b>	<b>GRS 21 Item 1</b>
	<b>3. Color Negatives and Contact Sheets.</b>		

	<p>a. Color photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.</p>	<p><b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b></p>	<p><b>N1-237-95-6 Item 3(a) Approved 11/6/95</b></p>
	<p>b. Transitory color negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)</p>	<p><b>Destroy when 1 year old.</b></p>	<p><b>GRS 21 Item 1</b></p>
	<p><b>4. Color Slides.</b></p>		
	<p>a. Color photographic slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically significant subject matter. (see 1a)</p>	<p><b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b></p>	<p><b>N1-237-95-6 Item 4(a) Approved 11/6/95</b></p>
	<p>b. Transitory color slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically insignificant or routine subject matter. (see 1b)</p>	<p><b>Destroy when 1 year old.</b></p>	<p><b>GRS 21 Item 1</b></p>
	<p><b>5. Motion Picture Films and Video Recordings.</b></p>		
	<p>a. Motion Picture Films and Video Recordings. Agency-generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical FAA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate), plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.</p>	<p><b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b></p>	<p><b>N1-237-95-6 Item 5(a) Approved 11/6/95</b></p>
	<p>b. Films acquired from outside sources for personnel and management training.</p>	<p><b>Destroy 1 year after completion of training program.</b></p>	<p><b>GRS 21 Item 9</b></p>
	<p><b>c. Video or Motion Picture Routine Surveillance footage.</b></p>	<p><b>Destroy when 6 months old.</b></p>	<p><b>GRS 21 Item 11 and Item 18</b></p>
	<p>d. Routine scientific, medical, or, engineering footage</p>	<p><b>Destroy When 2 years old.</b></p>	<p><b>GRS 21 Item 12</b></p>
	<p>e. Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184.</p>	<p><b>Destroy when no longer needed.</b></p>	<p><b>Nonrecord</b></p>
	<p>f. Programs acquired from outside sources for personnel and management training.</p>	<p><b>Destroy 1 year after completion of training program.</b></p>	<p><b>GRS 21 Item 14</b></p>

	g. Rehearsal or practice tapes.	<b>Destroy immediately.</b>	<b>GRS 21 Item 16</b>
	h. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	<b>Destroy 1 year after completion of training program.</b>	<b>GRS 21 Item 17</b>
	i. Routine scientific, medical or engineering recordings.	<b>Destroy when 2 years old.</b>	<b>GRS 21 Item 19</b>
	j. Recordings that document routine meetings and award presentations.	<b>Destroy when no longer needed.</b>	<b>GRS 21 Item 20</b>
	k. Duplicate dubbing and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	<b>Destroy when no longer needed.</b>	<b>Nonrecord</b>
	<b>6. Magnetic Audiotape Recordings.</b>		
	a. Magnetic audiotape recordings. Agency-generated,, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges that document historical FAA personalities, speeches, conferences, and other significant events and activities. <b>NOTE: For permanent magnetic audiotape recording, NARA wants the original or earliest generation plus a second copy.</b>	<b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b>	<b>N1-237-95-6 Item 69(a) Approved 11/6/95</b>
	b. Transitory magnetic audiotape recordings files. Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges pertaining to historically insignificant or routine subject matter.	<b>Destroy when 1 year old or when no longer needed.</b>	<b>N1-237-95-6 Item 6(b) Approved 11/6/95</b>
	<b>7. Graphic Arts.</b>		
	a. Two copies of agency generated, sponsored, or gathered posters distributed agency-wide or to the public and outstanding artwork of unusual or outstanding merit. NOTE: For original artwork of unusual or outstanding merit, NARA wants, if possible, 2x2 color slide or 4x5 color transparency copies of the items. For additional guidance, contact NARA's Nontextual Archives Division.	<b>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</b>	<b>N1-237-95-6 Item 7(a) Approved 11/6/95</b>
	b. Viewgraphs	<b>Destroy when 1 year old or when no longer needed.</b>	<b>GRS 21 Item 5</b>
	c. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	<b>Destroy when no longer needed for publication or reprinting.</b>	<b>GRS 21 Item 6</b>
	d. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	<b>Destroy when no longer needed for publication or reprinting.</b>	<b>GRS 21 Item 7</b>

	e. Line copies of graphs and charts.	<b>Destroy when no longer needed for publication or reprinting.</b>	<b>GRS 21 Item 8</b>
	<b>8. Audio (Sound) Recordings</b>		
	a. Recordings of meetings made exclusively for note taking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	<b>Destroy immediately after use.</b>	<b>GRS 21 Item 22</b>
	b. Dictation belts or tapes.	<b>Destroy immediately after use.</b>	<b>GRS 21 Item 23</b>
	c. Pre-mix sound elements created during the course of a motion picture, television, or radio production.	<b>Destroy immediately after use.</b>	<b>GRS 21 Item 24</b>
	d. Library sound recordings (e.g., effects, music).	<b>Destroy when no longer needed.</b>	<b>Nonrecord</b>
	e. Daily or spot news recordings available to local radio stations on a call-in basis.	<b>Destroy when 6 months old.</b>	<b>GRS 21 Item 26</b>
	f. Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	<b>Destroy when no longer needed</b>	<b>Nonrecord</b>
	<b>9. Still Photography</b>		
	a. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	<b>Destroy when 1 year old.</b>	<b>GRS 21 Item 1</b>
	b. Personnel identification or passport photographs.	<b>Destroy when 5 years old or when superseded or obsolete, whichever is later.</b>	<b>GRS 21 Item 2</b>
	c. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	<b>Destroy 1 year after completion of training program.</b>	<b>GRS 21 Item 3</b>
	d. Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.	<b>Destroy when no longer needed.</b>	<b>Nonrecord</b>
	<b>10. Related Documentation</b>		
	a. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	<b>Dispose of according to the instructions covering the related audiovisual records.</b>	<b>GRS 21 Item 28</b>
	b. Finding aids for identification, retrieval, or use of temporary audiovisual records.	<b>Dispose of according to the instructions covering the related audiovisual records.</b>	<b>GRS 21 Item 29</b>

<b>1750</b>	<b>Library Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1760</b>	<b>Office Services</b>		
	<b>1. Office Equipment Service Files.</b> Requests for office equipment maintenance service, such as typewriter repairs and telephone service.	<b>Destroy 3 month after work is performed or requisition canceled.</b>	<b>GRS 11 Item 5</b>
	<b>2. Parking Permit Files.</b> Documents relating to applications for an issuance of car parking permits.	<b>Destroy credentials 3 months after return to issuing office.</b>	<b>GRS 11 Item 4(a)</b>
	<b>3. Messenger Service Files.</b> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	<b>Destroy when 2 months old.</b>	<b>GRS 12 Item 1</b>
<b>1770</b>	<b>Mail Management</b>		
	<b>1. Post Office and Private Mail Company Records.</b> Postal Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.		
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 5(a)</b>
	b. Application for registration and certification of declared value mail.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 5(b)</b>
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 5(c)</b>
	<b>2. Mail Production Files.</b> Production reports of mail handled and work performed and related complications.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 6(d)</b>
	<b>3. Remittance Record Files.</b> Record of remittances (cash, check, money orders) and other valuables enclosed in incoming mail.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 6(e)</b>
	<b>4. Mail Control Files.</b> Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 1770(1), and those used as indexes to correspondence files.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 6(a)</b>

	a. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	<b>Destroy when 6 months old.</b>	<b>GRS 12 Item 6(b)</b>
	b. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	<b>Destroy when 6 months old.</b>	<b>GRS 12 Item 6(c)</b>
	c. Statistical reports and data relating to handling of mail and volume of work performed.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 6(d)</b>
	d. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 6(e)</b>
	e. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	<b>Destroy when 6 months old.</b>	<b>GRS 12 Item 6(f)</b>
	f. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	<b>Destroy when 1 year old or when superseded or obsolete, whichever is applicable.</b>	<b>GRS 12 Item 6(g)</b>
	g. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	<b>Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.</b>	<b>GRS 12 Item 6(h)</b>
	<b>5. Postal Irregularities File.</b> Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	<b>Destroy 3 years after completion of investigation.</b>	<b>GRS 12 Item 8</b>
<b>1780</b>	<b>Conference Rooms</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1800</b>	<b>Program Management and Appraisal</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1810</b>	<b>System Acquisition</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

1811	<b>Acquisition Management</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
1812	<b>Systems Acquisition Management- Systems Requirements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
1813	<b>Systems Acquisition Management - Acquisition Authorization</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
1820	<b>Management Guidelines</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
1830	<b>Telecommunications Management</b>		
	<b>1. Communication General Files.</b>		
	a. Correspondence and related records pertaining to internal administration and operation.	<b>Destroy when 2 years old.</b>	<b>GRS 12 Item 1(a)</b>
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	<b>Destroy when 3 years old</b>	<b>GRS 12 Item 1(b)</b>
	c. Telecommunications statistical reports including cost and volume data	<b>Destroy when 1 year old.</b>	<b>GRS 12 Item 1(c)</b>

	<b>3. Telephone Use (Call Detail) Records.</b> Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by Item 2500, Accountable Officers' Accounts Records.	<b>Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.</b>	<b>GRS 12 Item 4</b>
	<b>4. Telecommunications voucher files.</b>		
	a. Reference copies of vouchers, bills, invoices, and related records.	<b>Destroy when 1 fiscal year old.</b>	<b>GRS 12 Item 2(d)(1)</b>
	b. Records relating to installation, change, removal, and servicing of equipment.	<b>Destroy 1 year after audit or when 3 years old, whichever is sooner.</b>	<b>GRS 12 Item 2(d)(2)</b>
	c. Copies of agreements with background data and other records relating to agreements for telecommunications services.	<b>Destroy 2 years after expiration or cancellation of agreement.</b>	<b>GRS 12 Item 2(e)</b>
	<b>5. Telecommunications Operational Files.</b>		
	a. Message registers, logs, performance reports, daily load reports, and related and similar records.	<b>Destroy when 6 months old.</b>	<b>GRS 12 Item 3(a)</b>
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	<b>Destroy when 2 years old.</b>	<b>GRS 12 Item 3(b)</b>
	<b>6. Directory Service Files.</b> Correspondence, forms, and other records relating to the compilation of directory service listings.	<b>Destroy 2 months after issuance of listing.</b>	<b>GRS 11 Item 3</b>
<b>1840</b>	<b>Appraisal</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1850</b>	<b>Management and Productivity Improvement</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>1860</b>	<b>System Planning and Development</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1880</b>	<b>Management Information</b>		
	<b>1. Microform Inspection Records.</b>		
	a. Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.	<b>Destroy 1 year after the records are transferred to the legal custody of the National Archives.</b>	<b>GRS 16 Item 10(a)</b>
	b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	<b>Destroy when 2 years old, or when superseded, whichever is later.</b>	<b>GRS 16 Item 10(b)</b>
	<b>2. IRM Triennial Review Files.</b> Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Includes associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	<b>Destroy when 7 years old.</b>	<b>GRS 16 Item 11</b>
	<b>3. Information Collection Budget Files.</b> Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	<b>Destroy when 7 years old.</b>	<b>GRS 16 Item 12</b>
	<b>4. Documents Published in the Federal Register.</b>		
	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e)(3)); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.	<b>Destroy when 1 year old.</b>	<b>GRS 16 Item 13(a)</b>
	b. Files documenting the processing of semiannual regulatory agenda.	<b>Destroy when 2 years old.</b>	<b>GRS 16 Item 13(b)</b>

	<p><b>5. Internal Control Records.</b> Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of the accounting and administrative controls to prevent waste, fraud and mismanagement.</p>		
	<p><b>6. Policy, procedure, and guidance Files.</b> Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.</p>	<p><b>Destroy when superseded.</b></p>	<p><b>GRS 16 Item 14(a)</b></p>
	<p><b>7. Management control plans.</b> Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.</p>	<p><b>Destroy when superseded.</b></p>	<p><b>GRS 16 Item 14(b)</b></p>
	<p><b>8. Risk analyses.</b> Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p>	<p><b>Destroy after next review cycle.</b></p>	<p><b>GRS 16 Item 14(c)</b></p>
	<p>a. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress.</p>	<p><b>Destroy after next reporting cycle.</b></p>	<p><b>GRS 16 Item 14(d)</b></p>
	<p>b. Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.</p>	<p><b>Destroy 1 year after report is complete.</b></p>	<p><b>GRS 16 Item 14(e)</b></p>
	<p><b>9. Review Files.</b> Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.</p>		
	<p>a. Office with responsibility for coordinating Internal Control functions.</p>	<p><b>Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.</b></p>	<p><b>GRS 16 Item 14(f)(1)</b></p>

	b. Copies maintained by other offices as internal reviews.	<b>Cut off when no further corrective action is necessary Destroy 1 year after cutoff.</b>	<b>GRS 16 Item 14(f)(2)</b>
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<b>1900</b>	<b>Emergency Readiness and Operations</b>		
	<b>1. Emergency Planning Administrative Correspondence Files.</b> Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 26</b>
	<b>2. Emergency Planning Case Files.</b> Case files accumulated by offices responsible for the preparation and issuance of plans and directives. Files consist of a copy of each plan or directive issued, and related background documents, EXCLUDING 1 record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	<b>Destroy 3 years after issuance of a new plan or directive.</b>	<b>GRS 18 Item 27</b>
	<b>3. Emergency Operations Tests Files.</b> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	<b>Destroy when 3 years old.</b>	<b>GRS 18 Item 28</b>
	<b>4. National Defense Executive Reserve (NDER) Case Files.</b> Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies. Files include qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.		
	a. Case files on reservists.	<b>Destroy 5 years after termination from NDER program.</b>	<b>GRS 18 Item 29(a)</b>
	b. Case files on individuals whose applications were rejected or withdrawn.	<b>Destroy when 5 years old.</b>	<b>GRS 18 Item 29(b)</b>
<b>1910</b>	<b>Emergency Operations Orders and Plans</b>		
	<b>1. Emergency Planning Administrative Correspondence Files.</b> Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	<b>Destroy when 2 years old.</b>	<b>GRS 18 Item 26</b>
	<b>2. Emergency Planning Case Files.</b> Case files accumulated by offices responsible for the preparation and issuance of plans and directives. Files consist of a copy of each plan or directive issued, and related background documents, EXCLUDING 1 record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	<b>Destroy 3 years after issuance of a new plan or directive.</b>	<b>GRS 18 Item 27</b>

	<b>3. Emergency Operations Tests Files.</b> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	<b>Destroy when 3 years old.</b>	<b>GRS 18 Item 28</b>
	<b>4. National Defense Executive Reserve (NDER) Case Files.</b> Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies. Files include qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.		
	a. Case files on reservists.	<b>Destroy 5 years after termination from NDER program.</b>	<b>GRS 18 Item 29(a)</b>
	b. Case files on individuals whose applications were rejected or withdrawn.	<b>Destroy when 5 years old.</b>	<b>GRS 18 Item 29(b)</b>
<b>1920</b>	<b>Civil Aviation Emergency Readiness</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1930</b>	<b>Radiological Emergency Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1940</b>	<b>Emergency Resource Management</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1950</b>	<b>Emergency Operations Tests and Exercises</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>1990</b>	<b>National Command and Control System</b>		

## Legal and Financial Matters

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

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

<b>2100</b>	<b>Rules, Regulations, and Orders</b>		
	<b>1. Rules Dockets Files.</b> Dockets relating to creation of a new Federal Aviation Regulation (FAR) or amendment of an existing FAR. Each docket contains some or all of the following documents: proposal, notice of proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order.		
	a. General rulemaking dockets.		
	(1) Dockets relating to substantive rules that attracted great public or industry attention and response; signified an advance in aero-technology, had significant impact on general aviation commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF THE CHIEF COUNSEL (AGC).		
	(a) Dockets not microfilmed.	<b>PERMANENT. Transfer to FRC 30 years after close of file. Offer to NARA 55 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Microfilm of original records.	<b>PERMANENT. Offer to NARA record copy of microfilm/microfiche with accompanying subject index in 10 year blocks when the latest records are 30 years old.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Unselected dockets.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC 30 years after close of file. Destroy 55 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) If microfilmed:		

	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Microfilm of original records.	<b>Destroy 55 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	b. Exemption docket (Non-medical).		
	(1) Dockets not microfilmed.	<b>Transfer to FRC 5 years after termination date. Destroy 10 years after termination date.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy 10 years after termination date.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	c. Exemption docket (Medical).		
	(1) Denied exemptions.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC 2 years after close of file. Destroy 7 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Microfilm of original records.	<b>Destroy 7 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Granted exemptions.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC 2 years after close of file. Destroy 32 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>

	(b) If microfilmed:		
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	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) Microfilm of original records.	<b>Destroy 32 years after close of file.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	d. Special condition docket.		
	(1) Dockets not microfilmed.	<b>Transfer to FRC 30 years after close of file. Destroy when FAA cancels type certificate of aircraft.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy when FAA cancels type certificate of aircraft.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	e. Airworthiness directives docket. (Issued in Washington, D.C.)		
	(1) Dockets not microfilmed.	<b>Transfer to FRC when 30 years old. Destroy when FAA cancels type certificate.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy when FAA cancels type certificate.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	f. Denials and dispositions of petitions for rulemaking docket.		
	(1) Dockets not microfilmed.	<b>Transfer to FRC 10 years after issue of denial. Destroy 35 years after issue of denial.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) If microfilmed:		

	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy 35 years after issue of denial.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	g. Regional airworthiness directives docket and regional airspace docket. (These are duplicate copies of the original docket that originate in regional offices).	<b>Destroy in agency when no longer needed for reference.</b>	<b>NC1-237-77-3 Item 84 (g) Approved 12/2/77</b>
	h. Washington airspace docket.		
	(1) Docket not microfilmed.	<b>Transfer to FRC 5 years after close of case. Destroy 15 years after close of case.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy 15 years after close of case.</b>	<b>NC1-237-83-1 Item 12 Approved 11/30/83</b>
	(c) Washington and regional transmittal files and non-codified items such as notices of meetings, delegations of authority, organizational certification requests, and similar material.	<b>Destroy in agency when no longer needed for reference.</b>	<b>NC1-237-77-3 Item 84 (i) Approved 12/2/77</b>
<b>2110</b>	<b>Procedures (Including Docketing)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>2120</b>	<b>Codification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
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<b>2130</b>	<b>Interpretations</b>		
	<b>Legal Interpretation Files.</b> Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulations, regulations of the Administrator, and related legislation.	<b>Destroy in agency when no longer needed for legal research purposes.</b>	<b>NC1-237-77-3 Item 85 Approved 12/2/77</b>
<b>2150</b>	<b>Enforcement</b>		
	<b>1. Legal Enforcement Case Files.</b> Case files relating to legal actions taken with respect to alleged violations of Federal Aviation Regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.		
	a. Case files forwarded to and processed by the offices of the Assistant Chief Counsel for headquarters, regions, and centers.	<b>Transfer to FRC 2 years after case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4 in this order.) Destroy 5 years after case is closed in EIS.</b>	<b>N1-237-92-4 Item 1 Approved 8/10/95</b>
	b. Case files resulting in “no action”.	<b>Destroy 30 days after (or no more that 90 days after) the case is closed in EIS. (Refer to paragraph 2150 Item 4(a)(5) in this order.)</b>	<b>N1-237-92-4 Item 1 Approved 8/10/95</b>
	c. Case files resulting in indefinite suspension of an airmen certificate pending successful completion of reexamination or proof of qualification.	<b>Destroy 1 month after the date of the successful completion of reexamination or proof of qualifications.</b>	<b>N1-237-92-4 Item 1 Approved 8/10/95</b>
	<b>2. Enforcement Monitor Files.</b> Case files of enforcement cases processed by regional legal offices, consisting of copies of violation reports, technical analyses, and related documents, maintained by the Washington Headquarters legal office to evaluate regional enforcement operations.		
	a. Regional air carrier, commercial operator, and manufacturer cases.	<b>Destroy 3 years after close of case.</b>	<b>NN-163-163 Item 11 Approved 9/25/63</b>
	b. All others.	<b>Destroy 2 years after close of case.</b>	<b>NN-163-163 Item 11 Approved 9/25/63</b>

	<b>3. Violation Report Files.</b> Documents maintained by legal offices reflecting enforcement activity, including Violation Report Data (FAA Forms 2150-2 and 2150-3, or equivalent); digests of appeals to NTSB and related court decisions; and enforcement statistical reports.	<b>Destroy in agency when no longer needed for reference.</b>	<b>NC1-237-77-3 Item 87 Approved 12/2/77</b>
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	<b>4. Enforcement Information Subsystem (EIS).</b> An automated database system that contains information concerning FAA enforcement actions against individuals and organizations.		
	a. EIS Master Files contain information concerning open and closed FAA enforcement actions against individuals and organizations.	<b>Delete closed cases when data have been entered into the Archives File (4b) and verified or when data are no longer needed for reference, whichever is later. See Archives Public Use File (4c) for data that will be available for research. Exceptions are indicated below:</b>	<b>N1-237-92-4 Item 4(a) Approved 8/10/95</b>
	(1) For closed cases involving Other than Individuals.	<b>Destroy identifying information when no longer needed for reference.</b>	<b>N1-237-92-4 Item 4(a)(1) Approved 8/10/95</b>
	(2) For closed cases involving Revocation of Airmen Certificates.	<b>Destroy information that identifies the individual when no longer needed for reference.</b>	<b>N1-237-92-4 Item 4(a)(2) Approved 8/10/95</b>
	(3) For closed cases involving suspension of airmen certificates (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	<b>Destroy information which identifies the individual 5 years after the date the airman surrenders his/her airman certificate, the date the airman submits an affidavit of certificate loss, or date of the Order of Suspension with Waiver of Sanction.</b>	<b>N1-237-92-4 Item 4(a)(3) Approved 8/10/95</b>
	(4) For closed cases involving civil penalties against individuals (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	<b>Destroy information which identifies the individual 5 years after the date the civil penalty has been paid, date of the Order Assessing Civil penalty with Waiver of Sanction, date of the civil penalty letter which provides for a waiver of sanction, or date a promissory note for payment of the civil penalty has been provided to the FAA.</b>	<b>N1-237-92-4 Item 4(a)(4) Approved 8/10/95</b>
	(5) For cases resulting in “no action”.	<b>Destroy information that identifies the individual 30 days after (or no more than 90 days after) the case is closed in the EIS.</b>	<b>N1-237-92-4 Item 4(a)(5) Approved 8/10/95</b>

	(6) For closed cases involving indefinite suspension of an airman certificate pending successful completion of reexamination or proof of qualifications.	<b>Destroy information which identifies the individual 30 days after (or no more than 90 days after) the date of successful completion of reexamination or proof of qualifications.</b>	<b>N1-237-92-4 Item 4(a)(6) Approved 8/10/95</b>
	(7) For cases resulting in administrative enforcement action.	<b>Destroy information that identifies the individual 2 years after the case is closed in the EIS.</b>	<b>N1-237-92-4 Item 4(a)(7) Approved 8/10/95</b>
	(8) For all other closed cases.	<b>Destroy identifying information when no longer needed for reference.</b>	<b>N1-237-92-4 Item 4(a)(8) Approved 8/10/95</b>
	(9) In all cases, if at the time the identifying information is due to be destroyed, a subsequent enforcement report has been opened, the identifying information in the first record will be destroyed in accordance with the following:		
	(a) If the subsequent enforcement action is resolved by administrative action or “no action”.	<b>Destroy the identifying information in the first record at the time the subsequent enforcement is resolved.</b>	<b>N1-237-92-4 Item (a)(9)(a) Approved 8/10/95</b>
	(b) If the subsequent enforcement action is resolved through civil penalty or certificate action.	<b>Destroy the identifying information in the first record when the subsequent enforcement is destroyed.</b>	<b>N1-237-92-4 Item 4(a)(9)(b) Approved 8/10/95</b>
	b. EIS Archives Files contains information concerning closed FAA enforcement actions against individuals and organizations.	<b>Destroy/delete closed cases when data have been entered into the Archives Public Use File (4c) and verified, or when data are no longer needed, whichever is later.</b>	<b>N1-237-92-4 Item 4(b) Approved 8/10/95</b>
	c. EIS Archives Public Use File contains information concerning closed FAA enforcement actions against individuals and organizations. (This file will not include information that identifies individuals and select information intended for FAA internal use only. Some of the information that will be included in this file are the case report number, the FARs violated, and the final action.)	<b>PERMANENT. Transfer a copy to the National Archives 3 months after cutoff.</b>	<b>N1-237-92-4 Item 4(c) Approved 8/10/95</b>
	d. EIS Federal Aviation Regulations (FAR) File. This is a subsidiary file to the EIS Master File and it covers FARs violations. (This file contains the following information: report number (year, region, office, and sequence number), record (type and sequence number), FAR code, and sanction amount.)	<b>PERMANENT. Cutoff annually. Transfer copy to NARA with the EIS Archives Public Use File.</b>	<b>N1-237-92-4 Item 4(d) Approved 8/10/95</b>

	e. EIS Documentation. Regardless of medium, record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file.		
	(1) Electronic files designated Permanent.	<b>PERMANENT. Transfer a copy of documentation with file to NARA. Transfer updates and changes annually with subsequent transfer of the file.</b>	<b>N1-237-92-4 Item 4(e)(1) Approved 8/10/95</b>
	(2) Electronic files designated Temporary.	<b>Destroy when no longer needed.</b>	<b>N1-237-92-4 Item 4(e)(2) Approved 8/10/95</b>
	<b>5. Enforcement Records.</b> Copies of enforcement records and associated indices maintained by the Airmen Certification Branch.		
	a. Electronic records and indices	<b>Destroy suspension and civil penalties records and associated indices 5 years after case is closed in EIS.</b>	<b>N1-237-06-1 Item 5a Approved 5/29/06</b>
	b. Microform Copies. Enforcement Records maintained on microforms in the Airmen and Aircraft Registry.	<b>(NOTE: FAA Order 1350.15C Item 2150.5 will change to Item 2150.5.b. The title of this item will change to, "Microform copies." The disposition instructions for these records as authorized by NI-237-94-4 Item 5 remain in effect)</b>	<b>N1-237-92-4 Item 5b Approved 8/10/95</b>
	<b>6. Enforcement Investigative Report Records (EIR) Case files</b> maintained by Aircraft Certification Manufacturing Inspection District Offices containing record of investigations and substantiating information that constitute an Administrative Action Enforcement Case. These are case files that are not forwarded to offices of the Assistant Chief Counsel.	<b>TEMPORARY – Transfer to FRC 2 years after case is closed in Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4 in this order). Destroy after case file is closed in EIS.</b>	<b>N1-237-05-3 Item 1 Approved 5/29/06</b>

2160	<b>Civil Penalties Hearing Docket Records</b>		
	<p><b>1. Civil Penalty Hearing Docket Records.</b> 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 l(d)(7)(A) and/or 14 C.F.R. Part 13, subpart G.</p>		<p><b>N1-237-00-1</b> <b>Approved 12/15/00</b></p>
	<p><u>Penalty Limits for Cases Subject to In-House Adjudication.</u> 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.</p>		<p><b>N1-237-00-1</b> <b>Approved 12/15/00</b></p>
	<p>Each docket contains some or all of the following records:</p> <ul style="list-style-type: none"> <li>• request for hearing;</li> <li>• complaint;</li> <li>• answer;</li> <li>• transcripts of prehearing conferences;</li> <li>• prehearing orders issued by a Department of Transportation (DOT) administrative law judge (AU’s), including scheduling orders; various prehearing motions and replies thereto;</li> <li>• discovery requests and responses thereto;</li> <li>• interlocutory appeal and reply thereto;</li> <li>• 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);</li> <li>• evidentiary material such as letters, manuals, photographs, maps, charts, and tapes, introduced at the hearing and not attached to the hearing transcript;</li> <li>• written initial decision by DOT AU’s;</li> <li>• notices of appeal to the Administrator and appellate briefs;</li> </ul>		<p><b>See disposition at end of description beginning with “item “a”</b></p>

	<ul style="list-style-type: none"> <li>• orders issued by the Administrator or his delegate;</li> <li>• written decision and order by the Administrator;</li> <li>▪ petition for reconsideration, rehearing or modification and reply thereto;</li> <li>• Administrator’s decision granting or denying the petition for reconsideration, rehearing or modification;</li> <li>• other miscellaneous pleadings, motions, requests, orders, or notices relating to a civil penalty action;</li> <li>• petition for review filed in Federal Court;</li> <li>• orders of a Federal Court;</li> <li>• certified index of documents constituting the record filed in Federal Court;</li> <li>• 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;</li> <li>• DOT ALI’s initial decision on the BAJA application;</li> <li>• notice of appeal of DOT AU’s initial decision on the BAJA application, and appellate briefs;</li> <li>• Administrator’s decision reviewing the DOT AU’s initial decision on the BAJA application.</li> </ul>		
	<p>a. Original Docket Files <u>Not</u> Optically Scanned by DOT Docket Management System (DMS).</p> <p>Original records (1) in cases in which the complaint was issued <i>before</i> 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"> <li>• a request for hearing is filed by respondent but the agency attorney does not file a complaint; or -</li> <li>• 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</li> <li>• 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 appropriate Federal court within 60 days under 14 C.F.R. § 13.235 or other appropriate time frame); or</li> </ul>	<p><b>Upon resolution, case file is closed.</b></p>	<p><b>N1-237-00-1 Approved 12/15/00</b></p>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• if a petition for review is filed in Federal court, a final order rendered by a Federal court; or..</li> <li>• 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.</li> </ul>	<p><b>Disposition. Cut off closed case files at the end of the fiscal year. Transfer to the Federal Records Center 3 months after cutoff. Destroy 5 years after transfer to Federal Records center.</b></p>	<p><b>N1-237-00-1 Approved 12/15/00</b></p>
	<p>b. 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 <i>on or after</i> 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.) (<i>See</i> 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"> <li>• a request for hearing is filed by respondent but the agency attorney does not file a complaint; or</li> <li>• 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</li> </ul>	<p><b>Upon resolution, case file is closed.</b></p> <p><b>Disposition. Retain paper records for at least 30 days after optical scanning and verification of imaging. Destroy case files no later than 1 year after case file is closed.</b></p> <p><b>Please note exception in item c.</b></p>	
	<ul style="list-style-type: none"> <li>• 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 appropriate Federal court within 60 days under 14 C.F.R. § 13.235 or other appropriate time frame); or</li> <li>• 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.</li> </ul>	<p><b>Upon resolution, case file is closed.</b></p> <p><b>Disposition. Retain paper records for at least 30 days after optical scanning and verification of imaging. Destroy case files no later than 1 year after case file is closed.</b></p> <p><b>Please note exception in item c.</b></p>	<p><b>N1-237-00-1 Approved 12/15/00</b></p>

	<p>c. 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>	<p><b>Disposition.</b> Cut off closed case files of records at the end of the fiscal year. Transfer to the Federal Records Center 3 months after cutoff Destroy 5 years after transfer to Federal Records Center.</p>	<p>N1-237-00-1 Approved 12/15/00</p>
	<p>d. 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>	<p><b>Disposition.</b> Temporary. Delete/Erase 5 years after Civil Penalty Docket File is closed.</p>	<p>N1-237-00-1 Approved 12/15/00</p>
	<p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.</p>	<p><b>Disposition.</b> Destroy/delete when dissemination, revision, or updating is completed.</p> <p>NOTE: Some FAA Civil Penalty Case Files may be worthy of permanent retention if they significantly interpret FAA regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.</p>	<p>N1-237-00-1 Approved 12/15/00</p>
2170	Airport Compliance Proceedings Docket		

	<p><b>1. 14 CFR Part 13 Subpart A and Part 16 Airport Proceedings Docket Records.</b> 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><b>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.</b></p>		
	a. Cases <u>NOT</u> appealed to and litigated in a Federal Court:	<p><b>Cut off closed case files at the end of the calendar year within which they are closed. Transfer to offsite storage 1 year after cutoff. Destroy 5 years after cutoff.</b></p>	<p><b>N1-237-03-1</b> Cases not appealed: Item 1a Approved 6/21/04</p>
	b. Cases appealed to and litigated in a Federal Court:		
	(1) Part 13 Cases Docket Files.	<p><b>Cut off closed case files at the end of the calendar year within which they are closed. Transfer to offsite storage 1 year after cutoff. Destroy 30 years after cutoff.</b></p>	<p><b>N1-237-03-1</b> Part 13 Cases: Item 1b1 Approved 6/21/04</p>
	(2) Part 16 Cases Docket Files.	<p><b>Cut off closed case files at the end of the calendar year within which they are closed. Transfer to offsite storage 1 year after cutoff. Destroy 20 years after cutoff.</b></p>	<p><b>N1-237-03-1</b> Part 16 Cases: Item 1b2 Approved 6/21/04</p>
<b>2200</b>	<b>Contracts—Legal Functions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2210</b>	<b>Airports Agreements</b>		

	<b>Airports Legal Assistance Files.</b> Correspondence, reports, opinions, and related materials reflecting legal counsel and review actions concerning the administration of the Federal Aid to Airports Program.	<b>Transfer to FRC when inactive. Destroy 5 years after FRC receipt.</b>	<b>NC1-237-77-3 Item 88 Approved 12/2/77</b>
<b>2220</b>	<b>Legal Participation In Procurement and Contracting</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2230</b>	<b>Condemnation</b>		
	<b>Legal Condemnation Files.</b> 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.	<b>Destroy 3 years after close of case.</b>	<b>NN-163-163 Item 14 Approved 9/25/63</b>
<b>2240</b>	<b>Contract Appeals</b>		
	<b>1. Contract Appeals Case Files.</b> Briefs, decisions, correspondence, and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers.		
	a. Cases selected by the AGC because of the precedential character.	<b>PERMANENT. Transfer to FRC 5 years after case is settled. Offer to NARA 20 years after case is settled.</b>	<b>NC1-237-77-3 Item 89a Approved 12/2/77</b>
	b. Unselected cases.	<b>Transfer to FRC 5 years after case is settled. Destroy 25 years after case is settled.</b>	<b>NC1-237-77-3 Item 89b Approved 12/2/77</b>
<b>2250</b>	<b>Tort Claims And Personal Property Claims</b>		
	<b>1. Tort Claims and Personal Property Claims Files.</b> Case files consisting of reports, vouchers, witness statements, legal decisions, and related material pertaining to claims by or against the Government resulting from FAA transactions, OTHER than litigation cases.		
	a. Cases relating to claims approved for payment.	<b>Retain for GAO site-audit.</b>	<b>NN-163-163 Item 16 Approved 9/25/63</b>

	b. All others.	Destroy when 3 years old.	NN-163-163 Item 16 Approved 9/25/63
<b>2300</b>	<b>Litigation</b>		
	<b>Litigation Action Files.</b> 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. <b>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.</b>	<b>Transfer to FRC 3 years after close of case. Destroy 13 years after close of case.</b>	<b>N1-237-91-2</b> Approved 8/16/94
<b>2400</b>	<b>Financial Management</b>		
<p>The records described below are accumulated in connection with the financial management of the Federal Aviation Administration. The records disposition standards provided apply to records generated in the development and execution of FAA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.</p> <p><b>EXCEPTION. Regardless of the retention period specified, records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office (GAO), will not be disposed of until final settlement or clearance of the matter.</b></p>			
<b>2500</b>	<b>Budget</b>		
	<b>1. Budget Correspondence Files.</b>		
	a. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	<b>Destroy when 2 years old.</b>	<b>GRS 5</b> <b>Item 1</b>
	b. Budget Background Records. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	<b>Destroy 1 year after the close of the fiscal year covered by the budget.</b>	<b>GRS 5</b> <b>Item 2</b>

	<p><b>3. Reimbursable Agreements Files.</b> Case files relating to reimbursable agreements entered into with the Agency for International Development, Department of Defense, and others to furnish supplies, equipment, and services relating to aviation to foreign countries, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence.</p>	<p><b>Transfer to FRC 4 years after close of the FY covered by agreement. Destroy when 19 years old.</b></p>	<p><b>NC1-237-77-3 Item 92 (2) Approved 12/2/77</b></p>
	<p><b>4. Annual Budget Estimate Files.</b> Record copies of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.</p>		
	<p>a. Record copies of estimates (comprised of appropriation language sheets, charts, statements, related schedules and data) prepared, consolidated, or maintained at the agency level.</p>	<p><b>PERMANENT. Cut-off files at close of FY involved. Transfer to FRC when 5 years old. Offer to NARA when 20 years old.</b></p>	<p><b>NC1-237-77-3 Item 92 (3) Approved 12/2/77</b></p>
	<p>b. All other records.</p>	<p><b>Destroy when no longer needed for reference.</b></p>	<p><b>NC1-237-77-3 Item 92 (3) Approved 12/2/77</b></p>
	<p><b>5. Budget Working Files.</b> Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates described in item (3).</p>	<p><b>Cutoff files at close of FY involved. Destroy 1 year after the close of the fiscal year covered by the budget.</b></p>	<p><b>GRS 5 Item 2</b></p>
	<p><b>6. Records of the Administrator's Review Committee.</b> Records include minutes and related correspondence, agendas, and other background papers for board meetings, special studies notebooks, and spring preview notebooks.</p>		
	<p>a. Agency office of primary interest.</p>		
	<p>(1) Record copy of board meeting minutes.</p>	<p><b>PERMANENT. Cut-off files annually. Transfer to FRC when no more than 10 years old. Offer to NARA 15 years later.</b></p>	<p><b>NC1-237-77-3 Item 92 (4) Approved 12/2/77</b></p>
	<p>(2) Agendas, correspondence, and other background papers related to board meetings, and duplicate copies of minutes.</p>	<p><b>Destroy when no longer needed for reference.</b></p>	<p><b>NC1-237-77-3 Item 92 (4) Approved 12/2/77</b></p>

	(3) Spring preview (5 year Program Notebooks).	<b>PERMANENT. Transfer to FRC when no more than 10 years old. Offer to NARA 15 years later.</b>	<b>NC1-237-77-3 Item 92 (4) Approved 12/2/77</b>
	(4) Special studies notebooks.	<b>PERMANENT. Transfer to FRC when no more than 10 years old. Offer to NARA 15 years later.</b>	<b>NC1-237-77-3 Item 92 (4) Approved 12/2/77</b>
	b. All other offices.	<b>Destroy when 5 years old.</b>	<b>NC1-237-77-3 Item 92 Approved 12/2/77</b>
	<b>7. Budget Apportionment Files.</b> Apportionment and reapportionment schedules, staffing authorizations, allotment advances, supporting documents, and related correspondence documenting the administration and execution of the approved operating budget.	<b>Destroy 2 years after close of fiscal year involved.</b>	<b>GRS 5 Item 4</b>
	<b>8. Aviation System Standards Agreements System.</b> (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.		<b>NI-237-09-1 Approved 11/23/09</b>
	<b>a. Master Database</b>		
	i. Scans of official agreement files as stated in FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards in Section 2500.3, Reimbursable Agreement Files.	<b>TEMPORARY. Maintained by the system as a reference copy. Destroy/Delete when no longer needed by the tracking system or 19 years after agreement expires whichever is sooner.</b>	<b>NI-237-09-1 Approved 11/23/09</b>
<b>2510</b>	<b>Budgetary Report</b>		
	<b>1. Budgetary Report Files.</b> Periodic reports on the status of fiscal programs, such as the Summary Fiscal Status Report, or equivalents, and supporting narratives.		
	a. Annual Report (end of fiscal year).	<b>Destroy when 5 years old.</b>	<b>GRS 5 Item 3(a)</b>
	b. All other reports.	<b>Cutoff files at close of FY. Destroy when 3 years old.</b>	<b>GRS 5 Item 3(b)</b>
	<b>2. Intra-Regional Fiscal Report Files.</b> 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.		

	<b>a. Regional budget office (record copy only).</b>	<b>Cutoff files at close of FY involved. Destroy when 4 years old.</b>	<b>II-NNA-1017 Item 146 Approved 7/13/54</b>
	b. All others.	<b>Cutoff files at close of FY. Destroy when 1 year old.</b>	<b>II-NNA-1017 Item 146 Approved 7/13/54</b>
<b>2520</b>	<b>Budget Preparation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2600</b>	<b>Appropriations and Funding</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2610</b>	<b>Budget Operations Appropriations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2620</b>	<b>Facilities and Equipment Budget</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2700</b>	<b>Accounting</b>		
	<b>1. Policy Correspondence Files.</b>		
	a. Correspondence, reports, and related materials maintained by the agency office of primary interest relating to the development and establishment of agency accounting policies, systems, and procedures, and the direction and evaluation of accounting programs and fiscal reporting operations.	<b>Transfer to FRC when 4 years old. Destroy when 10 years old.</b>	<b>NC-174-124 Item 1 Approved 2/25/74</b>

	<p>b. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Item 2710(5) and payroll records covered by Item 2730 of this schedule.</p>	<p><b>Destroy when 1 year old.</b></p>	<p><b>GRS 6 Item 1(b)</b></p>
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	<b>2. Waiver of Claims Files.</b> Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.		
	a. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).	<b>Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.</b>	<b>GRS 6 Item 11(a)</b>
	b. Denied waivers.	<b>Destroy with related claims files in accordance with item 2710(22) of this schedule.</b>	<b>GRS 6 Item 11(b)</b>
<b>2710</b>	<b>General Financial Reports</b>		
	<b>1. General Accounting Operations Correspondence Files.</b>		
	a. <b>Accounting Administrative Files.</b> Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations, EXCLUDING files described below.	<b>Cutoff files at close of FY involved. Destroy when 2 years old.</b>	<b>GRS 6 Item 5(a)</b>
	b. All other files.	<b>Destroy when 3 years old.</b>	<b>GRS 6 Item 5(b)</b>
	<b>2. General Fund Files.</b> Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	<b>Destroy when 3 years old.</b>	<b>GRS 6 Item 4</b>
	<b>a. Accountable Officer's Files.</b> Accountable officers' accounts consist of original statements of transactions, schedules, vouchers, and other supporting documents, retained for GAO site audit. All audited accounts and any unaudited accounts more than 1 full fiscal year old may be transferred to the FRC's without special permission from GAO. However, accounts may be retained, if required by the accountable officer, for not more than 3 full fiscal years. Authority to transfer unaudited accountable officers' accounts that are less than 1 year old should be obtained from GAO through the Records Officer. Accountable officers' accounts at overseas locations should be retained for a minimum of 3 years before transfer.	<b>Cut-off files at close of FY involved. Transfer to FRC when 1 year old. Destroy when 6 years and 3 months old.</b>	<b>GRS 6 Item 1(a)</b>

	<b>3. Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Destroy/delete within 180 days after the recordkeeping copy has been produced.</b>	<b>GRS 4 Item 5</b>
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete when dissemination, revision, or updating is completed.</b>	<b>GRS 4 Item 5</b>
	<b>4. Cost Accounting Reports.</b>		
	a. Copies in units receiving reports.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 6(a)</b>
	b. Copies in reporting units and related work papers.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 6(b)</b>
	<b>5. Cost Report Data Files.</b> Ledgers, forms, and electronic records used to accumulate data for use in cost reports.		
	a. Ledgers and forms.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 7(a)</b>
	b. Automated records.		
	(1) Detail cards.	<b>Destroy when 6 months old.</b>	<b>GRS 8 Item 7(b)(1)</b>
	(2) Summary cards.	<b>Destroy when 6 months old.</b>	<b>GRS 8 Item 7(b)(2)</b>
	(3) Tabulations.	<b>Destroy when 1 year old.</b>	<b>GRS 8 Item 7(b)(3)</b>
	<b>6. Commercial Freight and Passenger Transportation Files.</b>		
	a. Original vouchers and supporting documents covering payments to carriers for transportation services, and original contracts for freight or passenger transportation rates or services.	<b>Cut-off files at close of FY involved. Transfer to FRC when 1 year old. Destroy 6 years after the period of the account.</b>	<b>GRS 9 Item 1(a)</b>

	b. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge.	<b>Destroy when 10 years old.</b>	<b>GRS 9 Item 1(b)</b>
	c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A), transportation requests (SF 1169), travel authorizations, and supporting documents.	<b>Destroy 6 years after the period of the account.</b>	<b>GRS 9 Item 1(c)</b>
	d. Obligation copy of commercial passenger transportation vouchers.	<b>Destroy when funds are obligated.</b>	<b>GRS 9 Item 1(d)</b>
	e. Unused ticket redemption forms, such as SF-1170.	<b>Destroy 3 years after the year in which the transaction is completed.</b>	<b>GRS 9 Item 1(e)</b>
	f. Lost or Damaged Shipments Files. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	<b>Destroy when 6 years old.</b>	<b>GRS 9 Item 2</b>
	<b>7. Employee Surety Bond Files.</b> Legal documents purchased for the purpose of placing personnel under surety bond protection, including individual name bonds, position schedule bonds, and blanket bonds covering groups of employees.		
	a. Official copies and attached powers of attorney.		
	(1) Bonds purchased before January 1, 1956.	<b>Destroy 15 years after bond becomes inactive.</b>	<b>GRS 6 Item 6(a)(1)</b>
	(2) Bonds purchased after December 31, 1955.	<b>Destroy 15 years after end of bond premium period.</b>	<b>GRS 6 Item 6(a)(2)</b>

	b. Other copies of bonds and related papers.	<b>Destroy when bond becomes inactive or at end of bond premium period.</b>	<b>GRS 6 Item 6(b)</b>
	<b>8. Accountable Officers' Returns.</b> Memorandum copies of accounts current, all supporting vouchers, schedules, documents (including liquidated obligation documents) and related papers, exclusive of transportation records covered in items (13) through (16) and payroll records covered in item 2730. (See item 2710 for originals retained for GAO site-audit.)	<b>Destroy when 1 year old.</b>	<b>GRS 6 Item 1(b)</b>
	<b>9. GAO Exceptions Files.</b> General Accounting Office notices of exception (formal or informal) and related correspondence.	<b>Destroy 1 year after exception is reported as cleared by GAO.</b>	<b>GRS 6 Item 2</b>
	<b>10. Certificate of Settlement Files.</b> Documents reflecting the settlement of accounts of accountable officers, statement of differences, and related papers.		
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	<b>Destroy 2 years after date of settlement.</b>	<b>GRS 6 Item 3(a)</b>
	b. Certificates showing periodic settlements.	<b>Destroy when subsequent certificate of settlement is received.</b>	<b>GRS 6 Item 3(b)</b>
	<b>11. Accountable Officer Designee Files.</b> Records relating to the designation and revocation of accountable officers.	<b>Destroy 2 years after revocation, provided account is cleared by GAO.</b>	<b>GRS 7 Item 1</b>
	<b>12. Availability, Collection, Custody, and Deposit Files.</b> Certificates of deposit (such as Standard Forms 201 and 209) and related papers; records of cash remittances received DOT F 2770.2; transcripts, tabulations, and reports prepared by the Treasury Department advising of the status of agency funds available (such as Standard Forms 520, 523, and 526); and related records.	<b>Destroy 3 years after date of document.</b>	<b>GRS 6 Item 4</b>
	<b>13. General Ledger Account Files.</b> Documents showing debit and credit entries, and reflecting expenditures in summary.	<b>Cut-off files at close of FY. Destroy 6 years and 3 months after the closed of the fiscal year involved.</b>	<b>GRS 7 Item 2</b>
	<b>14. Allotment and Ledger Distribution Transaction Files.</b> Records showing status of obligations and allotments under each appropriation.	<b>Cut-off files at close of FY. Destroy 6 years and 3 months after files are closed.</b>	<b>GRS 7 Item 3</b>

	<b>15. Posting and Control Files.</b> Documents subsidiary to the general and allotment ledger accounts, such as journal vouchers (Standard Form 1017g or equivalent) and other transaction documents used to support ledger entries.		
	a. Originals.	<b>Destroy when 3 years old.</b>	<b>GRS 7 Item 4(a)</b>
	b. Copies.	<b>Destroy when 2 years old.</b>	<b>GRS 7 Item 4(b)</b>
	<b>16. Passenger Transportation (Carrier) Files.</b> Documents reflecting payments to carriers, consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorization, and all supporting papers.	<b>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy 6 years after files are closed.</b>	<b>GRS 9 Item 1(a)</b>
	<b>17. Passenger Transportation (Individual) Files.</b> Documents reflecting reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, hotel reservations, and supporting papers relating to official travel of officers, employees, dependents, and others authorized to travel.		
	a. Employee travel folders.	<b>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy when 6 years old.</b>	<b>GRS 9 Item 3(a)</b>
	b. Obligation copies, such as SF 1169, United States Government Transportation Requests, or equivalents.	<b>Destroy when funds are obligated.</b>	<b>GRS 9 Item 3(b)</b>
	<b>18. Transportation Request Accountability Files.</b> Records documenting the issue or receipt of accountable papers involved in travel and transportation functions, such as SF 1120, or equivalent.	<b>Destroy 1 year after all entries on form are cleared.</b>	<b>GRS 9 Item 4(b)</b>
	<b>19. Gasoline Sales Tickets.</b> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 6 Item 7</b>
	<b>20. Telephone Toll Tickets.</b> Originals and copies of toll tickets filed in support of telephone toll call payments.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 6 Item 8</b>
	<b>21. Telegrams.</b> Originals and copies of telegrams filed in support of telegraph bills.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 6 Item 9</b>
	<b>22. Administrative Claims Files.</b> Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by item (23)(b)(4) below.	<b>Destroy when 6 years, 3 months old.</b>	<b>GRS 6 Item 10(a)</b>

	<b>23. Claims by the United States Subject to the Federal Claims Collection Standards</b> and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under item (23)(b)(4) below.		
	a. Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	<b>Destroy when 6 years, 3 months old</b>	<b>GRS 6 Item 10(b)(1)</b>
	b. Claims for which collection action has been terminated under 4 CFR Part 104.		
	(1) Claims for which the Government's right to collect was not extended.	<b>Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.</b>	<b>GRS 6 Item 10(b)(2)(a)</b>
	(2) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	<b>Destroy 3 months after the end of the extended period.</b>	<b>GRS 6 Item 10(b)(2)(b)</b>
	(3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated.	<b>Destroy when 6 years, 3 months old.</b>	<b>GRS 6 Item 10(b)(3)</b>
	(4) Claims files that are affected by a court order or that are subject to litigation proceedings.	<b>Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.</b>	<b>GRS 6 Item 10(c)</b>
	<b>24. Records Relating to Official Passports.</b>		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	<b>Destroy when 3 years old or upon separation of the bearer, whichever is sooner.</b>	<b>GRS 9 Item 5(a)</b>
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	<b>Destroy when 1 year old.</b>	<b>GRS 9 Item 5(b)</b>
	c. Passport registers. Registers and lists of agency personnel who have official passports.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 9 Item 5(c)</b>
<b>2730</b>	<b>Payroll, Leave, and Allowances</b>		
	<b>1. Correspondence Between Agency and Payroll Processor</b> regarding general, routine administrative issues not related to individual payments.	<b>Destroy when 2 years old.</b>	<b>GRS 2 Item 24</b>

	<b>3. Individual Earning and Service Files.</b>		
	a. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	<b>Update elements and/or entire record as required.</b>	<b>GRS 2 Item 1(a)</b>
	b. Documents reflecting fiscal aspects of employment history (such as Standard Form 1127 or equivalents) and papers attached pursuant to item (4) below. This record may be in paper or microform but NOT in machine-readable form.	<b>Cut-off file at end of CY. Transfer to National Personnel Records Center, St. Louis, Missouri, 4 years after close of file. Destroy when 56 years old.</b>	<b>GRS 2 Item 1(b)</b>
	c. Payroll change files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.		
	(1) Copies subject to GAO audit.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 23(a)</b>
	(2) All other copies.	<b>Destroy 1 month after end of related pay period.</b>	<b>GRS 2 Item 23(b)</b>
	<b>4. Leave Record Files.</b> Pay or fiscal copies of leave record including time and attendance reports used to show accumulated leave, and records of leave data transferred, such as Standard Form 1150, or equivalent.		
	a. Final cards showing accumulated leave of employee on transfer or separation from Federal Government service.	<b>File on right side of Official Personnel Folder. See 3290 Item 1 for disposal of OPF. See item 3290.</b>	<b>GRS 2 Item 9(a)</b>
	b. All other pay or fiscal copies.	<b>Destroy when 3 years old.</b>	<b>GRS 2 Item 9(b)</b>
	<b>5. Time and Attendance Report Files.</b>		
	a. Time and attendance source records. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	<b>Destroy after GAO audit or when 6 years old, whichever is sooner.</b>	<b>GRS 2 Item 7</b>
	b. Time and attendance paper documents, such as FAA Form 2730-68 or equivalent, or machine-readable form, used in payroll preparation and processing.	<b>Destroy after GAO audit or when 6 years old, whichever is sooner.</b>	<b>GRS 2 Item 8</b>

	<b>6. Leave Application and Overtime and/or Holiday Work Approval and Authorization Files.</b> Applications for leave, such as Standard Form 71, and related papers, including copies of military orders and certificates of attendance, Form DOT F 3500.1, Overtime and/or Holiday Work, or equivalent, and related papers.		
	a. Application for leave taken immediately prior to separation from Federal Government service.	<b>File on right side of OPF. See Item 3290 of this schedule.</b>	<b>GRS 2 Item 9(a)</b>
	<b>b. All others.</b>	<b>Destroy when 3 years old.</b>	<b>GRS 2 Item 9(b)</b>
	<b>7. Payroll Allotment Files.</b>		
	a. Records of payroll allotments and papers authorizing deductions, changes, or cancellations.	<b>Destroy 4 years after superseded or obsolete or upon separation of employee.</b>	<b>GRS 2 Item 13(a)</b>
	b. Combined Federal Campaign and other allotment authorizations.		
	c. Authorization for individual allotment to the Combined Federal Campaign.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 15(a)</b>
	d. Other authorizations, such as union dues and savings.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 15(b)</b>
	e. Thrift Savings Plan Election Form. Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	<b>Destroy when superseded or after separation of employee.</b>	<b>GRS 2 Item 16</b>
	f. Direct Deposit Sign-up Form (SF 1199A).	<b>Destroy when superseded or after separation.</b>	<b>GRS 2 Item 17</b>
	<b>8. Payroll Control Files.</b> Documents maintained for payroll control purposes, including payroll copies of notifications of or requests for personnel actions, such as Standard Form 50, or equivalent; payroll control registers; payroll change slips, such as Standard Form 1126, or equivalent.		
	a. Copies subject to GAO audit.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 23(a)</b>
	b. All other copies.	<b>Destroy 1 month after end of related pay period.</b>	<b>GRS 2 Item 23(b)</b>
	<b>9. Non-Current Payroll Files.</b> Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.	<b>Destroy 15 years after close of pay year in which generated.</b>	<b>GRS 2 Item 2</b>

	<b>10. Withholding Tax Files.</b> Documents reflecting Federal and state income tax deductions, including returns on income taxes withheld, such as IRS Form W-2; reports of taxes withheld, such as IRS Form W-3, or equivalent; withholding tax exemption certificates, such as IRS Form W-4, or equivalent, and related papers.	<b>Destroy when 4 years old.</b>	<b>GRS 2 Item 13(b) and (c)</b>
	<b>11. Savings Bond Purchase Files.</b>		
	a. U.S. Savings Bond Authorization, SF 1192 or equivalent.	<b>Destroy when superseded or after separation of employee.</b>	<b>GRS 2 Item 14(a)</b>
	b. Bond registration files: issuing agent's copies of bond registration stubs.	<b>Destroy 4 months after date of issuance of bond.</b>	<b>GRS 2 Item 14(b)</b>
	c. Bond receipt and transmittal files. Receipts for and transmittals of U.S. Savings Bonds.	<b>Destroy 4 months after date of issuance of bond.</b>	<b>GRS 2 Item 14(c)</b>
	<b>12. Retirement Record Files.</b> Card files, Standard Form 2806, or equivalent reflecting accounts deducted from pay of employees subject to the Retirement Act.	<b>Transfer in accordance with instructions in Federal Personnel Manual.</b>	<b>GRS 2 Item 28</b>
	<b>13. Retirement Reports and Registers.</b> Control documents maintained in connection with the retirement records of individual employees, such as Standard Form 2805 and 2807 or equivalents.	<b>For CSRS/FERS related records, Destroy upon receipt of official OPM acceptance of annual summary.</b>	<b>GRS 2 Item 28</b>
	<b>14. Retirement Assistance Files.</b> Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	<b>Destroy when 1 year old.</b>	<b>GRS 1 Item 39</b>
	<b>15. Insurance Deduction Files.</b> Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	<b>Destroy when 4 years old.</b>	
	<b>16. Levy and Garnishment Files.</b> Notices, change slips, worksheets, and correspondence relating to charges against retirement funds or attachment of salary for debts of employees.	<b>Destroy 3 years after garnishment is terminated.</b>	<b>GRS 2 Item 18</b>
	<b>17. Miscellaneous Reports or Analyses.</b> Payroll office copies of special reports or data generated from payroll files that are used for workload and personnel management purposes by nonpayroll office program managers.		
	a. Error reports, ticklers, system operation reports.	<b>Destroy when related actions are completed or when no longer needed, not to exceed 2 years.</b>	<b>GRS 2 Item 22(a)</b>

	b. Reports and data used for agency workload and/or personnel management purposes.	<b>Destroy when 2 years old.</b>	<b>GRS 2 Item 22(b)</b>
	c. Reports providing fiscal information on agency payroll.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 22(c)</b>
<b>2750</b>	<b>Voucher Examination and Certification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2770</b>	<b>Collection, Safekeeping, Deposit, and Disbursements of Funds</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2800</b>	<b>Financial Reporting</b>		
	<b>1. Fiscal Year End Reporting Files.</b> Fiscal year end financial reports and supporting statements.	<b>Destroy when 5 years old.</b>	<b>GRS 5 Item 3(a)</b>
	<b>2. Financial Accounting Report Files.</b> Reports submitted to other Government agencies, such as Standard Forms 133, Report on Budget Status, and 220, Statement of Financial Condition, and Treasury Department Form 814, or equivalents.	<b>Destroy 3 years after end of fiscal year.</b>	<b>GRS 5 Item 3(b)</b>
<b>2900</b>	<b>Auditing</b>		
	<b>Special Financial Advisory Services Files.</b> Documents relating to advisory services other than those described elsewhere in this schedule, such as: review of cost reduction projects; participation on lease/purchase study teams; procurement reviews; and other special assignments.	<b>Destroy 4 years after date of report.</b>	<b>NN-171-123 Item 6 Approved 4/13/71</b>
<b>2930</b>	<b>Contract Auditing</b>		
	<b>1. Contract Audit Files.</b> Audit reports and supporting documents relating to the examination of financial aspects of FAA contractor operations.	<b>Destroy 3 years after final contract payment.</b>	<b>NN-171-123 Item 8 Approved 4/13/71</b>
	<b>2. Contractor Financial Evaluation Files.</b> Documents relating to advisory services rendered in the negotiation and award of contracts.	<b>Destroy 3 years after final contract payment.</b>	<b>NN-171-123 Item 9 Approved 4/13/71</b>

	<b>3. Contract Protest/Inquiry Files.</b> Documents relating to preparation of agency responses to protests or inquiries concerning the propriety of procurement actions.	<b>Destroy 4 years after final action on protest or inquiry.</b>	NN-171-123 Item 10 Approved 4/13/71
<b>2940</b>	<b>Auditing, FAA/ADAP/PGP</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2950</b>	<b>Air Carrier Financial Capabilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>2960</b>	<b>General Accounting Office (GAO) Auditing</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
	<b>1. General Accounting Office audit Report Files.</b> Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of FAA activities.	<b>Transfer closed files when 5 years old. Destroy when 10 years old, if action on audit recommendations has been completed.</b>	<b>NC-174-124</b> Item 2 Approved 2/25/74
	<b>2. GAO Audit Follow-up Files.</b> Documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.	<b>Transfer closed files when 5 years old. Destroy when 10 years old, if action on audit recommendations has been completed.</b>	<b>NC-174-124</b> Item 3 Approved 2/25/74
<b>2970</b>	<b>Office of the Secretary (OST) Auditing</b>		
	<b>1. Office of Inspector General (OIG) Audit Report Files.</b> 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.	<b>Destroy closed case files when 10 years old, if action on audit recommendations has been completed.</b>	NN-171-123 Item 4 Approved 4/13/71
	<b>2. Office of Inspector General Audit Follow-up Files.</b> Documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	<b>Destroy closed case files 4 years after final action on audit report recommendations.</b>	NN-171-123 Item 5 Approved 4/13/71

	<p><b>3. Investigative Case Files for Civilian Agencies other than the Central Intelligence Agency.</b> 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.</p>		
	<p>a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.</p>		<p><b>Withdrawn by NARA</b></p>
	<p>b. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.</p>		<p><b>Withdrawn by NARA</b></p>
	<p><b>4. Audit Case Files of Civilian Agencies Other than the Central Intelligence Agency.</b> 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.</p>		<p><b>Withdrawn by NARA</b></p>

## Training and Personnel Management

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>3000</b>	<b>Training</b>		
	<p>The records described below are accumulated as a result of agency training programs and activities. They fall into 2 general groups: records that reflect the planning, direction, and conduct of training programs; and records relating to the progress and proficiency of the individual trainee. Excluded from the provisions of this paragraph are records of completion of training courses filed in official personnel folders.</p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>		
	<p>a. Human Resources Training Office, Superintendent of FAA Academy, and Line of Business Training Divisions.</p>		
	<p>(1) Correspondence files relating to technical training associated with aviation.</p>	<p><b>PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</b></p>	<p><b>NC-237-75-3 Item 3 Approved 12/13/74</b></p>
	<p>(2) All others.</p>	<p><b>Destroy when 5 years old.</b></p>	<p><b>NC-237-75-3 Item 3 Approved 12/13/74</b></p>
	<p><b>2. Training Offices at the regional, office, service, and center levels.</b></p>	<p><b>Destroy when 5 years old.</b></p>	<p><b>NC-237-75-3 Item 3 Approved 12/13/74</b></p>
	<p><b>3. Employee Training Correspondence,</b> memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.</p>	<p><b>Destroy when 5 years old or when superseded or obsolete, whichever is sooner.</b></p>	<p><b>GRS 1 Item 29(b)</b></p>

	<b>4. Employee Training and Proficiency Files.</b> FAA Form 3120-1, Training and Proficiency Record. [NOTE: FAM Training is covered under item 7230(5) of this order.]	<b>When transferring from an ATC facility to a staff position in the regional, Washington, Center or Academy office transfer to the OPF until the ATCS returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for disposition with the OPF.</b>	<b>NC1-237-79-3 Item 3 Approved 11/14/79</b>
	<b>5. Requests for Out-of-Agency Training,</b> such as FAA Form 3000-3, or equivalent, standard Form 182, Procurement Document.	<b>Destroy when 5 years old or when superseded or obsolete, whichever is sooner. (NC1-64-77-10 item 30c)</b>	<b>GRS 1 Item 29(b)</b>
<b>3010</b>	<b>Catalogs of Courses</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3020</b>	<b>Development And Methods</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3030</b>	<b>Evaluation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3100</b>	<b>Training Programs</b>		
	<b>1. Training Program Files.</b> Training Records. EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as air traffic control, law enforcement, and national defense. [See note after item 3000(4).]		

	a. Correspondence, reports, course quotas, schedules, and related materials created in the establishment of specific technical, management, and specialized training programs and courses of instruction.	<b>Destroy when 5 years old.</b>	<b>NC-237-75-3 Item 4 Approved 12/13/74</b>
	b. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.		
	(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	<b>Destroy when 5 years old or 5 years after completion of a specific training program.</b>	<b>GRS 1 Item 29(a)(1)</b>
	(2) Background and working files.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 29(a)(2)</b>
	<b>2. Training Manuals and Related Instructional Directives.</b>		
	a. Record copies maintained by the issuing or controlling office.	<b>PERMANENT. Transfer superseded or obsolete record copy to NARA when 5 years old.</b>	<b>NC-237-75-3 Item 5 Approved 12/13/74</b>
	b. All others.	<b>Destroy when no longer required for administrative use.</b>	<b>Nonrecord</b>
	<b>3. Individual Academic Training Files.</b> 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.	<b>Transfer to FRC 3 years after separation from FAA. If separation date is unknown. Destroy 5 years after date of last action.</b>	<b>II-NNA-752 Item 16 Approved 6/11/54</b>
<b>3105</b>	<b>Instructor</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3110</b>	<b>Management and Supervisory</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

3115	Individual and Organizational Development		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3120	Air Traffic Training	(see 3290(2)(c))	CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3125	Airports		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3130	Air Navigation Facilities		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3135	Environmental Quality		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3140	Flight Standards		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3145	Directed Study		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3150	Medical		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3155	Out-of-Agency		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.

3160	On-the-Job		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3165	Logistics Management		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3170	National Airspace		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
3200	Personnel Management		
<p>The records described below relate to the development and operation of the agency's personnel management, occupational safety program activities, and environmental health records. They are generated by formally organized personnel offices in the development of agency personnel policies, standards, and procedures and the performance of personnel operations and services, and, where indicated, by operating offices in the supervision of employees. Records of local Boards of United States Civil Service Examiners are EXCLUDED from the provisions of this paragraph.</p>			
	<p><b>1. General Correspondence Files.</b> Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.</p>		
	a. Office of Human Resource Management.	Transfer to FRC when 3 years old. Destroy when 10 years old.	NC-237-75-3 Item 1 Approved 12/13/74
	b. Personnel offices providing centralized services for agency headquarters, regions, and centers.	Destroy when 3 years old.	GRS 1 Item 3
	c. Position Classification Standards Files. Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	Destroy when superseded or obsolete.	GRS 1 Item 7(a)(1)
	d. Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.		
	(1) Case file.	Destroy 5 years after position is abolished or description is superseded.	GRS 1 Item 7(a)(2)(a)
	(2) Review File.	Destroy when 2 years old.	GRS 1 Item 7(a)(2)(b)

	<b>2. Personnel Management Project Files.</b> Case files resulting from studies and surveys of personnel management activities and functions.	<b>Transfer to FRC when 3 years old. Destroy when 10 years old.</b>	<b>NC-237-75-3 Item 2 Approved 12/13/74</b>
	<b>3. Personnel Management Project Working Files.</b> Background material, notes, rough drafts, interim and progress reports summarized in final reports, and related papers.	<b>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</b>	<b>Nonrecord</b>
	<b>4. Alternate Worksite Records</b>		
	a. Approved requests or applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.	<b>Destroy 1 year after end of employee's participation in the program.</b>	<b>GRS 1 Item 42(a)</b>
	b. Unapproved requests.	<b>Destroy 1 year after request is rejected.</b>	<b>GRS 1 Item 42(b)</b>
	c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.	<b>Destroy when 1 year old, or when no longer needed, whichever is later.</b>	<b>GRS 1 Item 42(c)</b>
<b>3210</b>	<b>Human Resources Management</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3250</b>	<b>Military Personnel Management</b>		
	<b>Military Personnel Files.</b> 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.	<b>Destroy 1 year after all claims have been settled.</b>	<b>NC1-237-77-6 Item 1 Approved 6/13/77</b>
<b>3290</b>	<b>Personnel Program Records, Files, and Reports</b>		
	<b>1. Personnel Correspondence Files.</b> Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	<b>Destroy when 3 year old.</b>	<b>GRS 1 Item 3</b>

	<b>2. Official Personnel Folders.</b> Records filed on the right side of the Official Personnel Folder (OPF). (See item 3, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.		
	a. Folders of employees transferred to another agency.	<b>Follow instructions in Chapter 7 of the Guide to Personnel Recordkeeping.</b>	<b>GRS 1 Item 1(a)</b>
	b. Folders of separated employees (includes consultants).	<b>Transfer folder to National Personnel Records Center, St. Louis, Missouri, 30 days after separation. NPRC will Destroy 65 years after separation from Federal service.</b>	<b>GRS 1 Item 1(b)</b>
	c. Training and Proficiency Files. FAA Form 3120-1, Training and Proficiency Record. [NOTE: FAM Training covered under item 7230(5) of this order.]	<b>When transferring from an ATC facility to a staff position in the regional, Washington, Center or Academy office, transfer to the OPF until the ATCS returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for disposition with the OPF.</b>	<b>NC1-237-79-3 Item 3 Approved 11/14/79</b>
	<b>3. Temporary Materials in Official Personnel Folders.</b>		
	a. All copies of correspondence and forms maintained on the left side of the OPF in accordance with Chapter 3 of the Guide to Personnel Recordkeeping, EXCLUDING the Immigration and naturalization Service Form I-9 and performance-related records.	<b>Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.</b>	<b>GRS 1 Item 10(a)</b>
	b. Immigration and Naturalization Service Form I-9.	<b>Destroy 3 years after employee separates from service or transfers to another agency.</b>	<b>GRS 1 Item 10(b)</b>
	<b>4. Employee Records Not Maintained in Official Personnel Folders.</b> Correspondence and forms in personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.		
	a. Correspondence and forms relating to pending personnel actions.	<b>Destroy when action is completed.</b>	<b>GRS 1 Item 17(a)</b>
	b. Retention registers and related records.		
	(1) Registers and related records used to effect reduction-in-force actions.	<b>Destroy when 2 years old</b>	<b>GRS 1 Item 17(b)(1)</b>

	(2) Registers from which no reduction-in-force actions have been taken and related records.	<b>Destroy when superseded or obsolete</b>	<b>GRS 1 Item 17(b)(2)</b>
	<b>c. Supervisors' Personnel Files.</b> Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	<b>Review annually and Destroy superseded or obsolete documents, or Destroy file relating to an employee within 1 year after separation or transfer.</b>	<b>GRS 1 Item 18(a)</b>
	d. Duplicate Documentation. Other copies of documents duplicated in OPF's not provided for elsewhere in this schedule.	<b>Destroy when 6 months old.</b>	<b>GRS 1 Item 18(b)</b>
	e. All other correspondence and forms, including copies of records duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.	<b>Destroy when 6 months old.</b>	<b>GRS 1 Item 17(c)</b>
	<b>5. Unofficial Personnel Folders.</b> Employee folders maintained outside personnel offices consisting of materials pertaining to individual employees of the operating offices.	<b>Review annually and Destroy superseded or obsolete documents, or Destroy file relating to an employee within 1 year after separation or transfer.</b>	<b>GRS 1 Item 18(a)</b>
	<b>6. Service Record Cards.</b> Official summaries of employment history, Standard Form 7, or its equivalent.		
	a. Cards for employees separated or transferred on or before December 31, 1947.	<b>Transfer to National Personnel Records Center, St. Louis, Missouri. Destroy 60 years after earliest personnel action.</b>	<b>GRS 1 Item 2(a)</b>
	b. Cards for employees separated or transferred on or after January 1, 1948.	<b>Destroy 3 years after separation or transfer of employee.</b>	<b>GRS 1 Item 2(b)</b>
	<b>7. Employee Record Cards</b> used for information purposes outside personnel offices (such as SF 7-B or equivalent).	<b>Destroy on separation or transfer of employee.</b>	<b>GRS 1 Item 6</b>
	<b>8. Statistical Report Files.</b> Statistical reports in personnel offices relating to personnel, including retained copies of reports to the Office of Personnel Management.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 16</b>
<b>3300</b>	<b>Employment</b>		
	<b>1. Appointment Files.</b> Correspondence, letters, and telegrams offering appointments to potential employees.		
	a. Appointments accepted.	<b>Destroy when appointment is effective.</b>	<b>GRS 1 Item 4(a)</b>
	<b>b. Offers of temporary or excepted appointments declined.</b>	<b>File with application. See 3300(2) for disposition.</b>	<b>GRS 1 Item 4(b)(2)</b>

	c. Offers of appointments declined by individuals whose names were received from Office of Personnel Management certificates of eligible.	<b>Return to Office of Personnel Management with reply and application.</b>	<b>GRS 1 Item 4(b)(1)</b>
	<b>d. All other offers of appointments declined.</b>	<b>Destroy immediately.</b>	<b>GRS 1 Item 4(b)(3)</b>
	<b>2. Applicant Files.</b> Pending or unsuccessful applications for appointment and related papers.		
	a. Records pertaining to appointments requiring Senatorial confirmation.	<b>File in OPF.</b>	<b>NARA Bulletin 95-6 Approved 9/8/95</b>
	b. All others.	<b>Destroy upon receipt of Office of Personnel Management inspection report or when 2 years old, whichever is earlier.</b>	<b>GRS 1 Item 15</b>
	<b>3. Certificate of Eligibles Files.</b> Copies obtained from Office of Personnel Management of certificates of eligibles with related requests, forms, correspondence, and statements of reason for passing over a preference eligible and selecting a non-preference eligible.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 5</b>
	<b>4. Notification of Personnel Action Files.</b> SF-50's documenting all individual personnel actions such as employment, promotions, transfers, and separation, exclusive of the copy in Official Personnel Folders.		
	a. Chronological file copies, including fact sheets.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 14(a)</b>
	b. All others.	<b>Destroy when 1 year old.</b>	<b>GRS 1 Item 14(b)</b>
	<b>5. Internal Promotion Plan Files.</b> Announcements, bids, copies of registers, and selection papers maintained by personnel offices.	<b>Destroy upon receipt of Office of Personnel Management report of inspection or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.</b>	<b>GRS 1 Item 32</b>
	<b>6. Promotion Plan Announcement Files.</b> Copies of promotion plan position vacancy notices maintained by operating offices.		
	a. Notices containing qualifications and requirements standards.	<b>Destroy when canceled or superseded.</b>	<b>II-NNA-1306 Item 4 Approved 8/10/54</b>
	b. All others.	<b>Destroy 30 days after expiration date.</b>	<b>II-NNA-1306 Item 4 Approved 8/10/54</b>

	<b>7. Examining and Certification Records</b> Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies, allowing for the examination and certification of applicants for employment.		
	a. Delegated agreements	<b>Destroy 3 years after termination of agreement.</b>	<b>GRS 1 Item 33(a)</b>
	b. Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including, but not limited to, correspondence from the Congress, White House, and general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.	<b>Cut off annually. Destroy 1 year after cut off.</b>	<b>GRS 1 Item 33(b)</b>
	c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.	<b>Destroy when test is superseded or obsolete.</b>	<b>GRS 1 Item 33(c)</b>
	d. Application Record Card (OPM Form 5000A, or equivalent).	<b>Cut off after examination. Destroy no later than 90 days after cut off.</b>	<b>GRS 1 Item 33(d)</b>
	e. Examination Announcement Case Files Correspondence regarding examination requirements, original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications, and the development.	<b>Destroy 5 years after termination of related register.</b>	<b>GRS 1 Item 33(e)</b>
	f. Register of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs). (NOTE: Destruction Authority does not include registers that have been requested as part of evidence to support and EEO complaint.)	<b>Cut off records on individuals with terminated eligibility annually. Destroy 5 years after cutoff. When entire register is terminated, Destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM service center or 90 days after final action is taken on the certificate, whichever is sooner.) Destroy unless an EEO complaint has been filled that requests the register as part of the evidence.</b>	<b>GRS 1 Item 33(f)</b>
	g. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).	<b>Cut off annually. Destroy 1 year after cut off.</b>	<b>GRS 1 Item 33(g)</b>

	h. Canceled and ineligible applications, supplemental forms, and attachments.	<b>Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and canceled applications 90 days after date of action or when register is terminated, whichever is sooner.</b>	<b>GRS 1 Item 33(h)</b>
	i. Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.	<b>Destroy when 6 months old</b>	<b>GRS 1 Item 33(i)</b>
	j. Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action, and corrective action required.	<b>Destroy 5 years after cut off</b>	<b>GRS 1 Item 33(j)</b>
	k. Eligible applications.		
	(1) On active register.	<b>Destroy upon termination of the register (except applications that may be brought forward to new register, if any).</b>	<b>GRS 1 Item 33(k)(1)</b>
	(2) On inactive register.	<b>Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.</b>	<b>GRS 1 Item 33(k)(2)</b>
	l. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.	<b>Cut off annually. Destroy 1 year after cut off.</b>	<b>GRS 1 Item 33(l)</b>
	m. Certificate Files. SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in case of appeal or legal action.	<b>Cut off annually. Destroy 5 years after cut off.</b>	<b>GRS 1 Item 33(m)</b>
	n. Certification request control index.	<b>Cut off annually. Destroy 1 year after cut off.</b>	<b>GRS 1 Item 33(n)</b>
	o. Interagency Placement Program (IPP) application and registration sheet.	<b>Destroy upon expiration of employee's eligibility.</b>	<b>GRS 1 Item 33(o)</b>
	p. DEP control cards, if maintained	<b>Cut off annually. Destroy 2 years after cut off.</b>	<b>GRS 1 Item 33(p)</b>

	q. Reports of audits of delegated examining operations.	<b>Destroy 3 years after date of the report.</b>	<b>GRS 1 Item 33(q)</b>
<b>3330</b>	<b>Recruitment, Selection, and Placement</b>		
	<b>Interview Records. Correspondence, reports, and other records relating to interviews with employees.</b>	<b>Destroy 6 months after transfer or separation of employee.</b>	<b>GRS 1 Item 8</b>
<b>3340</b>	<b>Promotion Plan Qualification Standards</b>		
	<b>Merit Promotion Case Files.</b> Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.	<b>Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.</b>	<b>GRS 1 Item 8</b>
<b>3345</b>	<b>Mass Change</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES</b>
<b>3350</b>	<b>Job Retention</b>		
	<b>1. Retention Files.</b> Retention registers, including card files and related papers, maintained by personnel offices to determine retention standing of employees.		
	a. Registers and related records used to effect reduction-in-force actions.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 17(b)(1)</b>
	b. Records from which no reduction-in-force actions have been taken and related records.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 17(b)(2)</b>
	<b>2. Reemployment Rights Files.</b> Documents maintained to establish reemployment rights of individuals on overseas and other assignments.	<b>Destroy 1 year after employee is reemployed or after the employee's reemployment rights expire.</b>	
<b>3370</b>	<b>Separations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3400</b>	<b>Employee Performance and Utilization</b>		
	<b>Performance Rating Board Files.</b> Duplicate case files of performance rating boards of review, copies of which have been forwarded to the Office of Personnel Management.	<b>Destroy 1 year after close of case.</b>	<b>GRS 1 Item 9</b>

<b>3410</b>	<b>Employee and Career Development</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3420</b>	<b>Employee Performance Ratings</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3430</b>	<b>Performance Evaluation</b>		
	<b>1. Employee Performance File System Records.</b>		
	a. Non-SES appointees (as defined in 5 U.S.C. 4301(2)).		
	(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents.	<b>Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.</b>	<b>GRS 1 Item 23(a)(1)</b>
	(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	<b>Destroy when superseded.</b>	<b>GRS 1 Item 23(a)(2)</b>
	(3) Performance-related records pertaining to a former employee.  a. Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	<b>Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule. (N1-GRS-95-3 item 23a3a)</b>	<b>GRS 1 Item 23(a)(3)</b>
	b. Performance-Related Records Pertaining to a Former Employee.		

	(1) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	<b>Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23(a)(3)(b) of this schedule</b>	<b>GRS 1 Item 23(a)(3)(a)</b>
	(2) All other performance plans and ratings	<b>Destroy when 4 years old.</b>	<b>GRS 1 Item 23(a)(3)(b)</b>
	c. All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	<b>Destroy 4 years after date of appraisal</b>	<b>GRS 1 Item 23(a)(4)</b>
	d. Supporting documents.	<b>Destroy 4 years after date of appraisal.</b>	<b>GRS 1 Item 23(a)(5)</b>
	e. SES Appointees (As Defined in 5 U.S.C. 3132a(2)). Performance records superseded through an administrative, judicial, or quasi-judicial procedure	<b>Destroy when superseded.</b>	<b>GRS 1 Item 23(b)(1)</b>
	f. Performance-related records pertaining to a former SES appointee.		
	(1) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	<b>Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23(b)(2)(b) of this schedule.</b>	<b>GRS 1 Item 23(a)(3)(a)</b>
	(2) All other performance ratings and plans.	<b>Destroy when 5 years old.</b>	<b>GRS 1 Item 23(a)(3)(b)</b>
	(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	<b>Destroy 5 years after date of appraisal.</b>	<b>GRS 1 Item 23(a)(4)</b>
	(4) Supporting documents.	<b>Destroy 5 years after date of appraisal.</b>	<b>GRS 1 Item 23(a)(5)</b>
<b>3450</b>	<b>Employee Recognition and Incentives</b>		

	<b>1. Incentive Awards Files.</b>		
	a. Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	<b>Destroy 2 years after approval or disapproval.</b>	<b>GRS 1 Item 12(a)(1)</b>
	b. Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 12(a)(2)</b>
	c. Length of service and sick leave awards files. Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	<b>Destroy when 1 year old.</b>	<b>GRS 1 Item 12(b)</b>
	d. Letters of commendation and appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 12(c)</b>
	e. Lists or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 12(d)</b>
	<b>2. Incentive Awards Program Reports.</b> Reports pertaining to the operation of the Incentive Awards Program.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 13</b>
<b>3500</b>	<b>Position Classification, Pay, and Allowances</b>		
	<b>1. Position Descriptions.</b>		
	a. Record copies maintained by Personnel offices.	<b>Destroy 2 years after position is abolished or description superseded.</b>	<b>GRS 1 Item 7(b)</b>
	b. All others.	<b>Destroy after position is abolished or description superseded.</b>	<b>Nonrecord</b>
	<b>2. Position Identification Strips.</b> Visible strips used to provide summary data on each established position.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 11</b>
	<b>3. Annual Supervisory Position Review.</b> Annual position review and certification submitted by all supervisors to regional personnel offices.	<b>Destroy when 3 years old or 2 years after regular inspection whichever is sooner.</b>	
	<b>4. Survey Files.</b>		

	a. Classification survey reports on various positions prepared by classification specialists, including periodic reports.	<b>Destroy when 3 years old or 2 years after regular inspection, whichever is sooner</b>	<b>GRS 1 Item 7(c)(1)</b>
	b. Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.	<b>Destroyed when obsolete or superseded.</b>	<b>GRS 1 Item 7(c)(2)</b>
	<b>5. Appeals Files.</b>		
	a. Case files relating to classification appeals, <b>excluding</b> OPM classification certificate.	<b>Destroy 3 years after case is closed.</b>	<b>GRS 1 Item 7(d)(1)</b>
	b. Certificates of classification issued by OPM.	<b>Destroy after affected position is abolished or superseded.</b>	<b>GRS 1 Item 7(d)(2)</b>
<b>3510</b>	<b>Position Classification and Job Evaluation</b>		
	<b>1. Standards and Guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.</b>	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 7(a)(1)</b>
	<b>2. Correspondence and other records relating to the development of standards for classification of positions peculiar to the agency, and OPM approval or disapproval.</b>		
	a. Case file.	<b>Destroy 5 years after position is abolished or description is superseded.</b>	<b>GRS 1 Item 7(a)(2)(a)</b>
	b. Review File.	<b>Destroy when 2 years old.</b>	<b>GRS 1 Item 7(a)(2)(b)</b>
<b>3550</b>	<b>Pay Administration</b>		
	<b>1. Wage Survey Files.</b> Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates excluding authorized wage schedules and wage survey recapitulation sheets.	<b>Destroy after completion of second succeeding wage survey.</b>	<b>GRS 1 Item 38</b>

	<b>2. Pay Comparability Records.</b> Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials under Federal Employees Pay Comparability Act.	<b>Destroy after 3 subsequent reports have been filed.</b>	<b>GRS 1 Item 41</b>
<b>3590</b>	<b>Allowances and Differentials</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3600</b>	<b>Attendance and Leave</b>		
	<b>1. Leave Record.</b>		
	a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.	<b>File on right side of OPF.</b>	<b>GRS 2 Item 9(a)</b>
	b. Creating agency copy, when maintained.	<b>Destroy when 3 years old.</b>	<b>GRS 2 Item 9(b)</b>
	<b>2. Length of Service and Sick Leave Awards Files.</b> Records including correspondence, reports, computations of service and sick leave, and lists of awardees.	<b>Destroy when 1 year old.</b>	<b>GRS 1 Item 12(b)</b>
	<b>3. Lists or Indexes to Agency Award Nominations.</b> List of nominees and winners and indexes of nominations.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 12(d)</b>
	<b>4. Leave Application Files.</b> SF 71 or equivalent plus any supporting documentation for requests and approvals of leave.		
	a. If employee initials time card or equivalent.	<b>Destroy at end of following pay period.</b>	<b>GRS 2 Item 6(a)</b>
	b. If employee has not initialed time card or equivalent.	<b>Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	<b>GRS 2 Item 6(b)</b>
	<b>5. Time and Attendance Source Records.</b> All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	<b>Destroy after GAO audit or when 6 years old, whichever is sooner.</b>	<b>GRS 2 Item 7</b>
	<b>6. Time and Attendance Input Records.</b> Records in either paper or machine-readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	<b>Destroy after GAO audit or when 6 years old, whichever is sooner.</b>	<b>GRS 2 Item 8</b>

	<b>7. Donated Leave Program Case Files.</b> Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	<b>Beginning in January 1994, Destroy 1 year after the end of the year in which the file is closed.</b>	<b>GRS 1 Item 37</b>
<b>3700</b>	<b>Personnel Relations and Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3710</b>	<b>Labor Management/Employee Relations</b>		
	<b>1. Labor Management Relations Policy Records.</b> Correspondence, memoranda, reports and other related material concerning labor-management relations policies in the FAA.		
	a. National labor management agreements, relating to occupations peculiar to FAA, e.g., Air Traffic Controllers, Airway Facility employees, Flight Standards Inspectors.	<b>PERMANENT. Transfer to FRC when 10 years old or sooner, if inactive. Offer to NARA when 20 years old.</b>	<b>NC1-237-77-4 Item 3 Approved 4/7/77</b>
	b. All other FAA labor management agreements, at both national and local levels relating to clerical and other types of employees common to most Federal agencies.		
	(1) Office negotiating agreement.	<b>Destroy 5 years after expiration of agreement.</b>	<b>GRS 1 Item 28(a)(1)</b>
	(2) Other offices.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 1 Item 28(a)(2)</b>
	<b>2. Labor Relations Agreements Files.</b> Case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Includes proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.		
	a. National agreements.	<b>PERMANENT. Transfer closed case files to FRC when 10 years old. Offer to NARA when 15 years old.</b>	<b>NC-174-102 Item 1 Approved 1/10/74</b>
	b. Regional and local agreements.	<b>Destroy closed case files 5 years after termination of recognition of bargaining agent, including records of negotiations where no agreement was reached.</b>	<b>NC-174-102 Item 1 Approved 1/10/74</b>

	<b>3. Labor Relations Arbitration Files.</b>		
	a. Case files developed in the arbitration of grievances and disputes over interpretation and application of labor agreements. Includes complaints, reports of investigation, hearing transcripts, decisions, appeals, and related correspondence.	<b>PERMANENT. Transfer closed case files to FRC when 10 years old. Offer to NARA when 15 years old.</b>	<b>NC-174-102 Item 2 Approved 1/10/74</b>
	b. Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.	<b>Destroy 5 years after final resolution of case.</b>	<b>GRS 1 Item 28(b)</b>
	<b>4. Labor Relations Complaints Files.</b> Case files relating to union grievances and disputes that are resolved short of arbitration, and to unfair labor practice complaints. Includes complaints, reports, decisions, and related correspondence.	<b>Destroy closed case files when 5 years old.</b>	<b>NC-174-102 Item 3 Approved 1/10/74</b>
<b>3730</b>	<b>Drug Abuse</b>		
	<b>Federal Workplace Drug Testing Program Files. Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, 503(f).</b>		
	<b>This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice.</b>		
	<b>1. Drug Test Plans and Procedures, EXCLUDING</b> documents that are filed in record sets of formal issuances (directives, procedural handbooks, operating manuals, and the like.)  Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.	<b>Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).</b>	<b>GRS 1 Item 36(a)</b>
	<b>2. Employee Acknowledgement of Notice Forms.</b> Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.	<b>Destroy when employee separates from testing-designated position. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).</b>	<b>GRS 1 Item 36(b)</b>

	<b>3. Selection/Scheduling Records.</b> Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.	<b>Destroy when 3 years old. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).</b>	<b>GRS 1 Item 36(c)</b>
	<b>4. Records Relating to the Collection and Handling of Specimens.</b>		
	a. "Permanent" Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	<b>Destroy 3 years after date of last entry. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).</b>	<b>GRS 1 Item 36(d)(1)</b>
	b. Chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	<b>Destroy when 3 years old. Any records covered by this schedule which are relevant to litigation or disciplinary action should be disposed of no earlier than the related litigation or adverse action case file(s).</b>	<b>GRS 1 Item 36(d)(2)</b>
	<b>5. Test Results.</b> Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.		
	a. Positive results.		
	(1) Employees.	<b>Destroy when employee leaves agency or when 3 years old, whichever is later.</b>	<b>GRS 1 Item 36(e)(1)(a)</b>
	(2) Applicants not accepted for employment.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 36(e)(1)(b)</b>
	b. Negative results.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 36(e)(2)</b>
	<b>NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by Item 3710, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by items 3730 (a)-(e) that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).</b>		
	<b>6. Personnel Counseling Files.</b> Reports of interviews, analyses, and related records.	<b>Destroy 3 years after termination of counseling.</b>	<b>GRS 1 Item 26(a)</b>
	<b>7. Alcohol and Drug Abuse Program.</b> Records created in planning, coordinating, and directing an alcohol and drug abuse program.	<b>Destroy when 3 years old.</b>	<b>GRS 1 Item 26(b)</b>

<b>3750</b>	<b>Financial Disclosure Reports</b>		
	<b>1. Reports and Related Documents</b> submitted by individuals as required under the Ethics in Government Act of 1978 (Pub. L. 95-521). [See note after item 1(C).]		
	a. Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	<b>Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</b>	<b>GRS 1 Item 24(a)(1)</b>
	b. All other records including SF 278.	<b>Destroy when 6 years old, EXCEPT documents needed in an ongoing investigation, which will be retained until no longer needed in the investigation.</b>	<b>GRS 1 Item 24(a)(2)</b>
	c. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222. [NOTE: See item 1500, Travel Files, for semiannual reports to the Office of Government Ethics on non-Federally funded travel.]	<b>Destroy when 6 years old, EXCEPT documents needed in an ongoing investigation, which will be retained until no longer needed in the investigation.</b>	<b>GRS 1 Item 24(b)</b>
	<b>2. Standards of Conduct Files.</b> Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	<b>Destroy when obsolete or superseded.</b>	<b>GRS 1 Item 27</b>
<b>3770</b>	<b>Grievances, Appeals, and Hearings</b>		
	<b>1. Administrative Grievance Files. (5 CFR 771).</b> Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	<b>Destroy 5 years after close of case, or 5 years after conclusion of any court action.</b>	<b>GRS 1 Item 30(a)</b>
	<b>2. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432).</b> Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	<b>Destroy 5 years after close of case, or 5 years after conclusion of any court action.</b>	<b>GRS 1 Item 30(b)</b>

<b>3790</b>	<b>Services To Employees (Includes Health Programs)</b>		
	<b>Individual Non-Occupational Health Record Files.</b> Forms, correspondence, and other records, including summary records documenting an individual employee's medical history, physical condition, and visits to Government health facilities for non-work related purposes, EXCLUDING records covered by item 3910(1) of this schedule.	<b>Destroy 6 years after date of last entry.</b>	<b>GRS 1 Item 19</b>
<b>3800</b>	<b>Insurance and Annuities</b>		
	<b>1. Denied Health Benefits Requests Under Spouse Equity.</b> Denied eligibility files consisting of applications, court orders, denial letters, letters of appeal, and related papers.		
	a. Health benefits denied, not appealed.	<b>Destroy 3 years after denial.</b>	<b>GRS 1 Item 35(a)</b>
	b. Health benefits denied, appealed to OPM for reconsideration.		
	(1) Appeal successful - benefits granted.	<b>Create enrollment file in accordance with Subchapter S17 of the Federal Employee Health Benefits Handbook.</b>	<b>GRS 1 Item 35(b)(1)</b>
	(2) Appeal unsuccessful - benefits denied.	<b>Destroy 3 years after denial.</b>	<b>GRS 1 Item 35(b)(2)</b>
	<b>Note: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.</b>		
<b>3900</b>	<b>Employee Health and Safety</b>		
	<b>1. Personal Injury Files.</b> Forms, reports, correspondence, and related medical and investigation records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	<b>Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.</b>	<b>GRS 1 Item 31</b>
	<b>2. Occupational Injury and Illness Files.</b> Reports and summaries, such as FAA Form 3900-6, OSHA 102F, and OSHA 102FF, and related materials maintained by occupational safety offices, and copies retained by reporting officials. This item does not include reports filed as part of official personnel folders (item 3290(1)), tort claims case files (item 2250(1)), or motor vehicle management records.	<b>Destroy when 5 years old, or 5 years after corrective action is taken in cases involving deficiencies.</b>	<b>GRS 1 Item 34</b>

	<b>3. Safety and Health Inspection Files.</b> Inspection checklists, such as FAA Form 3900-1 or equivalent, and related correspondence documenting results of safety, health, and fire hazard inspections and any corrective actions taken.		
	a. Records of negative findings.	<b>Destroy when 5 years old.</b>	<b>NC1-237-84-4 Item 2 Approved 10/1/84</b>
	b. Records of deficiencies that are corrected locally.	<b>Destroy 5 years after corrective action is taken.</b>	<b>NC1-237-84-4 Item 2 Approved 10/1/84</b>
	c. Records of deficiencies that are submitted to higher authority for resolution.	<b>Destroy 5 years after corrective action is taken.</b>	<b>NC1-237-84-4 Item 2 Approved 10/1/84</b>
	<b>4. Occupational Health Survey Reports.</b> Reports containing data such as, radiation measurements, sound level measurements and results, and air samplings.		
	a. Reports not microfilmed.	<b>Transfer to FRC when 5 years old. Destroy when 15 years old.</b>	<b>NC1-237-84-4 Item 1 Approved 10/1/84</b>
	b. If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-84-4 Item 1 Approved 10/1/84</b>
	(2) Microfilm of original records.	<b>Destroy when 15 years old.</b>	<b>NC1-237-84-4 Item 1 Approved 10/1/84</b>
	<b>5. Acoustic and Audiometric Files.</b> Records containing audiograms, charts, graphs, and tables showing an individual hearing threshold. Audiometric test files containing individual's name and job classification, date of audiogram, examiner's name, date of last acoustic or exhaustive calibration and employee's most recent noise exposure assessment. Correspondence and reports related to noise exposure measurements.		
	a. Noise exposure measurement files.	<b>Destroy after 2 years.</b>	<b>NC1-237-84-3 Item 1(a) Approved 10/1/84</b>
	b. Audiometric test files.	<b>Destroy after separation or transfer of affected employee.</b>	<b>NC1-237-84-3 Item 1(b) Approved 10/1/84</b>

<b>3910</b>	<b>Occupational and Environmental Health Records</b>		
	<b>1. Employee Medical Folder (EMF).</b> Long-term medical records as defined in 5 CFR part 293, subpart E.		
	a. Transferred employees.	See 5 CFR Part 293, subpart E for instructions.	<b>GRS 1</b> <b>Item 21(a)(1)</b>
	b. Separated employees.	Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will Destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.	<b>GRS 1</b> <b>Item 21(a)(2)</b>
	<b>2. Temporary or Short-Term Records as Defined in the FPM.</b>	Destroy 1 year after separation or transfer of employee.	<b>GRS 1</b> <b>Item 21(b)</b>
	<b>3. Individual Employee Health.</b> Case Files Created Prior to Establishment of the EMF System that have been retired to an FRC.	Destroy 60 years after retirement to FRC.	<b>GRS 1</b> <b>Item 21(c)</b>
	<b>4. Employee Health Record Cards.</b> DOT Form F3901.1, Individual Environmental Health Record, and equivalent.	Forward cards of employees transferring within the FAA to the medical official at the gaining organization. Destroy 2 years after last entry.	<b>GRS 1</b> <b>Item 19</b>
	<b>5. Medical Logs and Registers.</b> Logs and registers of visits to dispensaries, first aid rooms, and health units.		
	a. Where information is summarized on statistical reports.	Destroy 3 months after last entry.	<b>GRS 1</b> <b>Item 20(a)</b>
	b. Where information is not otherwise summarized.	Destroy 2 years after last entry.	<b>GRS 1</b> <b>Item 20(b)</b>
	<b>6. Employee Health Statistical Summaries and Reports, and related paperwork pertaining to employee health, retained by the reporting unit.</b>	Destroy 2 years after date of summary or report.	<b>GRS 1</b> <b>Item 22</b>

	<b>7. Medical Records of Persons Not Appointed to FAA Positions (unsuccessful applicants).</b>	<b>Destroy 3 years after date of examination, provided that Federal Personnel Manual requirements are met.</b>	<b>NC1-237-77-7 Item 5 Approved 9/23/77</b>
	<b>8. X-Ray Files.</b> X-rays made in connection with employee health programs maintained by agency medical offices.		
	a. Pathological. Employee's pathological X-rays, post accident X-rays, and related examinations and morbidity records maintained by agency offices.	<b>Destroy when 55 years old.</b>	<b>NC1-237-79-2 Item 4 Approved 2/8/79</b>
	b. Nonpathological.	<b>Destroy when 5 years old.</b>	<b>NC1-237-79-2 Item 4 Approved 2/8/79</b>
<b>3920</b>	<b>Preventive Medicine and Industrial Hygiene</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3930</b>	<b>Employee Medical Evaluation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>3940</b>	<b>Dispensary Services</b>		
	<b>1. Medical Records of Non-FAA Employees Visiting FAA Facilities</b> to receive first aid or emergency treatment.	<b>Destroy 5 years after treatment date.</b>	<b>NC1-237-77-7 Item 6 Approved 9/23/77</b>
	<b>2. Individual Non-Occupational Health Record Files.</b> Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes, EXCLUDING records covered by item 19 of the GRS 1	<b>Destroy 6 years after date of last entry.</b>	<b>GRS 1 Item 19</b>

## Property Management and Acquisition

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>4000</b>	<b>Agency Aircraft Management</b>		
	<p>The records described below are generated in activities pertinent to the development, utilization, and maintenance of the agency's aircraft fleet, including rental aircraft. They relate to the allocation of FAA aircraft resources; the operation of agency and rental aircraft; and the performance of related maintenance, modification, standardization, and engineering functions.</p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>	<p><b>Transfer to FRC when 4 years old. Destroy when 7 years old.</b></p>	<p><b>NC1-237-77-3 Item 12 Approved 12/2/77</b></p>
	<p><b>2. Regional Aircraft Management Files.</b> Correspondence, reports, and other documents maintained by offices responsible for managing regional agency aircraft programs.</p>		
	<p>a. FAA aircraft assignment and issue files.</p>	<p><b>Destroy 2 years after being superseded or after conclusion of assignment.</b></p>	<p><b>II-NNA-1017 Item 20 Approved 7/15/1954</b></p>
	<p>b. Work orders, workload reports, and other data, which reflects man-hour and utilization and maintenance costs.</p>	<p><b>Destroy when 2 years old.</b></p>	<p><b>II-NNA-1017 Item 21 Approved 7/15/1954</b></p>
	<p>c. Correspondence and reports pertaining to the use of FAA owned and rental aircraft.</p>	<p><b>Destroy when 2 years old.</b></p>	<p><b>II-NNA-1017 Item 22 Approved 7/15/1954</b></p>
<b>4010</b>	<b>Agency Aircraft Requirements</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>4020</b>	<b>Aircraft Assignment</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>

<b>4030</b>	<b>Aircraft Utilization</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4040</b>	<b>Agency Aircraft Operation (Includes Rental Aircraft)</b>		
	<b>1. Pilot Proficiency and Qualification Files.</b> 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.	<b>Destroy 1 year after pilot's separation or transfer from agency. [Note: The record may be offered to the employee for own use upon transfer or separation.]</b>	<b>II-NNA-1017 Item 74 Approved 6/22/54</b>
	<b>2. Aircraft Rental Files.</b> Correspondence, reports, authorization cards, proposals, and other documents relating to the rental of aircraft.	<b>Destroy when 5 years old.</b>	<b>II-NNA-912 Item 12 Approved 6/11/54</b>
	<b>3. FAA Aircraft Request and Use Record - FAA Form 4040-6.</b> Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft and purpose of flight.	<b>Destroy when 1 year old.</b>	<b>NC1-237-82-1 Item 1 Approved 10/29/81</b>
<b>4100</b>	<b>Agency Aircraft Maintenance and Modification</b>		
	<b>1. General Correspondence Files.</b> 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.	<b>Transfer to FRC when 4 years old. Destroy when 7 years old.</b>	<b>NC1-237-77-3 Item 12 Approved 12/2/77</b>
	<b>2. Aircraft Maintenance Instruction Files.</b> Manuals, circular memorandums, change orders, aircraft electronic equipment modifications, field maintenance bulletins, safety circulars, avionics test equipment modifications, and related aircraft and avionics maintenance directives, with supporting case files, if any.		
	a. Record set maintained by the issuing or controlling office.	<b>Transfer superseded or canceled case files to FRC when 4 years old. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 13(a) Approved 12/2/77</b>
	b. All others.	<b>Destroy when superseded or canceled.</b>	<b>NC1-237-77-3 Item 13(b) Approved 12/2/77</b>

	<b>3. Aircraft Historical Files.</b> Documents maintained for the purpose of reflecting a complete record of condition and serviceability of agency aircraft, such as aircraft log books (blue copy), inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and including related aircraft card files.		
	a. When aircraft is transferred or sold as surplus.	<b>Transfer related file with aircraft.</b>	<b>II-NNA-752 Item 10 Approved 6/11/54</b>
	b. When aircraft is scrapped or otherwise destroyed.	<b>Destroy at the same time as the aircraft.</b>	<b>II-NNA-752 Item 10 Approved 6/11/54</b>
	<b>4. Current Aircraft Record.</b>		
	a. When aircraft is transferred or sold as surplus.	<b>Transfer related file with aircraft.</b>	<b>II-NNA-752 Item 11 Approved 6/11/54</b>
	b. When aircraft is scrapped or otherwise destroyed.	<b>Destroy at the same time as the aircraft.</b>	<b>II-NNA-752 Item 11 Approved 6/11/54</b>
	<b>5. Engine and Propeller Historical Files.</b> Documents maintained to provide a complete record of condition and serviceability of agency aircraft engines and propellers, such as log books, repair and maintenance records, and forms AC 4100-184 and AC 4100-184-1 or equivalent.		
	a. When engine or propeller is transferred or sold as surplus.	<b>Transfer related file with engine or propeller.</b>	<b>II-NNA-752 Item 12 Approved 6/11/54</b>
	b. When engine or propeller is scrapped or otherwise destroyed.	<b>Destroy related file at same time.</b>	<b>II-NNA-752 Item 14 Approved 6/11/54</b>
	<b>6. Aircraft Services Files.</b> Forms, bulletins, card records, and other documents used in the maintenance, modification, and servicing of agency aircraft at the Aeronautical Center.		
	a. Aircraft cost record indicating parts used in aircraft maintenance.	<b>Destroy when 1 year old.</b>	<b>II-NNA-752 Item 6 Approved 6/11/54</b>
	b. Aircraft, employee-hour cost record indicating number of employee-hours spent to repair aircraft.	<b>Destroy when 1 year old.</b>	<b>II-NNA-752 Item 8 Approved 6/11/54</b>
	c. Aircraft gas and oil cost record.	<b>Destroy when 1 year old.</b>	<b>II-NNA-752 Item 9 Approved 6/11/54</b>
	d. Aircraft stock control and locator cards.	<b>Destroy when part to which card applies is discontinued as a stock item.</b>	<b>II-NNA-752 Item 7 Approved 6/11/54</b>

<b>4140</b>	<b>Integrated Material Management Program</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4200</b>	<b>Aircraft Loan Guarantee Program</b>		
	<b>1. History of Loan Guarantee Program Files.</b> Memorandum, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program.	<b>PERMANENT. Offer to NARA. Program is no longer in existence. Authority will be withdrawn with next update of this order.</b>	<b>NC1-237-85-1 Item 1 Approved 2/10/86</b>
	<b>2. General Correspondence Files.</b> Correspondence, memorandum, reports, and other records relating to the daily administration of the loan guarantee program.	<b>Transfer to FRC when 4 years old. Destroy when 8 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.</b>	<b>NC1-237-85-1 Item 2 Approved 2/10/86</b>
	<b>3. Aircraft Loan Guarantee Records.</b> Case files for loans, which have been paid in full and applications for loans, which have been denied or withdrawn.	<b>Transfer to FRC when 5 years old. Destroy when 10 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.</b>	<b>NC1-237-85-1 Item 3 Approved 2/10/86</b>
<b>4250</b>	<b>Supply Support Systems</b>		
	<b>1. Supply Management Files.</b> Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201a of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	<b>Destroy when 2 years old.</b>	<b>GRS 3 Item 4(a)</b>
	b. Copies in other reporting units, and related working documents.	<b>Destroy when 1 year old.</b>	<b>GRS 3 Item 4(b)</b>
<b>4400</b>	<b>Acquisition and Procurement</b>		
	<b>The records described below relate to all aspects of the procurement, materiel, and real property functions of the agency. They pertain to the acquisition, management, storage, distribution, transfer, and disposal of real and personal property; the assignment and utilization of administrative and technical space; and motor vehicle management.</b>		

	<b>1. General Correspondence Files.</b> Correspondence, reports, and related documents accumulated in the administration and operation of agency procurement functions, including contracting and contract administration, but EXCLUDING files described elsewhere in this paragraph.	<b>Destroy when 2 years old.</b>	<b>GRS 3 Item 2</b>
	<b>2. Real Property Title Files.</b> Original deeds, abstracts or certificates of title, survey notes, maps, correspondence, and related Papers documenting the acquisition of real property by FAA and predecessor agencies by purchase, condemnation, donation, or otherwise.		
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate to title.	<b>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</b>	<b>GRS 3 Item 1(a)</b>
	b. Abstract of certificate of title.	<b>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</b>	<b>GRS 3 Item 1(b)</b>
	<b>3. Routine Procurement Files.</b> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than Real Property and Tax Exempt records covered elsewhere in this schedule) [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.]		
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	<b>Destroy 6 years and 3 months after final payment.</b>	<b>GRS 3 Item 3(a)(1)(a)</b>
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	<b>Destroy 3 years after final payment.</b>	<b>GRS 3 Item 3(a)(1)(b)</b>
	(2) Transactions dated earlier than July 3, 1995.		

	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	<b>Destroy 6 years and 3 months after final payment.</b>	<b>GRS 3 Item 3(a)(2)(a)</b>
	(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	<b>Destroy 3 years after final payment.</b>	<b>GRS 3 Item 3(a)(2)(b)</b>
	b. Obligation copy.	<b>Destroy when funds are obligated.</b>	<b>GRS 3 Item 3(b)</b>
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	<b>Destroy upon termination or completion.</b>	<b>GRS 3 Item 3(c)</b>
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	<b>Destroy or delete when 5 years old.</b>	<b>GRS 3 Item 3(d)</b>
	<b>4. Procurement Document Copy Files.</b> Copies of contracts, purchase orders, and other procurement documents, exclusive of those covered in item (3) above, used by procurement offices for administrative purposes.	<b>Destroy after completion of related transaction.</b>	<b>GRS 3 Item 3(c)</b>
	<b>5. Solicited and Unsolicited Bids and Proposals Files.</b>		
	a. Successful bids and proposals.	<b>Destroy with related contract case files.(see item 4400 of this schedule)</b>	<b>GRS 3 Item 5(a)</b>
	b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	<b>Destroy 1 year after date of award or final payment, whichever is later.</b>	<b>GRS 3 Item 5(b)(1)</b>
	c. Relating to transactions above the small purchase limitations in 48 CFR Part 13.		
	(1) When filed separately from contract case files.	<b>Destroy when related contract is completed.</b>	<b>GRS 3 Item 5(b)(2)(a)</b>
	(2) When filed with contract case files.	<b>Destroy with related contract case file.(see item 3 of this schedule)</b>	<b>GRS 3 Item 5(b)(2)(b)</b>
	d. Cancelled solicitation files.		

	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened before the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	<b>Destroy 5 years after date of cancellation.</b>	<b>GRS 3 Item 5(c)(1)</b>
	(2) Unopened bids.	<b>Return to bidder.</b>	<b>GRS 3 Item 5(c)(2)</b>
	(3) Lists or card files of acceptable bidders.	<b>Destroy when superseded or obsolete</b>	<b>GRS 3 Item 5(d)</b>
	<b>6. Canceled Bid Files.</b> Case files on bids for which no contract was awarded and bids subsequently canceled.	<b>Destroy 1 year after cancellation.</b>	<b>NC1-237-77-3 Item 58 Approved 12/2/77</b>
	<b>7. Bidder Qualification Files.</b> Bidder mailing lists, bidders list applications, reports, financial statements, and related correspondence reflecting bidder qualifications.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 3 Item 5(d)</b>
	<b>8. Procurement Report Files.</b> Volume and workload reports of procurement operations and procedures.	<b>Destroy when 2 years old.</b>	<b>GRS 3 Item 4(a)</b>
	<b>9. Catalog Files.</b> Catalogs, federal supply schedules, and other publications used in procurement operations.	<b>Destroy when superseded, obsolete, or no longer needed.</b>	<b>Nonrecord</b>
	<b>10. Public Printer Files.</b> Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	<b>Destroy 3 years after completion or cancellation of requisition.</b>	<b>GRS 3 Item 6(a)</b>
	b. Accounting copy of requisition.	<b>Destroy 3 years after period covered by related account.</b>	<b>GRS 3 Item 6(b)</b>
	<b>11. Non-personal Requisition File.</b> Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts.)	<b>Destroy when 1 year old.</b>	<b>GRS 3 Item 7</b>
	<b>12. Inventory Requisition File. Requisitions for supplies and equipment for current inventory.</b>		
	a. Stockroom copy.	<b>Destroy 2 years after completion or cancellation of requisition.</b>	<b>GRS 3 Item 8(a)</b>
	b. All other copies.	<b>Destroy when 6 months old.</b>	<b>GRS 3 Item 8(b)</b>
	<b>13. Inventory Files.</b>		

	a. Inventory lists.	<b>Destroy 2 years from date of list</b>	<b>GRS 3 Item 9(a)</b>
	b. Inventory cards.	<b>Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.</b>	<b>GRS 3 Item 9(b)</b>
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedule.	<b>Destroy 2 years after date of survey action or date of posting medium.</b>	<b>GRS 3 Item 9(c)</b>
	<b>14. Telephone Records.</b> Telephone statements and toll slips.	<b>Destroy 3 years after period covered by related account.</b>	<b>GRS 3 Item 10</b>
	<b>15. Contractors' Payroll Files.</b> Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	<b>Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.</b>	<b>GRS 3 Item 11</b>
	<b>16. Tax Exemption Files.</b> Tax exemption certificates and related papers.	<b>Destroy 3 years after period covered by related account.</b>	<b>GRS 3 Item 12</b>
	<b>17. Unsuccessful Grant Application Files.</b> Applications, correspondence, and other records relating to unsuccessful rejected or withdrawn applications.	<b>Destroy 3 years after rejection or withdrawal</b>	<b>GRS 3 Item 13</b>
	<b>18. Grant Administrative Files.</b> Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	<b>Destroy when 2 years old.</b>	<b>GRS 3 Item 14</b>
	<b>19. Contract Appeals Case Files.</b> Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.		
	a. Records created before October 1, 1979.	<b>Destroy 6 years, 3 months, after final action on decision.</b>	<b>GRS 3 Item 15(a)</b>
	b. Records created after September 30, 1979.	<b>Destroy 1 year after final action on decision.</b>	<b>GRS 3 Item 15(b)</b>

	<b>20. Contractor's Statement of Contingent or Other Fees.</b> Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement instead of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	<b>Destroy when superseded or obsolete.</b>	<b>GRS 3 Item 16</b>
	<b>21. Small and Disadvantaged Business Utilization Files.</b> Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.	<b>Destroy when 3 years old.</b>	<b>GRS 3 Item 17</b>
<b>4402</b>	<b>FAA Procurement Manual</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4405</b>	<b>Procurement Authorities and Responsibilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4410</b>	<b>Office Supplies</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4415</b>	<b>Procurement Request</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4420</b>	<b>Real Property Acquisition</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

4423	Leases, Licenses, and Permits		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4426	Purchase, Condemnations, and Transfer		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4430	Personal Property Acquisition		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4431	Advertised Contracts		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4432	Negotiated Contracts		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4433	Open Market Purchasing		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4435	Contract Clauses, Bonds, Insurance, and Taxes		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.

4436	Foreign Purchases		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4437	Acquisitions From Government Sources		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4440	Contractual Services		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4441	Leased Communications		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4442	Transportation		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4443	Construction		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
4444	Other Services		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.

4450	<b>Contract Administration</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4453	<b>Inspection, Acceptance, and Delivery</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4455	<b>Contract Modification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4456	<b>Payments</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4457	<b>Claims and Disputes</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4458	<b>Liquidated Damages</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
4459	<b>Termination</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>4470</b>	<b>Special Programs</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4471</b>	<b>Defense Priorities and Materials Acquisition</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4472</b>	<b>Small Business</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4473</b>	<b>Labor Surplus Areas</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4474</b>	<b>Labor Standards Compliance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4500</b>	<b>Logistics Center Inventory Control</b>		
	<b>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</b>		

	<p><b>1. Logistics Information System (LIS)</b> 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</p> <ol style="list-style-type: none"> <li>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</li> <li>2) Production Control manages scheduling of repair work, controls shop floor activities, and maintains associated cost data at the FAALC</li> <li>3) Utilization Screening and disposition (USD) expedites the declaration and reutilization of FAA excess materials</li> <li>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</li> <li>5) Name and Address Change Request (N/A) allows users to submit name and/or address changes to the FAALC for processing</li> <li>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 Information</li> <li>7) Cataloging (CAT) allows research, maintenance, and inquiry of the FAALC cataloging database and related master Inventory data</li> <li>8) Inventory Management (IM) functions maintain all materiel management data on Inventory Items</li> <li>IM 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</li> <li>9) Project Materiel Ship/Receive (PMSR) provides shipping Information and receipt of materiel</li> <li>10) Field Spares Inventory (FSI) maintains excess field assets located outside the FAALC available for requisitioning</li> <li>11) Requisition Status System captures asset status of requisitioned materiel from field locations</li> <li>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)</li> <li>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</li> </ol>		
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	a. 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.	<b>Cut off individual data/activity records at the end of the fiscal year In which the contract is terminated or procurement activity is closed Delete/destroy 7 years after the cut off date</b>	<b>N1-237-09-09; Approved 8/26/09</b>
	<b>2. Warehouse Management System (WMS)</b> is an application that manages operations of the FAA Logistics Center's parts and tools warehouse	<b>Cut off individual data records at the end of each fiscal year In which last activity was completed Destroy Individual data records upon destruction of the corresponding paper files or in 3 years, whichever is later.</b>	<b>N1-237-09-09; Approved 8/26/09</b>
	<b>3. Returns is an application</b> 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.		<b>N1-237-09-09; Approved 8/26/09</b>
	a. Master Database	<b>Cut off individual data records at the end of each fiscal year in which last activity is completed. Destroy individual data records upon destruction of the corresponding paper files or in 3 years, whichever is later</b>	<b>N1-237-09-09; Approved 8/26/09</b>
<b>4510</b>	<b>Materiel Identification, Specifications, and Standardization</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>4560</b>	<b>Provisioning</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4570</b>	<b>Cataloging</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4580</b>	<b>Agreements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4590</b>	<b>Defense Readiness Logistics Activities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4600</b>	<b>Personal Property Management</b>		
	<b>1. General Correspondence Files.</b> Correspondence, reports, and related papers documenting the administration and operation of materiel and property management functions such as utilization, inventory, distribution, identification, provisioning, warehousing, and transportation, and including programs for the management of buildings, space, and motor vehicles, but EXCLUDING files described elsewhere in this paragraph.	<b>Destroy when 4 years old.</b>	<b>NC-174-163, Item 2 Approved 3/29/74</b>
	<b>2. Property Management Report Files.</b> Reports generated in property and supply management activities, other than those specifically covered elsewhere.		
	a. FAA Depot report file indicating property on hand, items shipped, items received, and other shipment data.	<b>Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 93 Approved 12/2/77</b>
	b. Reports on supply requirements and procurement matters submitted for supply management purposes.	<b>Destroy when 2 years old.</b>	<b>GRS 3 Item 4</b>

	<b>3. Plant and Stores Account Files.</b> Documents recording characteristics and worth of items of equipment.	<b>Destroy when 3 years old</b>	<b>GRS 8 Item 2</b>
	<b>4. Plant, Cost, and Stores General Correspondence Files.</b> Correspondence files of units responsible for plant, cost, and stores accounting operations.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 1</b>
	<b>5. Stores Accounting Files.</b> Stores accounting returns and reports.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 3</b>
	<b>6. Plant Accounting Files.</b> Plant account cards and ledgers, other than those pertaining to structures. [NOTE: Plant accounting cards and ledgers pertaining to structures are not covered under the GRS. Agencies must schedule these records.]	<b>Destroy 3 years after item is withdrawn from plant account.</b>	<b>GRS 8 Item 5</b>
	<b>7. Stores Invoice Files.</b> Invoices or equivalent papers used for stores accounting purposes.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 2</b>
	<b>8. Stores Accounting Background Files.</b> Work papers used in accumulating stores accounting data.	<b>Destroy when 2 years old.</b>	<b>GRS 8 Item 4</b>
	<b>9. Requisition Files.</b> Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.	<b>Destroy when 2 years after completion or cancellation of requisition.</b>	<b>GRS 3 Item 8(a)</b>
	<b>10. Depot Requisition Files.</b> Documents maintained by the FAA Depot.		
	a. Requisition files consisting of procurement request forms.	<b>Destroy 2 years after completion or cancellation of request.</b>	<b>GRS 3 Item 3</b>
	b. Requisition and shipping files.	<b>Destroy when 6 months old.</b>	<b>GRS 3 Item 3</b>
	<b>11. Depot Voucher Files.</b> Debit vouchers, invoices, packing slips, shipment receipts, and related registers, maintained by the FAA Depot.	<b>Destroy when 6 years 3 months old.</b>	<b>GRS 6 Item 1</b>
	<b>12. Employee Property Issue Files.</b> Documents, including card files, showing property and equipment charged out to personnel, including employee receipts.	<b>Destroy 6 months after item is returned.</b>	<b>II-NNA-1017 Item 198 Approved 7/13/54</b>
	<b>13. Property Record Receipt Files.</b> Copies of purchase orders maintained as regional property record receipts.	<b>Destroy when 2 years old.</b>	<b>GRS 8 Item 2</b>

	<b>14. Field Supply and Equipment Files.</b> 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.		
	a. Records relating to equipment transactions.	<b>Destroy 2 years after equipment is released from district office.</b>	<b>NC1-237-79-2 Item 1 Approved 2/8/79</b>
	<b>b. Records relating to supply transactions.</b>	<b>Destroy when 2 years old.</b>	<b>II-NNA-912 Item 1(a) Approved 6/11/54</b>
	c. Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.	<b>Destroy after work is completed.</b>	<b>II-NNA-1306 Item 14 Approved 8/10/54</b>
	<b>15. Project Materials Files.</b> Correspondence, reports, and other documents accumulated by the FAA Depot relating to the receipt, custody, shipment, modification, testing, repairing, and reconditioning of materiel, parts, and other components used in the establishment and maintenance of aids to air navigation.		
	a. General correspondence files.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 1</b>
	b. Stock control card files.	<b>Destroy 3 years after card is completed or stock item obsolete.</b>	<b>GRS 8 Item 2</b>
	c. Washington purchase order or equivalent.	<b>Destroy when 5 years old.</b>	<b>GRS 8 Item 2</b>
	d. Aeronautical Center purchase order file, or equivalent.	<b>Destroy when 3 years old.</b>	<b>GRS 8 Item 2</b>
	e. Monthly work order progress charts.	<b>Destroy when 5 years old.</b>	<b>II-NNA-752 Item 18 Approved 6/11/54</b>
	f. Project complement charts.	<b>Destroy 5 years after chart is completed.</b>	<b>II-NNA-752 Item 19 Approved 6/11/54</b>
	g. Drawings and specifications of construction equipment.	<b>Destroy when no longer required for current operations.</b>	<b>Nonrecord</b>
	<b>16. Provisioning Files.</b> Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel.		

	a. Provisioning case files.	<b>Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy when 5 years old.</b>	<b>N1-237-86-1 Item 1 Approved 3/26/86</b>
	b. Replaceable parts lists.	<b>Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy when 5 years old.</b>	<b>N1-237-86-1 Item 2 Approved 3/26/86</b>
<b>4620</b>	<b>Use and Replacement Standards</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4622</b>	<b>Name Plates</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4630</b>	<b>Inventory Management</b>		
	<b>1. Inventory Files.</b> Documents maintained to provide replenishment, stock control, and property maintenance data.		
	a. Inventory lists.	<b>Destroy 2 years from date of list.</b>	<b>GRS 3 Item 9(a)</b>
	b. Annual inventories.	<b>Destroy 2 years from date of list.</b>	<b>GRS 3 Item 9(a)</b>
	c. Inventory cards.	<b>Destroy 2 years after; 1) discontinuance of item, 2) stock balance is transferred to new card or recorded under a new classification, or 3) equipment is removed from agency control.</b>	<b>GRS 3 Item 9(b)</b>
	d. Report of survey files and other papers used for adjustment of inventory records.	<b>Destroy 2 years after date of survey or date of posting medium.</b>	<b>GRS 3 Item 9(c)</b>
<b>4631</b>	<b>Inventory Management, Property Transfer</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>4633</b>	<b>Physical Inventory</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4635</b>	<b>Contractor Inventory</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4640</b>	<b>Survey and Adjustments</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4650</b>	<b>Logistics Systems and Accountability</b>		
	<b>1. Personal Property In-Use Accountability Files.</b> Documents accumulated by property accountability officers and property custodians in the management, accountability, and physical control of personal property in-use in the agency.		
	a. Detail property record (card, tape, printout, log, etc.) reflecting physical and financial characteristics of personal property in use.	<b>Destroy after disposal of related property or its transfer to other accountability.</b>	<b>II-NNA-1017 Item 193 Approved 7/13/54</b>
	b. Code sheets, punch cards and other media used merely for transmitting data to tape.	<b>Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable.</b>	<b>GRS 23 Item 8</b>
	<b>2. Master Project Materiel Case Files.</b> 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.	<b>Destroy 1 year after project has been capitalized.</b>	<b>II-NNA-1017 Item 119 Approved 7/13/54</b>
<b>4660</b>	<b>Real Property Management</b>		

	<b>1. Cartographic Records Prepared During Intermediate Stages of Publication.</b> Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	<b>Destroy when no longer needed for revision.</b>	<b>GRS 17 Item 1</b>
	<b>2. Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</b> Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 3</b>
	<b>3. Contract Negotiation Drawings.</b> Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	<b>Destroy when the final working/as-built drawings have been produced.</b>	<b>GRS 17 Item 5</b>
	<b>4. Space Assignment Plans.</b> Outline floor plans indicating occupancy of a building.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 6</b>
	<b>5. Engineering Drawings of Routine Minor Parts.</b> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy when superseded, or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 8</b>
	<b>6. Drawings Reflecting Minor Modifications.</b> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 9</b>
	<b>7. Paint Plans and Samples.</b> Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 10</b>
	<b>8. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</b>	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 4</b>
<b>4665</b>	<b>Space Management</b>		

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

	<b>6. Space Assignment Plans.</b> Outline floor plans indicating occupancy of a building.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 6</b>
	<b>7. Engineering Drawings of Routine Minor Parts.</b> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy when superseded, or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 8</b>
	<b>8. Drawings Reflecting Minor Modifications.</b> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 9</b>
	<b>9. Paint Plans and Samples.</b> Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 10</b>
	<b>10. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</b>	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	<b>GRS 17 Item 4</b>
<b>4670</b>	<b>Motor Vehicle Management</b>		
	<b>1. General Correspondence Files</b> consists of correspondence, reports, and related papers documenting motor vehicle management activities EXCLUDING record files described elsewhere below.	<b>Destroy when 2 years old</b>	<b>GRS 10 Item 1</b>
	<b>2. Motor Vehicle Management Files.</b> Documents relating to the management, operation, and maintenance of motor vehicles.		
	a. Motor vehicle operating files.	<b>Destroy when 3 months old.</b>	<b>GRS 10 Item 2(a)</b>
	b. Motor vehicle maintenance files.	<b>Destroy when 1 year old.</b>	<b>GRS 10 Item 2(b)</b>
	c. Motor vehicle ledger and work sheets providing cost and expense data.	<b>Destroy 3 years after discontinuance of ledger or date of worksheet.</b>	<b>GRS 10 Item 3</b>
	d. Motor vehicle report files (other than accident, operating, and maintenance reports).	<b>Destroy 3 years after date of report.</b>	<b>GRS 10 Item 4</b>

	e. Motor vehicle accident files maintained by transportation offices.	<b>Destroy 6 years after case is closed.</b>	<b>GRS 10 Item 5</b>
	f. Vehicle release and transfer files.	<b>Destroy 4 years after vehicle leaves agency custody.</b>	<b>GRS 10 Item 6</b>
	g. Motor vehicle operator's files. Includes driver's test, authorizations to use vehicles, safe driver's award, and related correspondence.	<b>Destroy 3 years after separation of employee or 3 years after recession of authorization to operate government-owned vehicle, whichever is earlier.</b>	<b>GRS 10 Item 7</b>
<b>4680</b>	<b>Property Reporting Analysis</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4700</b>	<b>Materiel Receipt, Storage, and Issue</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4714</b>	<b>Office Supplies</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4730</b>	<b>Handling Materiel</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4770</b>	<b>Traffic Management</b>		
	<b>1. Bill of Lading Files. Government and commercial bills of lading and supporting papers maintained by transportation units.</b>		
	a. Issuing office.	<b>Destroy 6 years after period of account.</b>	<b>GRS 9 Item 1(c)</b>
	b. All others.	<b>Destroy when 1 year old.</b>	<b>Nonrecord</b>
<b>4800</b>	<b>Utilization and Disposal (Personal Property)</b>		
	<b>1. General Correspondence Files.</b> Correspondence, reports, and related documents pertaining to the administration and operation of activities dealing with the redistribution and disposal of excess and surplus property, EXCLUDING files described elsewhere below.	<b>Destroy when 2 years old.</b>	<b>GRS 4 Item 1</b>

	<b>2. Surplus Property Case Files.</b> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.		
	a. Transactions of more than \$25,000.	<b>Destroy 6 years after final payment.</b>	<b>GRS 4 Item 3(a)</b>
	b. Transactions of \$25,000 or less.	<b>Destroy 3 years after final payment.</b>	<b>GRS 4 Item 3(b)</b>
	<b>3. Real Property Files.</b> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	<b>Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.</b>	<b>GRS 4 Item 4</b>
<b>4830</b>	<b>Excess Property Reporting</b>		
	<b>1. Reports of Excess Personal Property.</b>	<b>Destroy when 3 years old.</b>	<b>GRS 4 Item 2</b>
	<b>2. Reports of Excess Real Property</b>	<b>Destroy 1 year after disposal of property.</b>	<b>NC-174-163 Item 7 Approved 3/29/74</b>
<b>4900</b>	<b>Personal Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4910</b>	<b>Commissary</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>4920</b>	<b>Messing</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4930</b>	<b>Housing</b>		
	<b>1. Housing General Correspondence Files.</b> Correspondence files pertaining to the maintenance and management of housing projects.	<b>Destroy when 2 years old.</b>	<b>GRS 15 Item 1</b>
	<b>2. Housing Maintenance and Repair Files.</b> Maintenance and repair records for individual units.		
	a. Summary card or ledger record.	<b>Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.</b>	<b>GRS 15 Item 3</b>
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	<b>Destroy 3 fiscal years following close of fiscal year in which work is done.</b>	<b>GRS 15 Item 3</b>
	<b>3. Housing Management Files.</b> Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	<b>Destroy when 2 years old.</b>	
	<b>4. Housing Lease Files.</b> Copies of leases, renewals, termination notices, and related documents.	<b>Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later</b>	<b>GRS 15 Item 2(a)</b>
	<b>5. Housing Assignment and Vacancy Card Files.</b>		<b>GRS 15 Item 2(b)</b>
	a. Individual tenant cards.	<b>Destroy when tenant vacates unit.</b>	<b>GRS 15 Item 3</b>
	b. Individual housing unit cards.	<b>Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.</b>	<b>GRS 15 Item 4</b>
	<b>6. Housing Inventory Files.</b> Furnishing inventory files, pertaining to items included in furnished units.	<b>Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.</b>	
	<b>7. Housing Application Files (other than copies in lease files).</b>		<b>GRS 15 Item 5(a)</b>

	a. Rejected application files.	<b>Destroy 1 year from date of rejection.</b>	<b>GRS 15 Item 5(b)</b>
	b. All others.	<b>Destroy when 2 years old.</b>	<b>GRS 15 Item 6</b>
<b>4940</b>	<b>Laundry and Domestic Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4950</b>	<b>Concessions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>4960</b>	<b>Supporting Shop Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

## Airports, Launching, and Landing Facilities

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>5000</b>	<b>Airports – General</b>		
	<p><b>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.</b></p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>		
	a. Office of the Associate Administrator for Airports.	<b>Transfer to FRC when 4 years old. Destroy when 20 years old.</b>	<b>NC1-237-77-3 Item 39a Approved 12/2/77</b>
	b. Regional Airports Divisions.	<b>Transfer to FRC when 4 years old. Destroy when 20 years old.</b>	<b>NC1-237-77-3 Item 39b Approved 12/2/77</b>
	c. Airports District Offices.	<b>Destroy when 4 years old.</b>	<b>NC1-237-77-3 Item 39c Approved 12/2/77</b>
	<p><b>2. Military Utilization of Civil Airports Files.</b> 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).</p>		
	a. Office of the Associate Administrator for Airports.	<b>Transfer to FRC when 10 years old. Destroy when 20 years old.</b>	<b>NC1-237-77-3 Item 40a Approved 12/2/77</b>

	b. Regional Airports Divisions.	<b>Destroy 5 years after restoration and claims related to military use at the individual location have been settled.</b>	<a href="#">NC1-237-77-3</a> <b>Item 40b</b> Approved 12/2/77
	c. Airports District Offices.	<b>Destroy 5 years after restoration and claims related to military use at the individual location have been settled.</b>	<a href="#">NC1-237-77-3</a> <b>Item 40c</b> Approved 12/2/77
	<b>3. Special Airport Program and Project Files.</b> Correspondence, reports, and related data pertaining to special subjects such as fog intensity diversion operations and air marking, maintained by airports district offices.	<b>Destroy when 10 years old.</b>	<b>II-NNA-912</b> <b>Item 10</b> Approved 6/11/54
	<b>4. State Files.</b> 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.		
	a. Case files without zoning ordinances.	<b>Destroy closed case files when 4 years old.</b>	<a href="#">NC1-237-78-4</a> <b>Item 1</b> Approved 6/30/78
	b. Case files with zoning ordinances.	<b>Destroy when superseded.</b>	<a href="#">NC1-237-78-4</a> <b>Item 1</b> Approved 6/30/78
<b>5010</b>	<b>Facility Records</b>		
	<b>1. Airport Master Files.</b> Documents relating to facilities at civil airports in the United States and its possessions, including FAA Form 5010-1, Airport Master Record, FAA Form 5010-2, Landing Facility Information Request, or equivalents, and related materials.		
	a. Case files maintained by Office of Airports Programs.	<b>Transfer closed case files to Defense Mapping Agency Aerospace Center after airport (other than those with Federal agreements) is in abandonment status for 3 years, for scheduling by Defense Mapping Agency.</b>	<a href="#">NC1-237-77-3</a> <b>Item 41a</b> Approved 12/2/77

	b. Regional Airport Divisions.	<b>Destroy FAA Form 5010-1 and related correspondence and reports when superseded by current form. Destroy instructions pertaining to the preparation of FAA Form 5010-1 when superseded or canceled.</b>	<b>NC1-237-77-3 Item 41b Approved 12/2/77</b>
	c. Airports District Offices.	<b>Destroy 3 years after airport is abandoned, or no longer required for current operations.</b>	<b>NC1-237-77-3 Item 41c Approved 12/2/77</b>
	d. All others.	<b>Destroy FAA Form 5010-1 when superseded or no longer required for current operations, whichever is earlier.</b>	<b>II-NNA-1017 Item 31 Approved 7/13/54</b>
	<b>2. Airport Facility Statistical Files.</b> Statistical summaries and studies prepared from machine tabulations of airport facilities data.		
	a. Master location list of airports and special studies and summaries.	<b>Destroy when superseded.</b>	<b>NC1-237-77-3 Item 42a Approved 12/2/77</b>
	b. Periodic tabulations summarized or published in FAA publications.	<b>Destroy when 1 year old.</b>	<b>II-NNA-1268 Item 22(c) Approved 8/4/54</b>
	<b>3. Airport Identification Files. Files containing summary data on airports and airport facilities.</b>	<b>Destroy files on airports (other than Federal agreement airports) 3 years after being placed in abandonment status.</b>	<b>NC1-237-77-3 Item 43 Approved 12/2/77</b>
<b>5030</b>	<b>System Planning</b>		
	<b>1. Airport Traffic Files.</b> Card files showing enplaned airline traffic, by airport; total employees, departures of passengers, mail, express, and freight, by city; and traffic load, by airlines.	<b>Destroy when 10 years old.</b>	<b>II-NNA-1268 Item 20 Approved 8/4/54</b>
	<b>2. Airports Economic Studies and Publications Files.</b> Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.		
	a. Record copy of publications and background material for unpublished studies.	<b>Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 44a Approved 12/2/77</b>

	b. Background material of publications.	Destroy when 10 years old.	<a href="#">NC1-237-77-3</a> Item 44b Approved 12/2/77
	<b>3. City Summary and Economic Analysis Files.</b>	Destroy when 10 years old.	<a href="#">NC1-237-77-3</a> Item 45 Approved 12/2/77
<b>5040</b>	<b>Aviation Requirements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5050</b>	<b>Environmental Planning</b>		
	<b>1. Draft and Final Section 102(2)(C) Environmental Impact Statements (EIS), Finding of No Significant Impact FONSI, and Section 4(f) Project Files.</b> Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents and project files for noise compatibility planning under the Aviation Safety and Noise Abatement Act and Federal Aviation Regulations Part 150.		
	a. Office of Airport Planning and Programming.		
	(1) Approved EIS or FONSI proposed actions.	Transfer closed files to FRC 3 years after FAA has approved the EIS or FONSI for proposed action. Destroy when 13 years old.	<a href="#">NC1-237-77-3</a> Item 46a1 Approved 12/2/77
	(2) Controversial projects.	Transfer closed files to FRC 3 years after all litigation has been resolved. Destroy when 13 years old.	<a href="#">NC1-237-77-3</a> Item 46a1 Approved 12/2/77
	(3) EIS or FONSI prepared for future projects that will be evaluated and are intended to have a written reevaluation action applied.	Transfer closed files to FRC after administrative actions have been taken on the last projects. Destroy when 10 years old.	<a href="#">NC1-237-77-3</a> Item 46a1 Approved 12/2/77
	(4) FAR Part 150 files.	Transfer to FRC 10 years after the Noise Compatibility Program (NCP) has been approved. FRC to Destroy 10 years after receipt.	<a href="#">NC1-237-77-3</a> Item 46a1 Approved 12/2/77
	b. Regional Airports Divisions/Airports District Offices.		

	(1) Constructed or completed EIS or FONSI projects.	<b>Transfer closed files to FRC when the project or projects for which the EIS or FONSI was prepared are constructed or completed, including Federal funding. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 46(b) Approved 12/2/77</b>
	(2) EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended.	<b>Transfer to FRC after the last project is federally funded and completed. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 46(b) Approved 12/2/77</b>
<b>5060</b>	<b>Design and Planning Of Airports</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5070</b>	<b>Intergovernmental Relations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5090</b>	<b>National Integrated Airports System Plan</b>		
	<b>1. National Airport Plan Data Files.</b> Documents, such as state data sheets and related forms, used in the development of national airport plans and requirements.		
	a. Office of the Associate Administrator for Airports.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>
	b. Regional Airports Division Offices.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>
	c. Airports District Offices.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>
<b>5100</b>	<b>Federal-Aid Airport Program/Airport Development Aid Program/Airport Improvement Program</b>		
	<b>1. Airport Project Case Files.</b> Case files on airport projects affected by agreements with the Federal Government under the Airport Development Aid Program (ADAP) and the Federal-Aid Airport Program (FAAP), consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents.		

	a. Office of the Associate Administrator for Airports.	Transfer closed case files to FRC when financially completed. Destroy when 5 years old.	NC1-237-79-3 Item 5 Approved 11/14/79
	b. Regional Airports Division/Airports District Offices.	Maintain 1 copy of project case files in either the regional Airports Division or Airports District Offices. Transfer to FRC when financially completed. Destroy when 20 years old.	NC1-237-79-3 Item 5 Approved 11/14/79
	<b>2. Airport Project Plan Files.</b> Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices.		
	a. Preliminary plans.	Destroy upon receipt of approved construction plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	b. Approved construction plan.	Destroy upon receipt of as constructed plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	c. As-constructed plans.		
	(1) Plans not microfilmed.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-79-3 Item 6 Approved 11/14/79
	(b) Microfilm of original records.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	<b>3. Airport Drawings/Layout Plans.</b> Documents maintained by region/airports district offices showing boundaries and facilities at FAAP/ADAP funded airports.		

	<b>a. Plans not microfilmed.</b>	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	<a href="#">NC1-237-77-4</a> Item 1(b)(2) Approved 4/7/77
	<b>b. If microfilmed:</b>		<a href="#">NC1-237-77-4</a> Item 1(b)(2) Approved 4/7/77
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	<a href="#">NC1-237-77-4</a> Item 4 Approved 4/7/77
	<b>(2) Microfilm of original records.</b>	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project.	
	<b>4. Airport Project Specification Files.</b> Specifications for the design and construction of ADAP projects maintained by the regional airport divisions or airports district offices.	Destroy when project is financially completed.	<a href="#">N1-237-86-2</a> Item 1 Approved 4/16/86
	<b>5. ADAP Program Control Records.</b> Program control records consisting of ledger forms maintained by Headquarters and Regional Airports Offices.		<a href="#">N1-237-86-2</a> Item 1 Approved 4/16/86
	a. Headquarters.	Destroy 1 year after financial completion of all projects in a program.	<a href="#">NN-173-174</a> Item 2 Approved 3/29/73
	b. Regions.	Destroy 3 years after financial completion of all projects in a program.	
	<b>6. Unprogrammed Airport Project Files.</b> Correspondence relating to proposed projects for which no funds were allocated.	Destroy when 3 years old.	<a href="#">NC1-237-79-3</a> Item 8 Approved 11/14/79
	<b>7. Headquarters FAAP/ADAP Fund Control Records.</b> Documents relating to the financial status of airport grant-in-aid projects, including the control and apportionment of funds to regions.		<a href="#">NC1-237-79-3</a> Item 8 Approved 11/14/79
	a. Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP.	Destroy 50 years after financial completion of program.	<a href="#">NC1-237-77-4</a> Item 1(b)(2) Approved 4/7/77

	b. Request for changes in allotment and sub-allotment.	<b>Destroy 3 years after program is completed.</b>	<b>NC1-237-77-4 Item 1(b)(2) Approved 4/7/77</b>
<b>5150</b>	<b>Surplus Airport Property Disposal Program</b>		
	<b>1. Surplus Airport Property Files.</b> 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.		
	a. Office of the Associate Administrator for Airports.	<b>Transfer closed case files to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.</b>	<b>NC1-237-77-3 Item 48a Approved 12/2/77</b>
	b. Regional Airports Divisions.	<b>Screen annually and Destroy material of expired temporary value, such as duplicate copies, transmittals, and expired leases. Transfer skeleton file of basic documents and compliance enforcement records to FRC when the volume warrants. Destroy when land reverts to the Federal Government and all related Federal obligations are settled or canceled.</b>	<b>NC1-237-77-3 Item 48b Approved 12/2/77</b>
	c. Airports District Offices.		
	(1) Surplus real property files	<b>Destroy 6 years after final payment for items over \$25,000. Destroy 3 years after final payment for items of \$25,000 or less.</b>	<b>GRS 4 Item 3</b>
	(2) Donable surplus personal property files.	<b>Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.</b>	<b>GRS 4 Item 4</b>
<b>5170</b>	<b>Transfer of Lands under Sec. 16 and Sec. 23 of the Airport/Airway Development Act Of 1970</b>		

	<b>Federal Airport Act Section 16 and 23 files.</b> Case files relating to transfers of Federal land to public agencies for use in connection with public airports.	<b>Transfer to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.</b>	<b>NC1-237-77-3</b> Item 49a Approved 12/2/77
<b>5190</b>	<b>Compliance Enforcement Activities</b>		
	<b>Compliance Enforcement Files.</b> Case files relating to activities concerned with effecting compliance with laws, regulations, and agreements regarding airports sponsored under DLAND and DCLA programs (AP-4).	<b>Transfer to FRC when volume warrants. Destroy when there is no longer any Federal obligations under programs administered by DOT and/or FAA.</b>	<b>NC1-237-77-3</b> Item 50a Approved 12/2/77
<b>5200</b>	<b>Airport Safety</b>		
	<b>Airport Obstruction Files.</b> Correspondence and reports pertaining to hazards to air navigation maintained by airport district offices.	<b>Destroy when 5 years old.</b>	<b>II-NNA-1017</b> Item 33 Approved 7/13/54
<b>5210</b>	<b>Airport Safety Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5220</b>	<b>Airport Safety Equipment and Facilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5230</b>	<b>Airport Ground Safety</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5250</b>	<b>Terminal Area Coordination of Airport/Airspace Matters</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>5260</b>	<b>Cab Route Proceedings</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5270</b>	<b>International Airports Program</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5280</b>	<b>Airport Certification</b>		
	<b>1. General Files.</b> Correspondence, records, reports, etc., pertaining to program administration. Includes arrangement for airport inspections (but not the substance of the inspection), explanation and advice on certification matters in general (but not on the certification determination of a specific airport), fiscal programs, personnel management, etc. Also excludes program policy and guidance.		
	a. Office of Associate Administrator of Airports.	<b>Transfer to FRC when 4 years old. Destroy when 20 years old.</b>	<b>NC1-237-83-1 Item 4 Approved 11/30/83</b>
	b. Regional Airports Divisions.	<b>Transfer to FRC when 4 years old. Destroy when 20 years old.</b>	<b>NC1-237-83-1 Item 4 Approved 11/30/83</b>
	c. Airport District Offices.	<b>Destroy when 4 years old.</b>	<b>NC1-237-83-1 Item 4 Approved 11/30/83</b>
<b>5300</b>	<b>Airport Design, Construction, and Maintenance</b>		
	<b>1. General Technical Correspondence Files.</b> Documents relating to airport engineering, designing, paving, turfing, drainage, landscaping, architecture, zoning, and related subjects.		
	a. Regional Airports Divisions.	<b>Destroy 5 years after notice of deactivation of airport.</b>	<b>NC1-237-77-3 Item 51a Approved 12/2/77</b>

	b. Airports District Offices.	<b>Destroy when 3 years old.</b>	<b>II-NNA-912 Item 9 Approved 6/11/54</b>
	<b>2. Airport Management Files.</b> Documents reflecting advisory and inspection activities with regard to airport management, planning, operations, and maintenance.	<b>Place files in inactive status every three years. Destroy 8 years after being placed in inactive status.</b>	<b>II-NNA-912 Item 5 Approved 6/11/54</b>
	<b>3. Airport Site Investigation Files.</b> 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.	<b>Destroy closed files when 10 years old.</b>	<b>II-NNA-912 Item 14 Approved 6/11/54</b>
	<b>4. Drawings, Tracings, and Sketches.</b> 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.	<b>Destroy 5 years after notice of deactivation of airports.</b>	<b>NC1-237-77-3 Item 52a Approved 12/2/77</b>
	<b>5. Wind Rose Charts.</b> Charts showing wind trends for four- to eight-year periods prior to compilation, prepared from material received from the Weather Bureau.		
	a. Record copy.	<b>Destroy 5 years after notice of deactivation of airport.</b>	<b>NC1-237-77-3 Item 53a Approved 12/2/77</b>
	b. All others.	<b>Destroy when no longer needed for administrative operations.</b>	<b>Nonrecord</b>
<b>5310</b>	<b>Airport Master Planning</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5320</b>	<b>Airport Design</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5325</b>	<b>Influence of Aircraft Performance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

5330	<b>Airport Layout and Configuration</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
5335	<b>Runway, Taxiway, and Apron Characteristics</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
5340	<b>Airport Visual Aids</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
5345	<b>Airport Lighting Specifications</b>		
	<b>1. Airport Lighting Specification Files.</b> History file of specifications for airport lighting installations and equipment.	<b>Destroy 5 years after a specification becomes obsolete and the last installation made under the spec is dismantled.</b>	<b>NN-173-174</b> <b>Item 4</b> <b>Approved 3/29/73</b>
	<b>2. Lighting Equipment Approval Files.</b> Correspondence, reports, test data, and related documents pertaining to approvals of manufacturer's lighting equipment.	<b>Destroy 5 years after related equipment becomes obsolete and the last installation made under the approval is dismantled.</b>	<b>NN-173-174</b> <b>Item 5</b> <b>Approved 3/29/73</b>
5355	<b>Airport Terminal Area Facilities</b>		
	<b>Terminal Facilities Data Files.</b> Correspondence and reports maintained by regional airports divisions, relating to gate and loading positions, and passenger and loading facilities.	<b>Destroy when 5 years old.</b>	<b>II-NNA-1017</b> <b>Item 28</b> <b>Approved 7/13/54</b>
5360	<b>Airport Buildings</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
5370	<b>Airport Construction</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.

<b>5380</b>	<b>Airport Maintenance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5390</b>	<b>Heliports</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5395</b>	<b>Seaplane Facilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5400</b>	<b>Federally-Owned or Operated Airports</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5410</b>	<b>Wake</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5420</b>	<b>Guam</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5430</b>	<b>Dulles International</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5440</b>	<b>Metropolitan Washington Airport</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

5450	FAA Headquarters Helipad		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
5500	Passenger Facility Charge Program		
	<p><b>1. 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.</b> 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 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.</p>		
	<p>a. Project case file: Original records. To be maintained in paper; receipt is combination of paper and electronic.</p>	<p><b>TEMPORARY. Maintain 1 copy of the project case files with all documents noted above (both public agency and FAA issued). Cut off at the end of the FY in which the application is closed. Transfer to the Federal Records Center within 90 days after cut off. Destroy five years after cut off.</b></p>	<p><b><a href="#">N1-237-11-1</a>; Approved 6/8/2011</b></p>

	b. 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.	<b>TEMPORARY. Cut off at the end of the FY in which decision is finalized. Migrate data when database is updated or replaced. Delete/Destroy 20 years after cut off.</b>	<b>N1-237-11-1; Approved 6/8/2011</b>
	c. 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.	<b>TEMPORARY. Cut off at the end of the FY when decision is finalized. Decisional documents cannot removed earlier than 60 days after the issuance of the PFC decision . Transfer to the-Federal Records Center within 90 days after cut off. Destroy five years after cut off.</b>	<b>N1-237-11-1; Approved 6/8/2011</b>
<b>5600</b>	<b>Commercial Space Launch Site Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5610</b>	<b>Commercial Space System Planning</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5620</b>	<b>Commercial Space Environmental Plan</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5630</b>	<b>National Launch Site System Planning</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5640</b>	<b>Launch Site Design, Construction, and Maintenance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5650</b>	<b>Launch Site Licensing</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>5660</b>	<b>Launch Site Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5670</b>	<b>Launch Site Compliance Monitoring</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>5900</b>	<b>Planning Grant Program</b>	<b>Withdrawn</b>	
	<b>1. Airport Master Planning and System Planning Project Files</b>		
	a. Office of the Associate Administrator for Airports	<b>Destroy one year after financial completion of all projects in program</b>	<b><a href="#">N1-237-86-2</a> Approved 4/16/86</b>

## Facilities and Equipment

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

	b. Regional headquarters offices.	<b>Destroy when 1 year old.</b>	<b>NC1-237-77-3 Item 68(2b) Approved 12/2/77</b>
	3. Facilities Establishment Files. Case files maintained by regional headquarters offices relating to the engineering, construction, and installation of facilities.		
	a. Program case files.	<b>Destroy 5 years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the Government.</b>	<b>NN-173-174 Item 6 Approved 3/29/73</b>
	b. Project case files.	<b>Destroy 5 years after decommissioning of related facility.</b>	<b>NN-173-174 Item 6 Approved 3/29/73</b>
	c. Work order and cost data files.	<b>Destroy 5 years after decommissioning of the system involved.</b>	<b>NN-173-174 Item 6 Approved 3/29/73</b>
<b>6005</b>	<b>Equipment Instruction Books- General</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6010</b>	<b>Establishment, Modernization, and Relocation</b>		
	<b>1. Overseas Planning Files.</b> 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.	<b>PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.</b>	<b>NC1-237-77-3 Item 69 Approved 12/2/77</b>
	<b>2. Airport Engineering Planning Files.</b> 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.	<b>Destroy 10 years after construction is completed.</b>	<b>352-S207 Item 10 Approved 2/5/52</b>
	<b>3. Facility Data Files.</b> Documents containing data regarding location and type of facility maintained by FAA, used to provide control and planning information.		

	a. Monthly tabulations.		
	(1) Agency office of primary interest.	<b>Destroy when 1 year old.</b>	<b>352-S207 Item 67 Approved 2/5/52</b>
	(2) Regional headquarters offices.	<b>Destroy when superseded.</b>	<b>Nonrecord</b>
	b. Sector maps.	<b>Destroy when 1 year old.</b>	<b>352-S207 Item 68 Approved 2/5/52</b>
	c. Card files of proposed and current facilities.	<b>Destroy 4 years after facility is canceled.</b>	<b>352-S207 Item 16 Approved 2/5/52</b>
<b>6011</b>	<b>F&amp;E Planning and Programming</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6012</b>	<b>Installation Procedures, General Facilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6020</b>	<b>Programming Records</b>		
	<b>1. Program Engineering Files.</b> Case files pertaining to the assignment and scheduling of establishment projects, and the allocation of funds required, maintained by the agency office of primary interest, containing drawings, bids and specifications, copy of contract or lease, cost of estimates, data sheets, and correspondence regarding authorization for scheduling project and allocating funds.		
	a. Facilities established for FAA.	<b>Destroy 4 years after facility is canceled.</b>	<b>352-S207 Item 9 Approved 2/5/52</b>
	b. Facilities established for other agencies.	<b>Destroy 1 year after acceptance of facility or work by other agency.</b>	<b>352-S207 Item 9 Approved 2/5/52</b>
	<b>2. Test Data Files.</b> Test data on equipment to determine compliance with procurement specifications.	<b>Destroy upon expiration of guarantee of equipment.</b>	<b>352-S207 Item 26 Approved 2/5/52</b>

	<b>3. F&amp;E Project Files.</b> Case files pertaining to F&E project assignments, fund allocations, adjustments of F&E programs, technical documentation, and project grouping and coding, maintained by regional headquarters offices.		
	a. Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent.	<b>Destroy 1 year after decommissioning of facility.</b>	<b>NC1-237-77-3 Item 70a Approved 12/2/77</b>
	b. Instructions and implementation correspondence to and from Washington offices.	<b>Destroy 2 years after decommissioning of facility.</b>	<b>NC1-237-77-3 Item 70b Approved 12/2/77</b>
	<b>4. Project Control Files.</b> Card files maintained by regional headquarters offices for each assigned F&E project, reflecting project allotments, project cost, and periodic status of physical progress.		
	a. Monthly record.	<b>Destroy 1 year after close of appropriation.</b>	<b>NC1-237-77-3 Item 71a Approved 12/2/77</b>
	b. Final cost summary.	<b>Destroy 2 years after decommissioning of facility.</b>	<b>NC1-237-77-3 Item 71b Approved 12/2/77</b>
	<b>5. F&amp;E Report Files.</b> Fiscal and other reports relating to the F&E program.		
	a. F&E monthly reports.		
	(1) Agency office of primary interest.	<b>Destroy when 2 years old, EXCEPT the final report of the fiscal year is to be destroyed at the end of following fiscal year.</b>	<b>II-NNA-1017 Item 117 Approved 7/13/54</b>
	(2) Regional headquarters offices.	<b>Destroy when 2 years old, EXCEPT the final report of each fiscal year is to be destroyed 1 year after close of F&amp;E appropriation.</b>	<b>II-NNA-1017 Item 117 Approved 7/13/54</b>
	(3) All other copies.	<b>Destroy when 1 year old.</b>	<b>Nonrecord</b>
	b. F&E monthly fiscal reports.	<b>Destroy at the end of fiscal year, EXCEPT final September 30 report, which is to be destroyed 2 years after close of F&amp;E appropriation.</b>	<b>II-NNA-1017 Item 116 Approved 7/13/54</b>
	c. F&E work program quarterly reports.	<b>Destroy when 5 years old.</b>	<b>II-NNA-1017 Item 118 Approved 7/13/54</b>

<b>6030</b>	<b>Maintenance Operations</b>		
	<b>1. Maintenance Standardization Files.</b> 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.	<b>Destroy when 5 years old.</b>	<a href="#">NC1-237-77-3</a> <b>Item 73</b> <b>Approved 12/2/77</b>
	<b>2. Reports of Maintenance, Alteration, and Modernization Projects.</b>	<b>Destroy 2 years after project is completed.</b>	<b>II-NNA-1017</b> <b>Item 128</b> <b>Approved 7/13/54</b>
	<b>3. Maintenance Log Files.</b> Logs recording maintenance of airway facilities or equipment, such as FAA Form 6030-1, or equivalent, and supporting papers.		<a href="#">NN-173-000172</a> <b>Approved 3/29/73</b>
	a. Copies maintained by airway facilities sector offices.	<b>Destroy after 5 years.</b>	<a href="#">NN-173-172</a> <b>Item 1(a)</b> <b>Approved 3/29/73</b>
	b. Copies maintained at facility sites.	<b>Destroy after 3 years.</b>	<a href="#">NN-173-172</a> <b>Item 1(b)</b> <b>Approved 3/29/73</b>
	<b>4. Equipment Instruction Books.</b> Manufacturer's instruction books for ground facilities and equipment.	<b>Transfer with equipment. Destroy when equipment becomes obsolete or is removed from FAA inventory.</b>	<b>Nonrecord</b>
<b>6031</b>	<b>Maintenance Procedures (General)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6032</b>	<b>Modification Procedures (General)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6033</b>	<b>Maintenance Projects</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6040</b>	<b>System Performance</b>		
	<b>1. Maintenance Operations Evaluation Files.</b> Documents accumulated by agency office of primary interest in the review and evaluation of maintenance services rendered on facilities and equipment.		
	a. Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.	<b>Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 74a Approved 12/2/77</b>
	b. Facility technical inspection reports (6040-9 through 15-series).	<b>Destroy when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.</b>	<b>NC1-237-77-3 Item 74b Approved 12/2/77</b>
	c. Records of itineraries and assignments of inspectors.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-3 Item 74c Approved 12/2/77</b>
	<b>2. Systems Performance Evaluation Files.</b> Documents accumulated by the agency office of primary interest in the review and evaluation of the technical functioning of facilities and equipment.		
	a. Records pertaining to the analysis and review of performance of radio and radar equipment types.	<b>Destroy when equipment is obsolete and FAA has none in stock or in use.</b>	<b>352-S207 Item 45 Approved 2/5/52</b>
	b. Reports of failure of radio and radar equipment, used for analyzing general quality of equipment.	<b>Destroy when 2 years old.</b>	<b>352-S207 Item 48 Approved 2/5/52</b>
	<b>3. Technical Performance Record Files.</b> FAA Form 6000-8 series or equivalent.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-3 Item 74 Approved 12/2/77</b>
	<b>4. Facility Outage Reports.</b>	<b>Destruction not authorized</b>	<b>Validation of authority required.</b>
	<b>5. Technical Inspection and Evaluation Files.</b> Reports and related documents, pertaining to facility inspection and evaluation, maintained by airway facilities field offices.	<b>Destroy when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.</b>	<b>NC1-237-77-3 Item 75 Approved 12/2/77</b>

	<p><b>NAS Technical Evaluation – NASTEP INA Database</b> (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>	<p><b>Temporary. Cut off end of first fiscal year after all issues in the evaluation are closed. Destroy after end of 12<sup>th</sup> fiscal year.</b></p>	<p><b>N1-237-10-13</b> <b>Approved 3/29/10</b></p>
<b>6050</b>	<b>Frequency Management</b>		
	<p><b>1. General Correspondence Files.</b> 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.</p>	<p><b>Destroy when 7 years old.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(1)</b> <b>Approved 12/2/77</b></p>
	<p><b>2. Frequency Assignment Files.</b> 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>a. Interdepartmental Radio Advisory Committee (IRA). IRA frequency lists and preface manual of regulations, procedures, and emergency readiness plan.</p>	<p><b>Destroy upon receipt of revised copy.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2a)</b> <b>Approved 12/2/77</b></p>
	<p>b. FAA frequency lists.</p>	<p><b>Destroy upon receipt of revised copy.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2b)</b> <b>Approved 12/2/77</b></p>
	<p>c. Miscellaneous frequency lists (Canadian, FAA, and ERDA).</p>	<p><b>Destroy upon receipt of revised copy.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2c)</b> <b>Approved 12/2/77</b></p>
	<p>d. International Frequency Registration Board (IFRB) publications.</p>	<p><b>Destroy upon receipt of revised copy.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2d)</b> <b>Approved 12/2/77</b></p>
	<p>e. Frequency Assignment Subcommittee (FAS) agendas.</p>	<p><b>Cutoff files annually</b> <b>Destroy when 2 years old.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2e)</b> <b>Approved 12/2/77</b></p>
	<p>f. Radio Frequency Appendix and Classified Frequency Supplement.</p>	<p><b>Cutoff files annually</b> <b>Destroy when 2 years old.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2f)</b> <b>Approved 12/2/77</b></p>
	<p>g. Completed OT-19 files.</p>	<p><b>Cutoff files annually</b> <b>Destroy when 2 years old.</b></p>	<p><b>N1-237-77-3</b> <b>Item 76(2g)</b> <b>Approved 12/2/77</b></p>

	h. Station location files.	<b>Destroy when superseded.</b>	<b>NC1-237-77-3 Item 76(2h) Approved 12/2/77</b>
	<b>3. Interdepartmental Radio Advisory Committee (IRAC) Files.</b> Case files reflecting agency membership on IRAC, which assigns radio frequencies to Federal agencies, containing agenda, applications for frequency assignments, and minutes of meeting.	<b>Destroy closed case files when 2 years old.</b>	<b>NC1-237-77-3 Item 76(3) Approved 12/2/77</b>
	<b>4. Frequency Assignment Coordination Files.</b> 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.		
	a. Files relating to coordination with the Federal Communications Commission (FCC).	<b>Cutoff files annually Destroy when 1 year old.</b>	<b>352-S207 Item 115 Approved 2/5/52</b>
	<b>b. Files pertaining to coordination with agencies other than the Federal Communications Commission.</b>	<b>Cutoff files annually Destroy when 2 years old.</b>	<b>352-S207 Item 117 Approved 2/5/52</b>
	c. Informal comments regarding proposed frequency utilization by Government agencies.	<b>Cutoff files annually Destroy when 2 years old.</b>	<b>352-S207 Item 116 Approved 2/5/52</b>
	<b>5. Radio Frequency Interference Files.</b> FAA reports of interference by other agencies or countries, and related actions.	<b>Destroy closed case file when 2 years old.</b>	<b>352-S207 Item 118 Approved 2/5/52</b>
	<b>6. Infraction Report Files.</b> Reports by the Federal Communications Commission regarding infractions of frequencies by FAA, and related actions to prevent recurrence.	<b>Destroy closed case when 1 year old.</b>	<b>352-S207 Item 119 Approved 2/5/52</b>
	<b>7. International Conference Files.</b> Records accumulated by offices serving as agency representatives on international bodies dealing with radio frequency utilization.		
	a. Correspondence and records created in developing U.S. position at conference.	<b>Destroy upon completion of conference or convention and submission to the Secretary of State of final report by U.S. Delegation.</b>	<b>352-S207 Item 121 Approved 2/5/52</b>
	b. Agenda, minutes, reports, and related processed material.	<b>Destroy when no longer required for current operations.</b>	<b>352-S207 Item 121 Approved 2/5/52</b>

<b>6070</b>	<b>Air Marking</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6080</b>	<b>Engineering Drafting</b>		
	<p><b>ENGINEERING DRAWINGS for National Airspace System (NAS) Buildings and Facilities</b> (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 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</p>	<b>Cutoff at the end of the fiscal year when building/facility is decommissioned. Delete/destroy 7 years after cut-off.</b>	<b>N1-237-10-12</b> <b>Approved 3/29/10</b>
<b>6081</b>	<b>Preparation of Engineering Drawings</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6082</b>	<b>Availability of Engineering Drawings</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6083</b>	<b>Engineering Drafting Office Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6084</b>	<b>Engineering Drafting Index and Reporting System</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6090</b>	<b>Runway Monitoring System (RMS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6100</b>	<b>Data Systems – needs descriptions</b>		
<b>6110</b>	<b>Computer Equipment (CCC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6111</b>	<b>Dynamic Oceanic Tracking System (DOTS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6120</b>	<b>Programming (Software)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6130</b>	<b>Input/Output Equipment (CUE, FSP FDEP, CTS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6131</b>	<b>Host Interface Device (HD) National Airspace System (NAS) Local Area Network (LAN)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6140</b>	<b>Monitor Equipment (SMMC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6145</b>	<b>General Telemetry and Sensing Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6150</b>	<b>Data Transfer Equipment (Modem)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6160</b>	<b>Data Display Equipment (CDC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6161</b>	<b>MT-DARC/R2508 Technical Manuals</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6170</b>	<b>Data Handling Equipment (Teletypewriter, APULS, AMOS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6171</b>	<b>Closed Circuit TV</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6180</b>	<b>Data Switching Equipment (ADIS, BDIS, AFTN, WNSC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6181</b>	<b>National Airspace Data Interchange Network II (NADIN II)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6190</b>	<b>Automatic Radar Terminal System (ARTS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6191</b>	<b>Stars Standard Terminal Automation Replacement System</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6200</b>	<b>Test Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6210</b>	<b>Test Equipment Calibration</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6240</b>	<b>Radar Intelligence Tool (RIT)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6250</b>	<b>Maintenance Automation Program</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6251</b>	<b>Remote Monitoring Subsystems (RMS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6260</b>	<b>Remote Maintenance Monitoring System (RMMS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6261</b>	<b>Maintenance Processor Subsystems (MPS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6262</b>	<b>Maintenance Data Terminals (MDT)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6270</b>	<b>Maintenance Automation Software</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6271</b>	<b>Maintenance Management System (MMS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6272</b>	<b>Monitor And Control Software (MCS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

6273	Maintenance Data Terminal Software		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6280	Maintenance Data Communications		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6281	Remote Monitoring Subsystem Concentrators (RMSC)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6290	Maintenance Control Center (MCC)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6291	ARTCC Maintenance Control Center (AMCC)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6292	GNAS Maintenance Control Center (GMCC)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6300	Radar		
	<p><b>1. Radar Facilities Site Files.</b> 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.</p>	<p><b>Destroy 1 year after facility is discontinued.</b></p>	<p><b>352-S207 Item 28 Approved 2/5/52</b></p>

	<b>2. Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy when 5 years old, or 1 year after superseded, whichever is longer.</b>	<b>II-NNA-1017 Item 140 Approved 7/13/54</b>
	<b>3. Station Files.</b> 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.	<b>Destroy when superseded by current inventory or report, or when station is discontinued or relocated, whichever is earlier.</b>	<b>352-S207 Item 47 Approved 2/5/52</b>
<b>6310</b>	<b>Airport Surveillance Radar (ASR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6315</b>	<b>Terminal Weather Radar (TDWR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6320</b>	<b>Precision Approach Radar (PAR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6330</b>	<b>Airport Surface Detection Equipment (ASDE)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6340</b>	<b>Air Route Surveillance Radar (ARSR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6345</b>	<b>En Route Weather Radar (NXRAD)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6350</b>	<b>Radar Remoting (RML, CD, BVD)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6360</b>	<b>ATC Radar Beacon System (SECRA)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6365</b>	<b>Mode S Beacon System</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6366</b>	<b>Ground-Air-Ground Data Link System</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6367</b>	<b>Air-To-Air TCASS</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6370</b>	<b>Radar Recording Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6380</b>	<b>Radar Electronic Counter Measure Equipment (ECCM)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6390</b>	<b>Video Mapping Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6410</b>	<b>Radar Displays (RBDE, BRITE)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6430</b>	<b>Joint-Use En Route Radar</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6440</b>	<b>TRACS</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

6450	<b>Central Operations Facilities</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6460	<b>Military Approach Control Facilities (RAPCO, RATCC)</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6470	<b>Air Route Traffic Control Center Facilities (ARTCC, CENTO, CERAP, ADCOC)</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6480	<b>Terminal Air Traffic Control Facilities (ATCT, CST, TRACO, CTRAC)</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6490	<b>Flight Service Station Facilities (FSS, IFSS)</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6500	<b>Communications and Flight Assistance Facilities</b>		
	<b>1. Communication Facilities Site Files.</b> 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.	<b>Destroy 1 year after facility is discontinued.</b>	352-S207 Item 28 Approved 2/5/52
	<b>2. Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy when 5 years old or 1 year after superseded, whichever is longer.</b>	II-NNA-1017 Item 140 Approved 7/13/54
	<b>3. Communications Maintenance Time Report Files.</b> 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.	<b>Destroy when 1 year old.</b>	II-NNA-369 Item 14 Approved 5/15/53
	<b>4. Communications Maintenance Technicians Data Files.</b> Sheets listing names of technicians, position number, address, and related information.	<b>Destroy when superseded.</b>	II-NNA-1017 Item 141 Approved 7/13/54

	<b>5. Communication Equipment Failure Files.</b> Report of communication equipment failure and facility performance, and related correspondence.	<b>Destroy when 3 years old.</b>	<b>II-NNA-1017 Item 121 Approved 7/13/54</b>
	<b>6. Communication Facilities Maintenance Inspection Report Files.</b>	<b>Destroy when 3 years old.</b>	<b>II-NNA-369 Item 19 Approved 5/15/53</b>
	<b>7. Permanent Equipment Files.</b> Inventories of fixed property at communications stations, such as FAA Form 416, or equivalent.		
	a. Regional headquarters offices.	<b>Destroy 2 years after equipment is surveyed.</b>	<b>II-NNA-1017 Item 125 Approved 7/13/54</b>
	b. Airway Facilities Sector field offices.	<b>Destroy 1 year after equipment is removed from custody of the facility.</b>	<b>II-NNA-369 Item 7 Approved 5/15/53</b>
	<b>8. Radio Transmitter Operations Files.</b> FAA Form 418, or equivalent.	<b>Destroy when 3 years old.</b>	<b>II-NNA-369 Item 8 Approved 5/15/53</b>
<b>6510</b>	<b>Remote Communications Air/Ground Facilities (RCAG, TROPO)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6515</b>	<b>Emergency Communications Facilities</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6520</b>	<b>Remote Transmitter/Receiver Facilities (RTR, LRCO, RCO, SFO)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6530</b>	<b>Direction Finder Facilities (UDF, VDF, UVDF)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6540</b>	<b>Communications Link Facilities (LCOT, LNKR, CMLT, CMLR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6550</b>	<b>Other Flight Advisory Facilities (AID, EFAS, IFSR, IFST, TWEB, Mass Weather)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6555</b>	<b>Automated Weather Observing Systems</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6556</b>	<b>Weather System Processor</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6558</b>	<b>Weather System Procession</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6560</b>	<b>Meteorological Instruments And Facilities (RVR, RBC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6570</b>	<b>Master Demarkation File (MDF)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6580</b>	<b>Remote Communications Facility (RCF)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6590</b>	<b>Radio Communications Link (RCL)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6600</b>	<b>Communications Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6610</b>	<b>Transmitting Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6620</b>	<b>Receiving Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6630</b>	<b>Antenna Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6640</b>	<b>Audio and Speech Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6650</b>	<b>Control, Selection, and Monitoring Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6660</b>	<b>Power Supply Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6670</b>	<b>Recorders and Reproducers</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6680</b>	<b>Radio (Teletypewriter) Terminal Equipment</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6690</b>	<b>Telephone Type Equipment (EVS, 300 System, etc.)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6700</b>	<b>Navigational Aids</b>		
	<b>1. Navigational Aids Facilities Site Files.</b> 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.	<b>Destroy 1 year after facility is discontinued.</b>	<b>352-S207 Item 28 Approved 2/5/52</b>
	<b>2. Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy when 5 years old or 1 year after superseded, whichever is longer.</b>	<b>II-NNA-1017 Item 140 Approved 7/13/54</b>
	<b>3. Navigational Aids Equipment Repair Files.</b> Requisitions for repair of goniometers and crystals, and related correspondence.	<b>Destroy 2 years after action is completed, or requisition canceled.</b>	<b>II-NNA-1017 Items 122 and 123 Approved 7/13/54</b>
<b>6710</b>	<b>Non-Federal Navigational Aids</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6720</b>	<b>Long-Range, Ground Based, Continuous Wave NAVAID (CONSO)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6730</b>	<b>Distance Measuring Equipment (DME)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6740</b>	<b>Non-Directional Radio Beacon (H, HH, LMM, LOM)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6750</b>	<b>Instrument Landing System (ILS, GS, LOC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6760</b>	<b>Low Frequency Range (SRA, MRL)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6770</b>	<b>75 Mhz Marker (FM, DM, MM, OM)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6780</b>	<b>Tactical Air Navigation Equipment (TACAN)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6790</b>	<b>VHF OMNIRANGE (VOR)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6810</b>	<b>VHF OMNITEST (VOT)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6820</b>	<b>Combined VOR and TACAN (VORTAC)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6830</b>	<b>Microwave Landing System (MLS)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6850</b>	<b>Visual Navigational Aids (ALS, VASI)</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6860</b>	<b>Loran Long Range Navigation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

6870	CMECA/Very Low Frequency (VLF)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6880	Global Positioning System (GPS)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6882	Wide Area Differential Global Position System (WADGPS)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6884	Local Area Differential Global Position System (LADGPS)		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
6900	Plant and Structures		
	<b>1. Plant and Structures Site Files.</b> Case files regarding each site selected for the establishment of visual aids to air navigation, maintained by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.	Destroy 1 year after facility is discontinued.	352-S207 Item 19 Approved 2/5/52
	<b>2. Sector Data Files.</b> Case files pertaining to the requirements and operations of lighting and structures maintenance sectors maintained by agency office of primary interest. Consists of duplicates regarding property and equipment, standard allowances, sector directories and maps, and schedules of maintenance and inspection.	Destroy when rescinded or superseded, or when 1 year old, whichever is earlier.	352-S207 Item 37 Approved 2/5/52
	<b>3. Structures and Ground Files.</b> Documents relating to insulating tape, transformers, painting and lettering, paint and allied materials, cable, wire and reels, safety engine generators, batteries, sector storerooms, excess and surplus property, comments on abnormal operations, and new equipment and test data, maintained by regional headquarters offices.	Destroy after 4 years, EXCEPT that weekly progress reports of structures and ground work parties on jobs in progress are to be destroyed when superseded, and final reports on completed jobs are to be destroyed at the end of each fiscal year.	II-NNA-1017 Item 131 Approved 7/13/54
	<b>4. Lighting and Structures Equipment Failure Files.</b> Reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure.	Destroy when 2 years old.	II-NNA-1017 Item 132 Approved 7/13/54

	<b>5. Lighting and Structures Maintenance Files.</b> Monthly reports of maintenance operations of field lighting and structures maintenance personnel.		
	a. Agency office of primary interest.	<b>Destroy when 1 year old.</b>	<b>352-S207 Item 41 Approved 2/5/52</b>
	b. Regional headquarters offices.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1017 Item 130 Approved 7/13/54</b>
	<b>6. Lighting and Structures Inspection Files.</b> Reports of inspection of lighting and structures prepared by regional and Washington maintenance inspectors.		
	a. Agency office of primary interest.	<b>Destroy when 2 years old.</b>	<b>352-S207 Item 42 Approved 2/5/52</b>
	b. Regional headquarters offices.	<b>Destroy when superseded by a subsequent report.</b>	<b>II-NNA-1017 Item 133 Approved 7/13/54</b>
	<b>7. Fire Extinguisher Maintenance Files.</b> FAA Form 6930-1, or equivalent.	<b>Destroy when superseded, or when extinguisher is discarded.</b>	<b>II-NNA-369 Item 15 Approved 5/15/53</b>
<b>6910</b>	<b>Plant Modification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6920</b>	<b>Water and Sanitary Systems</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6930</b>	<b>Buildings and Structures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6940</b>	<b>Grounds and Roads</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>6950</b>	<b>Electrical</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6960</b>	<b>Mechanical</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6970</b>	<b>Temperature/Humidity Control and Ventilation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6980</b>	<b>Power Generation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>6990</b>	<b>Electronic Equipment Modernization</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

## Air Traffic Management

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>7000</b>	<b>Air Traffic Management</b>		
	<p><b>The records described below relate to the management of air traffic, including the allocation and utilization of airspace; administration and operation of air navigation, flight assistance, and communications facilities; promulgation of air traffic regulations and procedures; operational telecommunications matters; flight information and cartography and ATC automation.</b></p>		
	<p><b>1. Air Traffic Management Correspondence Files,</b> 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.</p>		
	<p>a. Correspondence files of Air Traffic relating to the development and evaluation of national Air Traffic management plans, policies and procedures.</p>	<p><b>PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</b></p>	<p><b>NC-237-75-4 Item 1 Approved 4/21/75</b></p>
	<p>b. Correspondence files of Air Traffic other than those described in (a) above.</p>	<p><b>Destroy when 5 years old.</b></p>	<p><b>NC-237-75-4 Item 1 Approved 4/21/75</b></p>
	<p>c. Correspondence files of regional Air Traffic Divisions.</p>	<p><b>Destroy when 3 years old.</b></p>	<p><b>NC-237-75-4 Item 1 Approved 4/21/75</b></p>
	<p><b>2. Regional Project Files.</b> Case files maintained by regional air traffic management offices, containing correspondence, drawings, and documentation relating to technical and planning projects.</p>	<p><b>Destroy 3 years after completion of project.</b></p>	<p><b>II-NNA-1017 Item 41 Approved 7/13/54</b></p>
<b>7010</b>	<b>Operation Evaluation</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>7020</b>	<b>Operational Research</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>

<b>7030</b>	<b>Planning</b>		
	<b>1. Regional Planning and Evaluation Data Files,</b> 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.		
	<b>a. Official file copies.</b>	<b>PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</b>	<b>NC-237-75-4 Item 2 Approved 4/21/75</b>
	<b>b. All others.</b>	<b>Destroy when 1 year old.</b>	<b>NC-237-75-4 Item 2 Approved 4/21/75</b>
	<b>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.</b>	<b>Destroy inactive files when 5 years old.</b>	<b>NC1-237-77-3 Item 59 Approved 12/2/77</b>
<b>7031</b>	<b>Standards and Criteria</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7032</b>	<b>Systems Requirements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7040</b>	<b>Noise Abatement</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7050</b>	<b>Safety Management System</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES</b>

<b>7100</b>	<b>Air Traffic Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES</b>
<b>7110</b>	<b>Air Traffic Control Procedures</b>		
	<b>Letters of Agreement Files.</b> Letters of agreement on specific responsibilities, and letters of procedure regarding standard instrument approaches and departures, maintained by air traffic field facilities.	<b>Destroy when superseded or cancelled.</b>	<b>352-S207 Item 105 Approved 2/5/52</b>
<b>7120</b>	<b>Special Civil Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7130</b>	<b>Air Traffic Control Criteria</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7140</b>	<b>Rockets and Missiles</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7200</b>	<b>Air Traffic Operation and Standards</b>		
	<b>1. Air Traffic Operation Summary Files.</b> 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.	<b>Destroy when 5 years old.</b>	<b>NC-237-75-4 Item 3 Approved 4/21/75</b>
	<b>2. Air Traffic Operation Report Files.</b> 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).	<b>Destroy when 1 year old.</b>	<b>352-S207 Item 103 Approved 2/5/52</b>
	<b>3. Overseas and Foreign Facility Files.</b> 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.	<b>Destroy when 2 years old, EXCEPT monthly operations reports are to be destroyed when 1 year old.</b>	<b>352-S207 Items 78 and 80 Approved 2/5/52</b>

	<b>4. Operating Procedures Files.</b> 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.	<b>Destroy when 3 years old.</b>	<b>II-NNA-1017 Item 42 Approved 7/13/54</b>
<b>7210</b>	<b>Facility Administration</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7220</b>	<b>ATOS or ATCS Certification</b>		
	<b>Air Traffic Control Specialists Examination Files.</b> Case files relating to examinations for certificates and ratings, and operational examinations. [NOTE: Results of such examinations are recorded in official personnel folders.]	<b>Destroy closed case files when 1 year old.</b>	<b>II-NNA-1017 Item 47 Approved 7/13/54</b>
<b>7230</b>	<b>Facility Operations</b>		
	<b>1. General Correspondence Files.</b> 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.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1306 Item 10 Approved 8/10/54</b>
	<b>2. Facilities Operations Files.</b> Documents accumulated by Air Traffic field facilities and activities in the performance of air traffic control operations. EXCEPTION: The following standards do not apply to documents filed as part of incident or accident case records.		
	a. Teletypewriter messages (including handwritten drafts) handled for other offices, agencies, facilities, or individuals.	<b>Destroy when 30 days old, except when containing only relayed meteorological data Destroy immediately. Not in 115</b>	<b>II-NNA-1306 Item 16 Approved 8/10/54</b>
	b. Message fee charge records maintained by International Flight Service Stations for services rendered to airlines. Charges are assessed by the first station handling the message.	<b>Destroy copies of messages when 90 days old. Destroy copies of summaries of charges forwarded to regional headquarters for billing purposes when 1 year old.</b>	<b>II-NNA-1306 Item 23 Approved 8/10/54</b>
	c. Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent.		
	(1) Forms used as a supporting document for time and attendance purposes, position logs which document on-the-job training time and Controller in Charge duties for pay purposes.	<b>Destroy after GAO audit or when 6 years old, whichever is sooner.</b>	<b>GRS 2 Item 7</b>

	(2) Forms NOT used to validate time and attendance.	<b>Destroy when 6 months old.</b>	<b>NC1-237-79-3 Item 4 Approved 11/14/79</b>
	d. Voice Recorders  (1) Digital voice recordings.	<b>Destroy when 45 days old</b>	<b>N1-237-02-5 Item 1a Approved 1/10/04</b>
	(2) Analog voice recordings.	<b>Destroy when 15 days old</b>	<b>N1-237-02-5 Item 1b Approved 11/10/04</b>
	e. En route facilities utilizing System Analysis Recording tapes as the radar retention media (regardless of the type of voice recorder system being used).	<b>Destroy when 15 days old</b>	<b>N1-237-02-5 Item 1c Approved 1/10/04</b>
	f. David J. Hurley Air Traffic Control System Command Center's voice recordings.	<b>Destroy when 15 days old.</b>	<b>N1-237-02-5 Item 1d Approved 11/10/04</b>
	g. Data pertaining to incidents and accidents.	<b>Destroy as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification Investigation and Reporting).</b>	<b>N1-237-02-5 Item 1e Approved 11/10/04</b>
	h.. Flight plans.	<b>Destroy when 15 days old, except when filed as part of Incident Records or other case records.</b>	<b>N1-237-02-5 Item 2 Approved 11/10/04</b>
	i. Preflight briefing logs, FAA Form 7233-2, or equivalent.	<b>Destroy when 15 days old</b>	<b>N1-237-02-5 Item 3 Approved 11/10/04</b>
	j. Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	<b>Destroy when 15 days old, except when filed as part of Incident Records or other case files.</b>	<b>N1-237-02-5 Item 4 Approved 11/10/04</b>

	k. Flight progress strips.	<b>Destroy when 15 days old, EXCEPT (1) when part of an AMIS unknown intercept report, when 90 days old, or (2) when requiring special handling, as specified in Handbooks 7210.3 and 8020.4.</b>	<b>N1-237-02-5 Item 2 Approved 4/19/65</b>
	<b>2. Air Traffic Control Computer</b> a. General printouts.	<b>Destroy when 15 days old.</b>	<b>N1-237-02-5 Item 5a Approved 11/10/05</b>
	AMIS		
	b. Printouts requiring special handling.	<b>Destroy as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting).</b>	<b>N1-237-02-5 Item 5c Approved 11/10/04</b>
	c. Air traffic control facility computer printouts (from input/output devices, high speed printers, etc.)	<b>Destruction not authorized</b>	<b>Revalidation required</b>
	<b>3. NAS Computer Magnetic Tapes</b> a. Data extraction recordings.	<b>Destroy when 45 days old.</b>	<b>N1-237-02-5 Item 6a Approved 11/10/04</b>
	b. En route facilities utilizing System Analysis Recording tapes as the radar retention media.	<b>Destroy when 15 days old.</b>	<b>N1-237-02-5 Item 6b Approved 11/10/04</b>
	c. Data pertaining to incidents and accidents.	<b>Destroy as specified in FAA Order 7210.3 (Facility Operation and Administration), FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting), and FAA Order 8020.11 and/or FAA Order 7210.56 (Air Traffic Quality Assurance).</b>	<b>N1-237-02-5 Item 6c Approved 11/10/04</b>
	j. NAS computer magnetic tapes that contain the record of the daily operation of the computer system.(System Analysis Tapes)	<b>Destruction not authorized.</b>	<b>Revalidation required</b>

	<b>3. Air Traffic Activity Report Files.</b> 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); and similar reports.		
	a. Regional air traffic management offices.		
	(1) Regional and national summaries.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1017 Item 51 Approved 7/13/54</b>
	(2) Field facilities reports.	<b>Destroy when 6 months old.</b>	<b>II-NNA-1017 Item 51 Approved 7/13/54</b>
	b. Air traffic field facilities.		
	(1) Records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices.	<b>Destroy when 30 days old, except when filed as a part of incident, accident, or other case records.</b>	<b>II-NNA-1306 Item 30 Approved 8/10/54</b>
	(2) File copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	<b>Destroy when 1 year old.</b>	<b>II-NNA-1306 Item 30 Approved 8/10/54</b>
	<b>4. Air Traffic Facility Evaluation Files.</b> Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.		
	a. Agency office of primary interest.	<b>Destroy when 1 year old or when superseded.</b>	<b>II-NNA-1306 Item 25 Approved 8/10/54</b>
	b. Air traffic field facilities.	<b>Destroy after corrective actions taken and final reports is submitted to the Region or Washington Headquarters.</b>	<b>II-NNA-1306 Item 25 Approved 8/10/54</b>

	<b>5. Familiarization Travel Request Files.</b> 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.		
	a. General correspondence files contain general correspondence and information and certification of destruction records.	<b>Cut off at the end of each fiscal year. Destroy 2 years after cut-off.</b>	<b>N1-237-92-1</b> Item 5(a) Approved 9/2/92
	b. Familiarization Travel Request Forms Log containing the distribution records of all Request for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, booklets shipped or issued.	<b>Cut off at the end of each fiscal year. Destroy 2 years after cut-off.</b>	<b>N1-237-92-1</b> Item 5(b) Approved 9/2/92
	c. Request for Access to Aircraft or Free Transportation, FAA Form 7000-5, contains the Record of Requests Issued log for each FAA Form 7000-5 booklet completed. (The log is completed/closed when the last voucher in the booklet has been dispensed.)	<b>Cut off closed record at the end of each fiscal year. Destroy 2 years after cut off.</b>	<b>N1-237-92-1</b> Item 5(c) Approved 9/2/92
	<b>d. Familiarization Travel Request (FAA Form 3120-31).</b>	<b>Destroy 1 year after travel completed or earlier if purpose has been served.</b>	<b>NC1-237-79-2</b> Item 9(b)
<b>7231</b>	<b>En Route</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7232</b>	<b>Terminal</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7233</b>	<b>Flight Service</b>		
	<b>Reports From Regional Offices Summarizing Noteworthy or Outstanding Flight Assistance Services Rendered.</b> 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.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>

<b>7300</b>	<b>Communication Operations</b>		
	<b>1. Communications Contract Files.</b> 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.	<b>Destroy 2 years after contract is canceled or superseded.</b>	<b>II-NNA-1017 Item 40 Approved 7/13/54</b>
	<b>2. Communications Service Request Files.</b> Requests and orders, such as FAA Form 4441-1, or equivalents, for fixed communication services.	<b>Destroy after action is completed.</b>	<b>II-NNA-1306 Item 15 Approved 7/13/54</b>
	<b>3. Regional Telephone and Interphone Facility Files.</b> 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.	<b>Destroy when 3 years old.</b>	<b>II-NNA-1017 Item 43 Approved 7/13/54</b>
<b>7310</b>	<b>Air-Ground</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7320</b>	<b>Interphone</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7330</b>	<b>Teletypewriter</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7340</b>	<b>Contractions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7350</b>	<b>Location Identifiers</b>		

	<b>Identifier Assignment Files.</b> Correspondence, regarding the assignment of identifiers to designate airports, landing fields, etc. Identifiers are a combination contraction and code suggestion location of the facility.	<b>Destroy when 5 years old, or when system of identifiers changes, whichever is earlier.</b>	<b>352-S207, Item 87 Approved 2/5/52</b>
<b>7400</b>	<b>Airspace Allocation and Use</b>		
	<b>1. General Correspondence Files.</b> 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.	<b>PERMANENT. Transfer to NARA when 3 years old.</b>	<b>352-S207 Item 123 Approved 2/5/52</b>
	<b>2. Airspace Allocation and Use Records - Airspace Docket Files.</b> Case files pertaining to development of dockets in Terminal and Enroute airspace rulemaking actions.	<b>Transfer closed case file to FRC when 5 years old. Destroy when 10 years old.</b>	<b>NC1-237-79-3 Item 1 Approved 11/14/79</b>
	<b>3. Airspace Rulemaking Projects Files.</b> Consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.		
	a. Case files relating to special use airspace, such as restricted or prohibited.	<b>PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 10 years old.</b>	<b>NC1-237-77-3 Item 61a Approved 12/2/77</b>
	b. All others.	<b>Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 61b Approved 12/2/77</b>
	<b>4. Airspace General Project Files.</b> Consisting of case files or staff studies relating to topics such as new types of airspace designations, research, and procedures.	<b>Destroy 5 years after close of project.</b>	<b>NC1-237-77-3 Item 62 Approved 12/2/77</b>
	<b>5. Non-Rulemaking Files.</b> Circulars and related data concerning non-rulemaking actions.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-3 Item 63 Approved 12/2/77</b>
<b>7410</b>	<b>Rulemaking Actions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7420</b>	<b>Non-rulemaking Actions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>7430</b>	<b>Airways and Routes</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7440</b>	<b>Terminal Airspace</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7450</b>	<b>Special Use Airspace</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7460</b>	<b>Obstruction Evaluation</b>		
	<b>1. General Correspondence Files.</b> 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.	<b>PERMANENT. Transfer to FRC when 3 years old.</b>	<b>352-S207 Item 125 Approved 2/5/52</b>
	<b>2. Obstruction Evaluation Case Files.</b> Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace.		
	a. Files containing information on structures that do not exceed obstruction standards of FAR Part 77.	<b>Destroy when 3 years old.</b>	<b>NC1-237-77-3 Item 64a Approved 12/2/77</b>
	b. Files containing information on structures that exceed obstruction standards of FAR Part 77 and which were circularized for comment and/or of a controversial nature.	<b>Transfer closed files to FRC when 3 years old. Destroy when structure is dismantled.</b>	<b>NC1-237-77-3 Item 64b Approved 12/2/77</b>
	<b>3. OE Docket Files.</b> Official dockets of petitions to the Administrator concerning determinations, comments, correspondence, and denials or grants of petitions.		
	a. Records relating to proposed obstructions that are NOT constructed.	<b>Transfer closed files to FRC when 3 years old. Destroy when 28 years old.</b>	<b>NC1-237-77-3 Item 65a Approved 12/2/77</b>
	b. Records relating to proposed obstructions that ARE constructed	<b>Transfer closed case files to FRC when 3 years old. Destroy when obstruction no longer exists.</b>	<b>NC1-237-77-3 Item 65b Approved 12/2/77</b>

7470	Airspace Analysis of NAVAIDS		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7480	Airspace Analysis of Airports		
	Airport Airspace Analysis Case Files. Documents relating to aeronautical studies of the effect of proposed construction, alteration, activation, and deactivation of airports on the use of airspace.	PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 10 years old.	<a href="#">NC-237-75-4</a> Item 7 Approved 4/21/75
7490	Complaints, Aircraft Noise		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7500	Military Operations - Air Traffic		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7510	Special Procedures		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7530	Military Exercises		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7600	Security Control of Air Traffic		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
7610	Central Altitude Reservation Function		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.

<b>7620</b>	<b>Rules</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7630</b>	<b>Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7700</b>	<b>Air Traffic Regulations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7710</b>	<b>Air Traffic Rules</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7711</b>	<b>Waivers and Exemptions</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7720</b>	<b>Balloons, Kites, and Rockets</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7721</b>	<b>Waivers and Exemptions, Balloons and Rockets</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>7800</b>	<b>Air Traffic Control Automation Programs</b>		
	<b>1. General Correspondence Files.</b> 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.	<b>Destroy 2 years after superseded or after associated model is no longer subject to configuration management control.</b>	<b>NC1-237-77-3 Item 66 (1) Approved 12/2/77</b>
	<b>2. Configuration Management Files.</b> Correspondence relating to configuration decisions of proposed modifications to the NAS hardware and software systems.	<b>Destroy 2 years after rejection or withdrawal.</b>	<b>NC1-237-77-3 Item 66 (2) Approved 12/2/77</b>
	<b>3. Baseline Specifications of NAS System Models and Versions.</b> Consisting of NAS management decisions under configuration management control which specify hardware and software configurations for operational and support systems.	<b>Transfer to FRC when model no longer subject to configuration management control. Destroy 4 years later.</b>	<b>NC1-237-77-3 Item 66 (3) Approved 12/2/77</b>
	<b>4. System Maintenance Records.</b> Relating to the reporting and resolution of hardware and software discrepancies.	<b>Destroy when associated model is no longer subject to configuration management control.</b>	<b>NC1-237-77-3 Item 66 (4) Approved 12/2/77</b>
	<b>5. Operational and Support Systems Manuals.</b> User manuals not under configuration management (7800(2)).	<b>Transfer to FRC when model no longer subject to configuration management control. Destroy 4 years later.</b>	<b>NC1-237-77-3 Item 66 (5) Approved 12/2/77</b>
	<b>6. Design Records of NAS System Models and Versions.</b> Not under configuration management (7800(2)).	<b>Transfer to FRC when model no longer subject to configuration management control. Destroy 4 years later.</b>	<b>NC1-237-77-3 Item 66 (6) Approved 12/2/77</b>
<b>7810</b>	<b>Plans and Requirements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7820</b>	<b>System Configuration - Hardware Components</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>7830</b>	<b>NAS Automation Software Systems</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7840</b>	<b>Special Air Traffic Automation Projects</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7900</b>	<b>Flight Information</b>		
	<b>1. Meteorological Service Files.</b> Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data.		
	a. Correspondence and memorandums pertaining to detailed operations of individual stations and use of services for meteorological dissemination.	<b>Destroy when 3 years old.</b>	<b>352-S207 Item 85 Approved 2/5/52</b>
	b. Case working papers of studies of fixed communications systems for meteorological service to determine characteristics of activity involved in providing these services and to realize maximum utilization and effectiveness. Contains summarization working tables, scheduled information, direct observations of operations used in preparing and developing detailed instructions in manuals of operations (see item 1320).	<b>Destroy when made obsolete by new or changed requirements of users of fixed communications services.</b>	<b>352-S207 Item 84 Approved 2/5/52</b>
	<b>2. Teletype Revocable License Files.</b> Case files maintained by agency office of primary interest relating to authorization of licensees to receive meteorological information, containing applications, questionnaires, copies of license, and related correspondence.		
	a. Non-government agencies files.	<b>Destroy upon expiration or revocation of license.</b>	<b>352-S207 Item 83 Approved 2/5/52</b>
	b. Government agencies files.	<b>Destroy application, or equivalent and notice of discontinuance upon receipt of notice of continuance.</b>	<b>352-S207 Item 83 Approved 2/5/52</b>
	<b>3. Weather Observation Files.</b> Correspondence maintained by regional air traffic management offices relating to weather observation policy and procedures.	<b>Destroy when 3 years old.</b>	<b>II-NNA-1017 Item 46 Approved 7/13/54</b>

	<b>4. Field Weather Report Files.</b> Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by Air Traffic Management field activities.	<b>Destroy when 90 days old, except when filed as part of incident, accident, or other case file.</b>	<b>II-NNA-1306 Item 29 Approved 8/10/54</b>
<b>7905</b>	<b>Correspondence, Weather Bureau</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7910</b>	<b>Aeronautical Charts</b>		
	<b>1. Field Aeronautical Chart Files.</b> Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities.	<b>Destroy when no longer needed.</b>	<b>II-NNA-1306 Item 11 Approved 8/10/54</b>
	<b>2. Aeronautical Chart and Flight Information.</b> Case files pertaining to aeronautical chart and flight information requirements.	<b>Destroy 2 years after canceled or superseded.</b>	<b>NC1-237-79-3 Item 2 Approved 11/14/79</b>
	<b>3. Architectural Drawings of Temporary Structures and Buildings</b> or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	<b>Destroy when superseded or after the structure or object has been retired from service.</b>	
	<b>*) Source Data Records: Remain unscheduled at this time.</b>	<b>Destroy/delete after associated product is created and then when superceded or obsolete.</b>	
	<b>1. Compilation Effort Records:</b> 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.		<b>N1-237-02-3 Item 1 Approved 11/14/06</b>
	2. Products: Aeronautical charts		

	<p>(a) Unique charts:</p> <p><u>Visual Navigation Charts</u>: 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 their equivalents.</p> <p><u>Instrument Navigation Charts</u>: 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 their equivalents.</p> <p><u>Supplementary publications</u>: 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 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].</p>	<b>PERMANENT. Transfer one copy of any new edition to the National Archives at each charting cycle.</b>	<b>N1-237-02-3 Item 2a Approved 11/14/06</b>
	<p>(b) Charts that do not contain unique information:</p> <p><u>Air Traffic Control Support Products</u>: Include Video Radar Maps, Controller Charts, and Minimum Safe Altitude Warning charts.</p>	<b>Destroy when superseded or obsolete.</b>	<b>N1-237-02-3 Item 2b Approved 11/14/06</b>
<b>7920</b>	<b>Aeronautical Publications</b>		
	<b>1. National Flight Data Digest (NFDD)</b> , consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.		
	a. Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-77-6 Item 5 Approved 6/13/77</b>
	b. Microfilm of original record.	<b>Destroy when 10 years old.</b>	<b>NC1-237-77-6 Item 5 Approved 6/13/77</b>

<b>7930</b>	<b>NOTAM Systems</b>		
	<b>1. Domestic and international NOTAM file</b> , consisting of teletype copies and related materials.		
	a. NOTAMs maintained by Air Traffic field facilities.	<b>Destroy 15 days after cancellation.</b>	<b>NC1-237-77-6 Item 2 Approved 6/13/77</b>
	b. NOTAMs maintained by the National Flight Data Center.	<b>Destroy 90 days after cancellation.</b>	<b>NC1-237-77-6 Item 2 Approved 6/13/77</b>
	<b>2. FDC NOTAM Files</b> , consisting of original FDC NOTAM and logbook containing identifier of affected location, description of text, date and time of issuance and cancellation.	<b>Transfer to FRC when 3 years old. Destroy when 8 years old.</b>	<b>NC1-237-77-6 Item 3 Approved 6/13/77</b>
<b>7940</b>	<b>Aeronautical Flight Data</b>		
	<b>1. Airport Validation Files</b> , 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.	<b>Transfer to FRC when 4 years old. Destroy when 9 years old.</b>	<b>NC1-237-77-6 Item 4 Approved 6/13/77</b>
	<b>2. Airspace, Obstruction, Airways/Route Files, Flight Procedures and NAVAID/Communication Files</b> , consisting of records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	<b>Transfer to FRC when 3 years old. Destroy when 8 years old.</b>	<b>NC1-237-77-7 Item 14 Approved 9/23/77</b>
<b>7950</b>	<b>Weather Observations, Aviation (Aeronautical Navigation Data Systems (AND))</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>7960</b>	<b>Chart and Publication Sales</b>		
<b>7980</b>	<b>Engine Generators</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

## Aviation Safety

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>8000</b>	<b>Aviation Safety</b>		
	<p><b>The records described below relate to type, production, and airworthiness certification of aircraft; inspection and surveillance of flight operations and maintenance activities of air carrier and general aviation aircraft; medical examination and certification of airmen, instructors, designated examiners, and air agencies; registration of aircraft and recordation of aircraft encumbrances; flight inspection; and the investigation of aircraft accidents, incidents, and violations.</b></p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>		
	<p>a. Agency office of primary interest.</p>	<p><b>Transfer to FRC when 4 years old. Destroy when 10 years old.</b></p>	<p><a href="#">NC1-237-77-3</a> Item 14 (1)(a) Approved 12/2/77</p>
	<p>b. Regional flight standards offices: correspondence files relating to regional planning, direction, control, and evaluation of assigned programs.</p>	<p><b>Transfer to FRC when 4 years old. Destroy when 10 years old.</b></p>	<p><a href="#">NC1-237-77-3</a> Item 14 (1)(b) Approved 12/2/77</p>
	<p>c. Regional flight standards offices: correspondence files other than those described elsewhere in this paragraph.</p>	<p><b>Destroy when 5 years old, EXCEPT that field narrative reports are to be destroyed when 2 years old.</b></p>	<p><a href="#">NC1-237-77-3</a> Item 14 (1)(c) Approved 12/2/77</p>
	<p>d. Flight standards field offices.</p>	<p><b>Destroy when 2 years old.</b></p>	<p><a href="#">NC1-237-77-3</a> Item 14 (1)(d) Approved 12/2/77</p>
	<p><b>2. General Correspondence Files (Engineering and Manufacturing Activities).</b> Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.</p>	<p><b>Destroy when 5 years old, EXCEPT files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under 8110, TYPE CERTIFICATION RECORD.</b></p>	<p><a href="#">NC1-237-77-3</a> Item 14 (2) Approved 12/2/77</p>

	<p><b>3. Aviation Safety Committee Files.</b> 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.</p>	<p><b>Destroy when 3 years old.</b></p>	<p><b>II-NNA-1017 Item 60 Approved 7/13/54</b></p>
	<p><b>4. Designee Case Files (Excluding Designated Medical Examiners).</b> 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>	<p><b>Destroy 5 years after designation becomes inactive.</b></p>	<p><b>II-NNA-1102 Item 16 Approved 7/12/54</b></p>
	<p><b>5. Evaluation and Surveillance Files.</b> 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.</p>	<p><b>Destruction not authorized</b></p>	
	<p><b>6. FAA Safety Recommendations.</b> Aircraft Certification documents relating to FAA Safety Recommendations.</p>		
	<p>a. 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.</p>	<p><b>TEMPORARY. Cut off when FAA classifies the recommendation in a closed status. Destroy 15 years after cutoff or when no longer needed for agency business, whichever is later.</b></p>	<p><b>N1-237-05-3 Item 6 Approved 5/29/06</b></p>
	<p>b. 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.</p>	<p><b>Temporary. Cut off at the end of the calendar year in which the accident/incident case is officially closed. Destroy 15 years after cutoff.</b></p>	<p><b>N1-237-05-3 Item 7 Approved 5/29/06</b></p>

	<p><b>7. Integrated Airman Certification and Rating Application (IACRA)</b></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> <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>	<p><b>Temporary. Destroy/Delete when form or related applications are superseded or obsolete.</b></p>	<p><b>N1-237-09-14</b> <b>Approved 3/25/10</b></p>
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	<p><b>8. Flight Standards Training Needs Assessment (FSTNA)</b>  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 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>	<p><b>Temporary. Destroy when superseded or obsolete, but may not be maintained longer than 5 years after the employee separates from the FAA.</b></p>	<p><b><a href="#">N1-237-09-17</a>  Approved 3/25/10</b></p>
	<p><b>9. Certification Project Management Tool (PMT) (8000.13)</b>   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.  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>	<p><b>Temporary. Cut off at the end of the FY in which 14 CFR part 121 certificate is surrendered or revoked. Destroy 5 years after cut off.</b></p>	<p><b><a href="#">N1-237-09-20</a>  Approved 3/25/10</b></p>

	<p><b>10. Vital Information System (VIS) and Program Tracking and Reporting Subsystem (PTRS) (8000.9)</b></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 procedural framework for Implementing and maintaining PTRS and NPTRS [National PTRS] NVIS and NPTRS are the FAA's systems of record for this information.</p>		<p><b>N1-237-09-21</b>  <b>Approved 3/29/10</b></p>
	<p><b>a. _VIS data</b>  <b>1. National</b>  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.</p>	<p><b>Temporary. Cut off at the end of the FY data covers. Delete immediately after cut off.</b></p>	<p><b>N1-237-09-21</b>  <b>Approved 3/29/10</b></p>
	<p><b>2. Local Data in the local database is a duplicate of the National data for each locality.</b></p>	<p><b>Temporary. Cut off at the end of the FY data covers. Delete immediately after cut off.</b></p>	<p><b>N1-237-09-21</b>  <b>Approved 3/29/10</b></p>
	<p><b>b. PTRS data</b>  (1) National Information is input from FAA Form 8000.36.</p>	<p><b>Temporary. Cut off at the end of the FY data covers. Delete 10 years after cut off.</b></p>	<p><b>N1-237-09-21</b>  <b>Approved 3/29/10</b></p>
	<p><b>3. Local</b>  Data in the local database is a duplicate of the National data for each locality.</p>	<p><b>Temporary. Cut off at the end of the FY data covers. Delete 5 years after cut off.</b></p>	<p><b>N1-237-09-21</b>  <b>Approved 3/29/10</b></p>

	<p><b>1. Air Transportation Oversight System (ATOS)</b>  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>		<p><b>N1-237-10-1</b>  <b>Approved 3/29/10</b></p>
	<p><b>a. Design Assessments</b>  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.  2) Certification includes inspector similar information plus analysis, assessment, and final certification.</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which trend analysis using this data is completed. Destroy 5 years after cut off or when system is replaced whichever is soonest.</b></p>	<p><b>N1-237-10-1</b>  <b>Approved 3/29/10</b></p>
	<p><b>b. Performance Assessments</b>  1) Element Performance Inspection data includes date of inspections, carrier information, inspector information, responses and comments to each question.  2) Analysis Package includes consolidation and summary data used to assess air carrier performance, and risk analysis.</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which trend analysis using this data is completed. Destroy 5 years after cut off or when system is replaced whichever is soonest.</b></p>	<p><b>N1-237-10-1</b>  <b>Approved 3/29/10</b></p>
	<p><b>c. Reports</b>  1. Observation Reports  2. Risk Assessment Reports</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which trend analysis using this data is completed. Destroy 5 years after cut off or when system is replaced whichever is soonest.</b></p>	<p><b>N1-237-10-1</b>  <b>Approved 3/29/10</b></p>
	<p><b>11. Flight Safety Investigations LogBook</b>   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>		<p><b>N1-237-10-16</b>  <b>Approved 3/29/10</b></p>
	<p><b>a. Master data file</b>  This system is a collection of surveillance data, vital information of operators, agencies and airmen, and accountability of job tasks.</p>	<p><b>Temporary. Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</b></p>	<p><b>N1-237-10-16</b>  <b>Approved 3/29/10</b></p>

	<b>b. Management and Activity Reports</b> 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.	<b>Temporary. Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</b>	<b>N1-237-10-16</b> <b>Approved 3/29/10</b>
	<b>c. Snapshot data (local copy)</b> 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.	<b>Temporary. Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</b>	<b>N1-237-10-16</b> <b>Approved 3/29/10</b>
<b>8010</b>	<b>Service Difficulty Program</b>		
	<b>1. Service Difficulty Program Files</b> , consisting of reports of malfunctions, failures and defects that might endanger the safe operation of aircraft, and related forms, summaries, microfilm, and data stored in magnetic tape.		
	a. Reporting forms, such as FAA Form 8070-1, Service Difficulty Report, Malfunction or Defect Report, prepared daily from information contained in original reports.	<b>Destroy when 1 year old or when the report status is closed, whichever is later.</b>	<b>NC-237-75-2</b> <b>Item 2</b> <b>Approved 11/5/74</b>
	b. Microfilm of reporting forms and related documents:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC-237-75-2</b> <b>Item 3</b> <b>Approved 11/5/74</b>
	(2) Microfilm of original records.	<b>Cutoff microfilm annually. Destroy when 5 years old.</b>	<b>NC-237-75-2</b> <b>Item 3</b> <b>Approved 11/5/74</b>
	c. Master tape record containing data extracted from source documents.	<b>Erase data when 5 years old at 90-day intervals.</b>	<b>NC-237-75-2</b> <b>Item 4</b> <b>Approved 11/5/74</b>
	d. Computer listings consisting of scheduled and special interrogation listings.	<b>Destroy when 5 years old or when no longer needed, whichever is later.</b>	<b>NC-237-75-2</b> <b>Item 5</b> <b>Approved 11/5/74</b>
	e. Daily summaries of service difficulty reports.		
	(1) Master copy maintained by the Regulatory Support Division.	<b>Destroy when 2 years old.</b>	<b>NC-237-75-2</b> <b>Item 6</b> <b>Approved 11/5/74</b>
	(2) All others.	<b>Destroy when 1 year old.</b>	<b>NC-237-75-2</b> <b>Item 6</b> <b>Approved 11/5/74</b>

	<p><b>Service Difficulty Reporting System (SDR) (8010.f)</b></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 &amp; Manufacturing may use data to develop Airworthiness Directives.</p>		<p><b>N1-237-10-4</b>  <b>Approved 3/29/10</b></p>
	<p><b>a. Master file database.</b>  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>	<p><b>Permanent. Cut off at the end of the fiscal year in which all activity is completed. Transfer to NARA 5 years after cut off.</b></p>	<p><b>N1-237-10-4</b>  <b>Approved 3/29/10</b></p>
<b>8020</b>	<b>Accident and Incident Investigation and Reporting</b>		
	<p><b>1. Aircraft Accident/Incident Report Packages.</b> 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.</p>	<p><b>Destroy 5 years after completion of investigation. (EXCEPTION: Packages relating to a particular accident or incident for which specific retention instructions are received will be disposed of on an individual basis. In an instance where a facility removed a tape recording as the result of a preliminary request of another facility or FAA office regarding its use in an accident or incident inquiry and no further data, formal or informal, is requested or provided, that tape recording will be returned to service 90 days after the date removed.)</b></p>	<p><b>II-NNA-1102</b>  <b>Item 23</b>  <b>Approved 7/12/54</b></p>
	<p><b>2. Aircraft Accident Review Files.</b> 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.</p>	<p><b>Destroy closed files when 5 years old.</b></p>	<p><b>352-S207</b>  <b>Item 110</b>  <b>Approved 2/5/52</b></p>
	<p><b>3. Aircraft Accident/Incident Investigation Files.</b> Case files relating to the reporting and investigation of aircraft accidents, and near midair collisions and other incidents.</p>		
	<p>a. Air carrier accident report and investigation files.</p>		

	(1) Files maintained by Office of Aviation Safety	<b>Transfer closed files to FRC when 2 years old. Destroy when 8 years old.</b>	<b>NN-168-81 Item 1 Approved 5/14/68</b>
	(2) All others.	<b>Destroy after necessary follow-up or corrective action is completed.</b>	<b>NN-168-81 Item 1 Approved 5/14/68</b>
	b. General aviation accident report and investigation files.		
	(1) Files maintained by Aviation System Standards.	<b>Destroy closed files when 3 years old.</b>	<b>NN-168-81 Item 2 Approved 5/14/68</b>
	(2) All others.	<b>Destroy after necessary follow-up or corrective action is completed.</b>	<b>NN-168-81 Item 2 Approved 5/14/68</b>
	c. Incident report and investigation files.		
	(1) Files maintained by the Office of Aviation Safety.	<b>Destroy closed files when 3 years old.</b>	<b>NN-168-81 Item 2 Approved 5/14/68</b>
	(2) Accident/incident investigation files, involving FAA aircraft or airmen, maintained by the AFS Senior Flight Safety Officer.	<b>Destroy closed files when 3 years old.</b>	<b>NN-168-81 Item 2 Approved 5/14/68</b>
	(3) All others.	<b>Destroy after necessary follow-up or corrective action is completed.</b>	<b>NN-168-81 Item 2 Approved 5/14/68</b>
	<b>4. Aircraft Accident and Pilot Violation Studies.</b> 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.	<b>Destruction not authorized.</b>	<b>Revalidation required</b>

	<p><b>5. September 11, 2001 (911 records)</b></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, 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.</p>		<p><b>N1-237-05-04</b>  <b>Approved 10/11/05</b></p>
	<p>a. Original records and audio re-recordings.</p>	<p><b>PERMANENT. Transfer to the National Archives and Records Administration.</b></p>	<p><b>N1-237-05-04</b>  <b>Item 1a</b>  <b>Approved 10/11/05</b></p>
	<p>b. Scanned images of original records.</p>	<p><b>TEMPORARY. Cut off when associated Images are removed from the FAA website. Delete withm 60 days of cutoff.</b></p>	<p><b>N1-237-05-04</b>  <b>Item 1b</b>  <b>Approved 10/11/05</b></p>
	<p><b>6. Accident and Incident Investigation Reporting (AIDS)</b>  An automated database system that relevant information concerning aviation accidents/incidents.</p>		
	<p>a. 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.</p>	<p><b>PERMANENT. Cut off every December 31 and transfer to NARA annually (or before January 31) in accordance with 36 CFR 1228.270 and related NARA instructions and guidance. NARA may destroy a previous version of the data after verification that a subsequent transfer contains the information in that version.</b></p>	<p><b>N1-237-05-2</b>  <b>Item 1a</b>  <b>Approved 8/18/05</b></p>

	(1) Specific Pilot Identifier. Pertains to the specific pilot name and certificate number fields maintained within the pilot information segment of the database.	<b>Delete the operating pilot's name and certificate number fields at the end of the month following the month in which they complete a 5-year event-free timeframe. The exception to this rule applies when a subsequent event has occurred with the same pilot within the 5-year period. When this transpires, the specific pilot identifier in the first or any subsequent records will remain on file until a 5-year event-free period occurs.</b>	<b>N1-237-05-2 Item 1a1 Approved 8/18/05</b>
	b. AIDS Inputs. FAA Form 8020-23, FAA Accident/Incident Report (or its equivalent).		
	(1) Original paper records.	<b>Destroy after determining image is an adequate substitute for the original.</b>	<b>N1-237-05-2 Item 1b1 Approved 8/18/05</b>
	(2) Image file.	<b>Delete when 3 years old.</b>	<b>N1-237-05-2 Item 1b2 Approved 8/18/05</b>
	c. 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.)	<b>Cut off at end of calendar year. Destroy 3 years after cutoff.</b>	<b>N1-237-05-2 Item 1c Approved 8/18/05</b>
	d. AIDS Documentation. Includes System administrator documentation, policy and procedures, data models, table definitions, code books, record layouts, user manuals, and data dictionaries.	<b>PERMANENT. Transfer a copy of the documentation to NARA with the files from the database. Transfer updates and changes with subsequent transfer of the files.</b>	<b>N1-237-05-2 Item 1d Approved 8/18/05</b>
	<b>7. Safety Recommendations.</b> Documents relating to Safety Recommendations generated by the NTSB or other sources.		

	a. Headquarters Files: These are files located at FAA headquarters in the Office of Aircraft Accident Investigation.	<b>TEMPORARY. Cut off when NTSB classifies the recommendation in a closed status. Destroy 100 years after cutoff or when no longer needed for agency business, whichever is later.</b>	<b>N1-237-05-3 Item 2 Approved 5/29/06</b>
	b. Regional Files. These files are located in the FAA regional offices.	<b>TEMPORARY. Destroy when associated safety recommendation files are destroyed.</b>	<b>N1-237-05-3 Item 3 Approved 5/29/06</b>
	(1) 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.	<b>TEMPORARY. Cut off at the end of the calendar year in which the accident/incident case is officially closed. Destroy 100 years after cutoff or when no longer needed for agency business whichever is later.</b>	<b>N1-237-05-3 Item 4 Approved 5/29/06</b>
	(2) 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.	<b>TEMPORARY. Cut off at the end of the calendar year in which the accident/incident case is officially closed. Destroy 15 years after cutoff.</b>	<b>N1-237-05-3 Item 5 Approved 5/29/06</b>
	<b>8. Lessons Learned From Transport Airplane Accidents Library.</b> 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.		
	a. Library Database Records.		

	(1) Library Database. Database records containing descriptive information and metadata for each library record including file name and location, accident, category, and other contextual information.	<b>PERMANENT. Transfer a copy of the master file to NARA every five years when transferring the library documents. Consult with NARA to determine the applicable format standards at the time of transfer.</b>	<b>N1-237-10-17;</b> <b>Approved July 18, 2011</b>
	b. 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.	<b>PERMANENT. Transfer every five years. Consult with NARA to determine the applicable format standards at the time of transfer.</b>	<b>N1-237-10-17;</b> <b>Approved July 18, 2011</b>
<b>8025</b>	<b>Medical Investigation of Aircraft Accidents</b>		
	<b>1. Medical Investigation of Aircraft Accidents Records.</b> Case files maintained by Civil Aeromedical Institute documenting the investigation of medical aspects of civil aviation accidents. Includes accident reports, autopsy and toxicological reports, and related correspondence.		
	a. Case files involving investigation of fatal accidents.	<b>Transfer closed files to FRC when 5 years old. Destroy when 25 years old.</b>	<b>N1-237-77-7</b> <b>Item 7</b> <b>Approved 9/23/77</b>
	b. Case files involving investigation of non-fatal accidents.	<b>Dispose of in accordance with item 8020(3).</b>	<b>N1-237-77-7</b> <b>Item 7</b> <b>Approved 9/23/77</b>
	c. Card file on airmen involved in general aviation accidents of special medical interest.	<b>Destroy when 50 years old.</b>	<b>N1-237-77-7</b> <b>Item 7</b> <b>Approved 9/23/77</b>
<b>8030</b>	<b>Violation Investigation and Reporting</b>		
	<b>1. Violation Report and Investigation Files.</b> 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.		<b>N1-237-92-3</b> <b>Item 1</b> <b>Approved 5/20/94</b>
	a. Regional Flight Standards offices.	<b>Destroy closed files in agency when necessary follow-up and corrective action is completed.</b>	<b>N1-237-92-3</b> <b>Item 1a</b> <b>Approved 5/20/94</b>

	b. Flight Standards field offices.		<b>N1-237-92-3</b> <b>Item 1b</b> <b>Approved 5/20/94</b>
	(1) Records relating to violations which result in legal enforcement action.		<b>N1-237-92-3</b> <b>Item 1b1</b> <b>Approved 5/20/94</b>
	(a) Official Case File.	<b>Transfer to the Office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150 Item 1 of this order.</b>	<b>N1-237-92-3</b> <b>Item 1b1a</b> <b>Approved 5/20/94</b>
	(b) Copies of the Official Case File maintained by the Flight Standards Investigating Office.	<b>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)</b>	<b>N1-237-92-3</b> <b>Item 1b1b</b> <b>Approved 5/20/94</b>
	(2) Records relating to violations which result in administrative enforcement action.	<b>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)</b>	<b>N1-237-92-3</b> <b>Item 1b2</b> <b>Approved 5/20/94</b>
	(3) Records resulting in “no action”.	<b>Destroy 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)</b>	<b>N1-237-92-3</b> <b>Item 1b3</b> <b>Approved 5/20/94</b>
	(4) Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.	<b>Destroy 1 month after the date of successful completion of reexamination or proof of qualification.</b>	<b>N1-237-92-3</b> <b>Item 1b4</b> <b>Approved 5/20/94</b>
	c. Flight Standards Washington Headquarters Divisions.	<b>Destroy 1 year after the case is closed in the EIS.</b>	<b>N1-237-92-3</b> <b>Item 1c</b> <b>Approved 5/20/94</b>
<b>8040</b>	<b>Regulatory</b>		
	<b>1. Aviation Safety Files Flight Standards Regulations Files.</b> Case files relating to the development and formulation of Civil Air Regulations (CAR) and Federal Aviation Regulations (FAR), special conditions, airworthiness directives, Airworthiness and Operations Review Program and related rulemaking activities, denials of petitions for rulemaking, grants or denials of exemption petitions and amendments or denials of reconsideration of operations specifications.		

	a. Agency Office of Primary Interest.		
	(1) Civil Air Regulations (CAR), Federal Aviation Regulations (FAR), and Airworthiness Directives.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy 15 years after the issued date of final rule or withdrawal notice.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(c) If not microfilmed.	<b>Transfer closed files to FRC 10 years from the issued date of final rule or withdrawal notice. Destroy when 15 years old</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(2) Special conditions.	<b>Transfer closed files to FRC 2 years from issued date. Destroy when 5 years old.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(3) Airworthiness and Operations Review Program and related rulemaking activities.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy 15 years from the issued date of final rule or withdrawal notice.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(c) If not microfilmed.	<b>Transfer to FRC 2 years from the issued date of final rule or withdrawal notice. Destroy when 7 years old.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(4) Denials of petitions for rulemaking.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(b) Microfilm of original records.	<b>Destroy closed files 5 years from the denial date.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>
	(c) If not microfilmed	<b>Transfer closed files to FRC 2 years from the denial date. Destroy when 5 years old.</b>	<b>NC1-237-83-1 Item 11 Approved 11/30/83</b>

	(5) Petitions for exemptions.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy 5 years from the grant or denial date.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(c) If not microfilmed.	<b>Transfer closed files to FRC 2 years from the grant or denial date. Destroy when 5 years old.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(6) Petitions for reconsideration of operations specifications.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy 5 years from date of amendment or denial date.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(c) If not microfilmed.	<b>Transfer closed files to FRC 2 years from the date of amendment or denial. Destroy when 5 years old.</b>	<a href="#">NCI-237-83-1</a> Item 11 Approved 11/30/83
	(d) Regional Flight Standards offices.	<b>Destroy when 10 years old, EXCEPT that drafts and comments on proposed FARs and CAR's are to be destroyed when no longer needed.</b>	II-NNA-1017 Item 58 Approved 7/13/54
	<b>2. Flight Standards Regulations Waiver Files.</b> Documents maintained by Flight Standards field offices relating to waivers of flight safety regulations (other than by air carriers).	<b>Destroy 1 year after expiration of the waiver period.</b>	II-NNA-1102 Item 20 Approved 7/12/54
	<b>3. National Transportation Safety Board (NTSB) Recommendations.</b> Case files of safety recommendations, resulting from accidents/ incidents of various aircraft, correspondence and documents used in the development and formation of Airworthiness Directives (AD's). Correspondence addressed to the FAA Administrator and Congressional responses.		

	a. Records not microfilmed.	<b>Transfer closed files to FRC 10 years after issued date of AD's. Destroy when 15 years old.</b>	<b>NC1-237-83-1 Item 13 Approved 11/30/83</b>
	b. If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 13 Approved 11/30/83</b>
	(2) Microfilm of original records.	<b>Destroy 20 years from issued date of AD's.</b>	<b>NC1-237-83-1 Item 13 Approved 11/30/83</b>
	<b>4. Preambles and Code of Federal Regulations (CFR).</b> History sheets, background, and justification of rules pertaining to CAR's, FAR's, and CFR's, as they relate to aviation safety rulemaking activities.		
	a. Preamble, CFR, and history sheets. Microfilm a 5-year block in accordance with 36 CFR 1230.	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	<b>NC1-237-83-1 Item 14 Approved 11/30/83</b>
	b. Microfilm of original records.	<b>Destroy when no longer needed for administrative use.</b>	<b>NC1-237-83-1 Item 14 Approved 11/30/83</b>
	<b>Flight Activity Crew Tracking System (FACTS) (8040.5)</b>  FAA National Flight Program participants use the system to track/record the use of FAA-owned aircraft and crewmember currency and activity. It is also use by Flight Standards Service to allocate financial resources for the purpose of airmen currency. The legal basis is DOT Order 6050.1, Management and Use of Department of Transportation Aircraft; the U.S. Government Aircraft Cost Accounting Guide; FAA Order 4040.9, FAA Aircraft Management Program; OMB Circular A-126, Improving the Management and Use of Government Aircraft, and 41 CFR Part 102.33, Management of Government Aircraft. The User Manual describes the content, purpose and function of the records in this system.  Some records in the system are duplicated in data held by Technical Operations Aviation System Standards, AJW-3; budget records, Airmen/Aircraft Registry, AFS-700; and Federal Aviation Interactive Reporting System (FAIRS).  FAA Flight Program Offices input data into this application.	<b>Temporary. Delete when data is superseded or no longer needed or becomes obsolete, whichever is soonest.</b>	<b>N1-237-10-11 Approved 3/29/10</b>

<b>8041</b>	<b>Airworthiness Certification Aircraft</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8050</b>	<b>Aircraft Registration and Recordation</b>		
	<b>Registry Modernization System: Aircraft Records</b>		
	Inputs		
	<b>1. Aircraft Registration and Recordation Files.</b> 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.		
	a. Original paper records.		<b>N1-237-04-3 Item 1a Schedule approved signed 6/9/05</b>
	(1) Records that are imaged. (8050 Item)	<b>Destroy or return to submitter after converting to an electronic image and determining image is an adequate substitute for the original.</b>	<b>N1-237-04-3 Item 1a1 Schedule approved signed 6/9/05</b>
	(2) Records that are not imaged. (8050 Item)	<b>PERMANENT. Transfer to the National Archives when no longer needed.</b>	<b>N1-237-04-3 Item 1a2 Schedule approved signed 6/9/05</b>
	(3) All other tables		<b>N1-237-04-3 Item 1a3 Schedule approved signed 6/9/05</b>

	<p>b. Microfiche copy.</p>	<p><b>Destroy after alternative copy (e.g., scanned image) is accepted as an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 1b Schedule approved signed 6/9/05</b></p>
	<p>c. Aircraft Records Retrieval and Storage Program (ARRAS) microfiche locator system records.</p> <p><b>This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).</b></p>	<p><b>Disposition: Delete upon removal of microfiche copies from the electronic storage unit.</b></p>	<p><b>N1-237-04-3 Item 1c Schedule approved signed 6/9/05</b></p>
	<p>d. Daily Documents. Copy of documents stored on a media outside RMS (e.g., microfilm and compact disk) and arranged by date received.</p> <p><b>This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).</b></p>	<p><b>Disposition: Cut off at end of calendar year in which copy was created. Destroy microfilm 30 years after filming date.</b></p>	<p><b>N1-237-04-3 Item 1d Schedule approved signed 6/9/05</b></p>
	<p><b>2. Assignment Cards.</b> 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.</p> <p><b>This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).</b></p>	<p><b>Disposition: Cut off at end of calendar year in which electronic image was created. Destroy 5 years after cut off.</b></p>	<p><b>N1-237-04-3 Item 2 Schedule approved signed 6/9/05</b></p>
	<p><b>3. Signature Authorization Files.</b> 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.</p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 3 Schedule approved signed 6/9/05</b></p>
	<p><b>4. Export Certificate of Airworthiness Files.</b> 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.)</p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 4 Schedule approved signed 6/9/05</b></p>

	<p><b>5. Export Certificate Number Assignment Cards.</b> 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.</p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 5 Schedule approved signed 6/9/05</b></p>
	<p><b>6. Engine, Propeller and Spare Parts Location Recordation Files.</b> (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.</p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 6 Schedule approved signed 6/9/05</b></p>
	<p><b>7. Engine, Propeller and Spare Parts Location Cards.</b> 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.</p> <p><b>This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).</b></p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 7 Schedule approved signed 6/9/05</b></p>
	<p><b>8. Dealer’s Aircraft Registration Certificate Files.</b> (8050 Item 3) Paper case files documenting holders of dealers’ aircraft registration certificates. Files include registration certificate applications and related correspondence.</p>	<p><b>Destroy after determining image is an adequate substitute for the original. (This authority supercedes NC1-237-78-2 item 1.)</b></p>	<p><b>N1-237-04-3 Item 8 Schedule approved signed 6/9/05</b></p>
	<p><b>9. Recording Books.</b> 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.</p> <p><b>This item is or will no longer be created upon full implementation of the Registry Modernization System (RMS).</b></p>	<p><b>Destroy after determining image is an adequate substitute for the original.</b></p>	<p><b>N1-237-04-3 Item 9 Schedule approved signed 6/9/05</b></p>
	<p><b>MASTER FILES</b></p>		

	<p><b>10. Image Files.</b> 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.</p>		<p><b>N1-237-04-3</b>  <b>Item 10</b>  <b>Schedule approved signed 6/9/05</b></p>
	<p>a. Aircraft Registration and Recordation Files, Assignment Cards, and Signature Authorization Files</p>	<p><b>PERMANENT. Cut off when images are designated to be deleted from the system. Transfer copies of these images to the National Archives (NARA) by the end of the calendar year in which they are cut off in a format approved by NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</b></p>	<p><b>N1-237-04-3</b>  <b>Item 10a</b>  <b>Schedule approved signed 6/9/05</b></p>
	<p>b. All other records.</p>	<p><b>Delete images 1) when the information in them is 75 years old, or 2) when it is determined that the associated aircraft is no longer in existence plus 25 years, or when no longer needed, whichever is longer.</b></p>	<p><b>N1-237-04-3</b>  <b>Item 10b</b>  <b>Schedule approved signed 6/9/5</b></p>
	<p><b>11. Image Files Indexes.</b> These data files contain text used to search electronic images of records.</p>		<p><b>N1-237-04-3</b>  <b>Item 11</b>  <b>Schedule approved signed 6/9/05</b></p>
	<p>a. Aircraft Registration and Recordation Files, Assignment Cards, and Signature Authorization Files image files indexes.</p>	<p><b>PERMANENT. Cut off when associated images are designated to be deleted from the system.</b></p> <p><b>Transfer copies to the National Archives (NARA) by the end of the calendar year in which they are cut off in a format approved by NARA in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</b></p>	<p><b>N1-237-04-3</b>  <b>Item 11a</b>  <b>Schedule approved signed 6/9/05</b></p>

	b. All other records image files indexes.	Delete images files indexes 1) when the information in the associated image is 75 years old, or 2) when it is determined that the associated aircraft is no longer in existence plus 25 years, or when no longer needed, whichever is longer.	<b>N1-237-04-3</b> <b>Item 11b</b> <b>Schedule approved</b> <b>signed 6/9/05</b>
	<b>12. Aircraft Registration Database (AR).</b> This dynamic data file contains <i>current</i> 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.		<b>N1-237-04-3</b> <b>Item 12</b> <b>Schedule approved</b> <b>signed 6/9/05</b>
	a. 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.	<b>PERMANENT. Copy on the last business day of every calendar year and transfer to NARA annually (within 30 days) in accordance with 36 CFR 1228.270 and related NARA instructions and guidance.</b>	<b>N1-237-04-3</b> <b>Item 12a</b> <b>Schedule approved</b> <b>signed 6/9/05</b>
	b. All other tables.	<b>Destroy when no longer needed for agency business</b>	<b>N1-237-04-3</b> <b>Item 12b</b> <b>Schedule approved</b> <b>signed 6/9/05</b>
	<b>OUTPUTS</b>		
	<b>13. Listings of U.S. Civil Aircraft.</b> 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.		<b>N1-237-04-3</b> <b>Item 13</b> <b>Schedule approved</b> <b>signed 6/9/05</b>

	a. U.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.		
	(1) January listings (containing December data) through 2004.	<b>PERMANENT. Transfer copies of listings to the National Archives.</b>	<b>N1-237-04-3 Item 13a1 Schedule approved signed 6/9/05</b>
	(2) All other listings.	<b>Destroy when 30 years old or when no longer needed for agency business, whichever is longer.</b>	<b>N1-237-04-3 Item 13a2 Schedule approved signed 6/9/05</b>
	b. Reserve N-Numbers and Reserve Party.	<b>Cut off at end of calendar year. Destroy 3 years after cutoff.</b>	<b>N1-237-04-3 Item 13b Schedule approved signed 6/9/05</b>
	c. Document Index – Collateral and Doc	<b>Destroy when no longer needed for agency business.</b>	<b>N1-237-04-3 Item 13c Schedule approved signed 6/9/05</b>
	<b>14. Other.</b>  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.	<b>Destroy when no longer needed for agency business.</b>	<b>N1-237-04-3 Item 14 Schedule approved signed 6/9/05</b>
	<b>DOCUMENTATION</b>		
	<b>15. RMS documentation</b> regarding aircraft records including code books, record layouts, user manuals, and data dictionaries.		<b>N1-237-04-3 Item 15 Schedule approved signed 6/9/05</b>
	a. For permanent electronic records.	<b>PERMANENT. Transfer to National Archives along with permanent records.</b>	<b>N1-237-04-3 Item 15a Schedule approved signed 6/9/05</b>

	b. For temporary electronic records.	<b>Destroy when no longer needed for agency business.</b>	<b>N1-237-04-3</b> Item 15b Schedule approved signed 6/9/05
	<b>16. Truth in Leasing File</b>  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.		<b>N1-237-04-3</b> Item 16 Schedule approved signed 6/9/05
	a. Original paper records.	<b>Destroy after determining image (e.g., microfilm or electronic image) is an adequate substitute for the original records.</b>	<b>N1-237-04-3</b> Item 16a Schedule approved signed 6/9/05
	b. Images (e.g., microfilm or electronic image).	<b>Cut off at the end of the calendar year in which the original record was received. Destroy 40 years after cutoff.</b>	<b>N1-237-04-3</b> Item 16b Schedule approved signed 6/9/05
	<b>17. Foreign Aircraft Leases</b>  These records are received by the FAA in compliance with regulation 14 CFR Sections 121.153 and 135.25.		<b>N1-237-04-3</b> Item 17 Schedule approved signed 6/9/05
	a. Original paper records.	<b>Destroy after determining image (e.g. microfilm or electronic image) is an adequate substitute for the original records.</b>	<b>N1-237-04-3</b> Item 17a Schedule approved signed 6/9/05
	b. Images (e.g. microfilm or electronic image).	<b>Cut off at the end of the calendar year in which the original record was received. Destroy 40 years after cutoff.</b>	<b>N1-237-04-3</b> Item 17b Schedule approved signed 6/9/05
<b>8060</b>	<b>Airman Records</b>		
	<b>Registry Modernization System: Airman Certification Records</b>		
	<b>A. INPUTS</b>		<b>N1-237-04-3</b> Item 18 Schedule approved signed 6/9/05

	<b>1. Airman Certification Files.</b> 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.		
	(a) Original paper records.	<b>Destroy when the copy (e.g., microfilm or digital image) is determined to be an adequate substitute for the original.</b>	
	(b) Microfilm copies of the original records and pertinent indices.		<b>N1-237-06-1 Item a Approved 12/12/2005</b>
	(1) Not digitized	<b>Cut off microfilm annually. Destroy when 60 years old or when no longer needed, whichever is later, except for indices pertaining to microform copies of Enforcement Records. Indices pertaining to microform copies of Enforcement Records shall be destroyed in accordance with paragraph 2150 Item 5 of this order.</b>	<b>N1-237-06-1 Item 1al Approved 12/12/2005</b>
	(2) digitized.	<b>Destroy when the digital copy is determined to be an adequate substitute for the original.</b>	<b>N1-237-06-1 Item 1ala Approved 12/12/2005</b>
	c. Digital image copies and pertinent indices.	<b>Cut off annually. Destroy 60 years after cutoff or when no longer needed, whichever is later, except for records of and indices pertaining to Enforcement Records. Enforcement Records and related indices shall be destroyed in accordance with paragraph 2150 Item 5 of this order.</b>	<b>N1-237-06-1 Item 1alc Approved 12/12/2005</b>

	d. Born-digital records.	<b>Cut off annually. Destroy 60 years after cutoff or when no longer needed, whichever is later.</b>	<b>N1-237-06-1 Item 1ald Approved 12/12/2005</b>
	<b>B. MASTER FILES</b>		<b>N1-237-06-1 Item 1b Approved 12/12/2005</b>
	(1) 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.	<b>Delete records when the information in them is at least 60 years old or when no longer needed, whichever is longer.</b>	<b>N1-237-06-1 Item 1b1 Approved 12/12/2005</b>
	d. Born-digital records.	<b>Cut off annually. Destroy 60 years after cutoff or when no longer needed, whichever is later.</b>	<b>N1-237-06-1 Item b1d Approved 12/12/2005</b>
	<b>C. OUTPUTS</b>		<b>N1-237-06-1 Item 1c Approved 12/12/2005</b>
	(1) (FAA Item 8060.1.c) This system is used to create various reports for reference and tracking purposes by employees as well as certificates and copies of documents to be mailed to airmen.	<b>Destroy when no longer needed to conduct agency business.</b>	<b>N1-237-06-1 Approved 12/12/2005</b>
	<b>2. Student Pilot Certification Files.</b> (These records are filed with Airman Certification Files.		
	<b>3. Foreign License Verification Files.</b> (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.	<b>Cut off files at end of calendar year in which foreign license verified. Destroy 6 months after cutoff.</b>	<b>N1-237-06-1 Item 3 Approved 12/12/2005</b>

	<b>4. Crewmember Passport Files.</b> 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.	<b>Cut off at the end of calendar year. Destroy 5 years after cut-off</b>	<b>N1-237-05-1 Item 1 Approved 7/13/05</b>
	<b>5. Crewmember Passport Correspondence to the State Department.</b> These files consist of applicant requests, lists of applicants, approved applications, and correspondence to and from the State Department, and verifications of approved certificates.	<b>Temporary –Cut off at the end of calendar year  Destroy 5 years after cut-off</b>	<b>NC1-237-84-1 Item 2 Approved 10/1984</b>
<b>8065</b>	<b>Airman Medical Records</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8070</b>	<b>Data Acquisition, Processing, and Analysis</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8071</b>	<b>Flight Inspection Data Operations and Control</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8080</b>	<b>Airmen Knowledge Tests</b>		
	<b>1. Airman Knowledge Test Active Files.</b> Master copies of current tests, and related revisions, comments, statistical analyses, and significant background documents, maintained by the Regulatory Support Division, AFS-600.	<b>Transfer to airman knowledge test inactive file (item 8080(2) below) when test becomes inactive.</b>	<b>NC1-237-77-3 Item 21 Approved 12/2/77</b>
	<b>2. Airman Knowledge Test Inactive Files.</b> 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).	<b>Destroy when 4 years old.</b>	<b>NC1-237-77-3 Item 22 Approved 12/2/77</b>
	<b>3. Delete this item in its entirety.</b> 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.		

	a. Originals maintained by the Airman/Aircraft Registry.	<b>Transfer to FRC when 1 year old. Destroy when 4 years old.</b>	<b>NC1-237-77-3</b> Item 23a Approved 12/2/77
	b. Copies of completed answer sheets retained by offices administering the tests.	<b>Destroy when 60 days old by burning, or other authorized means.</b>	<b>NC1-237-77-3</b> Item 23b Approved 12/2/77
	<b>4. Airman Knowledge Test Distribution Files.</b> 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.	<b>Destroy 1 year after the test is superseded or otherwise becomes inactive.</b>	<b>NN-172-98 Item 3</b> Approved 7/12/54
<b>8081</b>	<b>Airmen Practical Flight Testing Standards</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8090</b>	<b>National Aviation Safety Inspection Program</b>		
	<b>1. Inspection files of the National Aviation Safety Inspection Program (NASIP), Regional Aviation Safety Inspection Program (RASIP), and Office Aviation Safety Inspection Program (OASIP).</b> 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.		
	a. Flight Standards Certification and Surveillance Division.	<b>Destroy after 2 years</b>	<b>N1-237-04-1</b> Item 1a Approved 10/13/04
	b. Regional Flight Standards Offices.	<b>Destroy 4 years after follow-up and corrective action is completed or when superceded by another NASIP, RASIP or OASIP inspection.</b>	<b>N1-237-04-1</b> Item 1b Approved 10/13/04
	c. Flight Standards Field Offices.	<b>Destroy 4 years after follow-up and corrective action is completed or when superceded by another NASIP, RASIP or OASIP inspection.</b>	<b>N1-237-04-1</b> Item 1c Approved 10/13/04
	<b>2. NASIP Annual Reports</b>	<b>PERMANENT. Transfer to the National Archives when 5 years old.</b>	<b>N1-237-04-1</b> Item 2 Approved 10/13/04

	<p><b>3. Advanced Qualification Program Database</b>  <b>The Advanced Qualification Program (AQP) is a voluntary program for airlines to create training programs and evaluate proficiency.</b> 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>	<p><b>Temporary. Cut off at end of fiscal year in which course completed or score entered. Delete when 10 years old or when no longer needed for reference, statistics or when information is superseded or becomes obsolete, whichever is sooner.</b></p>	<p><b><a href="#">N1-237-10-003</a></b>  <b>Approved 3/29/10</b></p>
	<p><b>4. Voluntary Disclosure Reporting Program System (VDRP) 8090.5</b>  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, 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.</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which all activity related to the reported violation is completed. Migrate data when system is updated or replaced. Delete/Destroy ten years after cut off.</b></p>	<p><b><a href="#">N1-237-09-22</a></b>  <b>Approved 3/29/10</b></p>
	<p><b>Advanced Qualification Program Database (8090.3)</b>  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>	<p><b>Temporary. Cut off at end of fiscal year in which course completed or score entered. Delete when 10 years old or when no longer needed for reference, statistics or when information is superseded or becomes obsolete, whichever is sooner.</b></p>	<p><b><a href="#">N1-237-10-3</a></b>  <b>Approved 3/29/10</b></p>
<b>8100</b>	<b>Airworthiness Certification</b>		
	<p><b>Aircraft Airworthiness Maintenance Files.</b> 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.</p>	<p><b>Destroy when 5 years old.</b></p>	<p><b><a href="#">II-NNA-1102</a></b>  <b>Item 33</b>  <b>Approved 7/12/54</b></p>

<b>8101</b>	<b>Aircraft Certification Directorate Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8102</b>	<b>Aircraft Airworthiness Maintenance Files</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8110</b>	<b>Type Certification</b>		
	<b>1. Aircraft Engineering Case Files.</b> 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.		
	a. Aircraft case files maintained by regional/field aircraft certification offices	<b>Transfer inactive files to FRC. Destroy when aircraft no longer in existence.</b>	<b><a href="#">NC1-237-77-3</a> Item 24 Approved 12/2/77</b>
	(1) 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.	<b>PERMANENT. Cut off when approved. Transfer to FRC when no longer needed on-site. Transfer to NARA 100 years after cutoff.</b>	<b><a href="#">N1-237-05-3</a> Item 8 Approved 5/29/06</b>
	(2) 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.	<b>PERMANENT. Cut off when approved. Transfer to FRC when no longer needed on-site. Transfer to NARA 100 years after cutoff.</b>	<b><a href="#">N1-237-05-3</a> Item 9 Approved 5/29/06</b>

	(3) 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.	<b>Disposition not authorized at this time.</b>	
	(4) Foreign Aircraft Supplemental Type Certificate Case Files. Product case files maintained by regional/field offices for which the United States is not the state of design.	<b>Disposition not authorized at this time</b>	
	(5) 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.	<b>Cut off at the end of fiscal year in which project terminated. Destroy 1 year after cutoff.</b>	<b>N1-237-05-3 Item 10 Approved 5/29/06</b>
	b. Equipment case files maintained by regional/field flight standards offices. <b>NOTE: Aircraft Certification offices. Equipment case files maintained by regional/field flight standards offices.</b> See specific PMA and TSO retention instructions under designated file codes in major subject classes 8110, 8120 and 8150.	<b>Destroy in agency 10 years after it is established that a specific type of equipment no longer exists.</b>	<b>NC1-237-77-3 Item 24b Approved 12/2/77</b>
	<b>2. Engineering Parts Manufacturer Approval (PMA) Files.</b> 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.		<b>N1-237-05-3 Item 11 Approved 5/29/06</b>
	a. 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.	<b>TEMPORARY. Cut off when canceled, surrendered, withdrawn, or otherwise terminated. Transfer to FRC when no longer needed on-site. Destroy 10 years after cutoff.</b>	<b>N1-237-05-3 Item 11a Approved 5/29/06</b>
<b>8120</b>	<b>Production Certification</b>		
	<b>1. Certificate Management Evaluations – External Records.</b> 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		<b>II-NNA-1017 Item 77</b>

	a. Headquarters Planning Files. Includes general program guidance and management documents such as: program committee meeting minutes, schedules, and office and directorate reports.	<b>TEMPORARY. Cut off at end of fiscal year in which completed. Destroy 3 years after cutoff.</b>	<b>N1-237-05-3 Item 12 Approved 5/29/06</b>
	b. 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.	<b>TEMPORARY. Cut off when evaluation is completed. Destroy at the end of the fiscal year in which cutoff.</b>	<b>N1-237-05-3 Item 13 Approved 5/29/06</b>
	c. 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.	<b>TEMPORARY. Cut off when evaluation completed. Destroy 5 years after cutoff.</b>	<b>N1-237-05-3 Item 14 Approved 5/29/06</b>
	<b>2. Production Approval Records.</b> 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).		
	a. 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.	<b>TEMPORARY. Cut off when surrendered, suspended, revoked, or otherwise terminated. Destroy 10 years after cutoff.</b>	<b>N1-237-05-3 Item 15 Approved 5/29/06</b>
<b>8121</b>	<b>Production Approval And Surveillance Procedures</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

8122	<b>Suspected Unapproved Parts Program</b>		
	<p>The National Suspected Unapproved Parts (SUP) Program Office addresses the issues surrounding aircraft parts suspected of not meeting regulatory requirements. The office was created to develop and disseminate policy and procedures for the FAA, as well as develop and implement inspector training for SUP investigations. The office serves as a primary collection point of notifications to the FAA regarding suspect parts. The office provides technical support to FAA and industry regarding SUP; maintains an automated information system for tracking SUP notifications and investigations and analyzing data; and provides program oversight and review of SUP related enforcement actions and audits. SUP Investigations are conducted by the FAA to identify and address unapproved parts that do not meet the requirements of the Code of Federal Regulations Title 14 parts 21.43 and 91.</p> <p>Investigative Case Files contain investigative materials pertaining to a SUP case and may include Suspected Unapproved Parts Notifications (FAA Form 8120-11 or its equivalent); photographs; notes; copies of records obtained during the investigation; witness statements as applicable; documented interviews, briefing papers, records of telephone conversations and meetings; formal agency letters and memorandums, correspondence by entities under investigation containing responses to allegations; copies of e-mail messages with various interested parties requesting information, relaying information, describing issues, and summarizing discussions; copies of Airworthiness Directives, Unapproved Parts Notifications, or other Field Notifications drafted or Issued (including Unapproved Parts Notifications, Flight Standards Information Bulletins, and Aviation Maintenance Alerts); information about the procedures implemented to remove the unapproved parts from the system; and Suspected Unapproved Parts Case Closure Guide (FAA Form 8120-13 or its equivalent). When parts are obtained during the course of an investigation, the action office completes and files an Aircraft/Parts Identification and Release (FAA Form 8020-2 or its equivalent) and a Chain of Custody Receipt (FAA Form 1600-70 or its equivalent) for all parts received.</p>		

	<p>All investigative case files also contain SUP Status Reports (FAA Form 8120-12 or its equivalent) This form contains information about all aspects of the case including the SUP case number, case start and close dates, names of law enforcement authorities involved, description of the SUP event/complaint, information about the company being investigated, information about the suspected unapproved part, corresponding EIR number(s), and a closeout synopsis outlines what the issues were, what the findings were, and what action was taken to address the findings. Each case file may contain several updated copies of this form. The office currently prints and files a copy of the report each time information is added to it and then prints and files the finalized version</p> <p>This series of records also includes files for resolved SUP notifications. These are notifications the FAA received but which did not provide sufficient information to show an investigation was warranted.</p> <p>This Records Disposition Authority expands Item No. 8122 in the Federal Aviation Administration's <i>Records Organization, Transfer, and Destruction Standards</i> manual.</p>		
	<p><b>1. Investigative Files and Resolved Notifications.</b> 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.</p>	<p><b>Transfer to FRC three years after closure date</b></p> <p><b>Destroy 5 years after transfer date</b></p>	<p><b>N1-237-02-2</b> <b>Item 1</b> <b>Approved 8/28/03</b></p>
	<p>a. Paper Case Files. Investigative materials pertaining to a 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.</p>	<p><b>TEMPORARY. Cut off files at end of calendar year in which cases closes or in which notification is resolved. Retire to FRC 3 years after cut-off. Destroy 8 years after cut-off</b></p>	<p><b>N1-237-02-2</b> <b>Item 1a</b> <b>Approved 8/28/03</b></p>
	<p>b. Electronic Mail and Word Processing System Copies.</p>		<p><b>N1-237-02-2</b> <b>Approved 8/28/03</b></p>
	<p>1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p><b>Temporary. Destroy/destroy within 180 days after the recordkeeping copy has been produced.</b></p>	<p><b>N1-237-02-2</b> <b>Approved 8/28/03</b></p>

	2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Temporary. Delete when dissemination, revision, or updating is complete.</b>	<b>NI-237-02-2</b> <b>Approved 8/28/03</b>
<b>8130</b>	<b>Original Airworthiness</b>		
	<b>1. Field Airworthiness Certification and Approval Files.</b> Correspondence, applications, statements of conformity, copies of certificates, number assignment cards, and related documents maintained by regional manufacturing branch offices and Manufacturing Inspection District Offices (MIDO).		
	a. Civil airworthiness files.	<b>Destroy closed case files 2 years after certificate is issued.</b>	<b>NC1-237-77-3</b> <b>Item 26a</b> <b>Approved 12/2/77</b>
	b. Military airworthiness files.	<b>Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificates to be retained in issuing office until aircraft is no longer in existence.</b>	<b>NC1-237-77-3</b> <b>Item 26b</b> <b>Approved 12/2/77</b>
	c. Export airworthiness files.	<b>Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificate to be retained by the issuing office until aircraft is no longer in existence.</b>	<b>NC1-237-77-3</b> <b>Item 26c</b> <b>Approved 12/2/77</b>
<b>8150</b>	<b>Technical Standard Order (TSO)</b> (Note: manufacturing TSO documents are filed under major subject class 8120)		
	<b>1. Engineering TSO Development Documents.</b> 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.	<b>TEMPORARY. Cut off when canceled, surrendered, withdrawn, or otherwise terminated. Destroy 100 years after cutoff or when no longer needed for agency business, whichever is later.</b>	<b>NI-237-05-3</b> <b>Item 16</b> <b>Approved 5/29/06</b>
	<b>2. Engineering TSOA documents related to specific manufacturers, models, products or facilities, to include:</b> 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.	<b>TEMPORARY. Cut off when surrendered, withdrawn, or otherwise terminated. Destroy 10 years after cutoff.</b>	<b>NI-237-05-3</b> <b>Item 17</b> <b>Approved 5/29/06</b>

<b>8200</b>	<b>Flight Inspection</b>		
	<b>1. General Correspondence Files.</b> Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.		
	a. Agency office of primary interest.		
	(1) General correspondence as noted above.	<b>Destroy when 6 years old.</b>	<b>NC1-237-77-3 Item 27a1 Approved 12/2/77</b>
	(2) Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes.	<b>Destroy when 3 years old</b>	<b>NC1-237-77-3 Item 27a2 Approved 12/2/77</b>
	b. Aviation System Standards and regional Flight Standards offices.	<b>Destroy when 5 years old.</b>	<b>NC1-237-77-3 Item 27b Approved 12/2/77</b>
	<b>2. Flight Inspection Performance Files.</b> Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.		
	a. Aviation Systems Standards, Flight Inspection Field Offices, and regional reports.	<b>Destroy when 1 year old.</b>	<b>NC1-237-77-3 Item 28a Approved 12/2/77</b>
	b. Monthly summaries.	<b>Destroy when 5 years old unless accrued in place of annual summaries.</b>	<b>NC1-237-77-3 Item 28b Approved 12/2/77</b>
	c. Annual summaries.	<b>Destroy when 6 years old. If annual summaries are not prepared, monthly or quarterly summaries will be retained to the 6-year limit.</b>	<b>NC1-237-77-3 Item 28c Approved 12/2/77</b>
	<b>3. Flight Inspection Report Files.</b> 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.		<b>Item 29(3) (8200.3) N1-237-03-2 Approved 6/29/04</b>

	a. Flight inspection reports – Processed copies of final reports.		Item 29(3a) N1-237-03-2 Item 1a Approved 6/29/04
	(1) Official records maintained by Aviation System Standards Office. These are maintained on paper.	<b>TEMPORARY. Cut-off at end of calendar year. Retire to off-site storage after 2 years. Destroy 5 years following decommissioning of the facility.</b>	N1-237-03-2 Item 1a1 Approved 6/29/04
	(2) Duplicate Copies	<b>TEMPORARY. Destroy images and associated indexes 5 years following the decommissioning of the facility.</b>	N1-237-03-2 Item 1a2 Approved 6/29/04
	(1) Microfilm record copy maintained by FSNFO.	<b>Destroy 5 years after decommissioning of facility.</b>	N1-237-03-2 Approved 6/29/04
	(2) Flight inspection field facilities.	<b>Destroy 2 years after evidence of microfilming is furnished to the originating office by the Aviation System Standards.</b>	N1-237-03-2 Approved 6/29/04
	(3) Aviation System Standards (AVN).	<b>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</b>	N1-237-03-2 Approved 6/29/04
	(4) Microfilm of original records		
	(a) Official record copy maintained by AVN.	<b>Destroy 5 years after decommissioning of facility.</b>	N1-237-03-2 Approved 6/29/04
	(5) All other microfilm copies.	<b>Destroy when 2 years old.</b>	N1-237-03-2 Approved 6/29/04
	b. 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.		N1-237-03-2 Approved 6/29/04
	(1) Site evaluation records.	<b>TEMPORARY. Destroy 2 years from date of evaluation.</b>	N1-237-03-2 Approved 6/29/04 Item 1b1

	(2) Commissioning re-categorization inspection records.		
	(a) If NOT followed by a re-categorization of reconfiguration inspection.	<b>TEMPORARY. Destroy 5 years following the decommissioning of the facility</b>	<b>N1-237-03-2 Approved 6/29/04 Item 1b2a</b>
	(b) If followed by a re-categorization or reconfiguration inspection.	<b>TEMPORARY. Destroy immediately following replacement of the previous inspection records with the most recent re-categorization and reconfiguration inspection records.</b>	<b>N1-237-03-2 Approved 6/29/04 Item 1b2b</b>
	(3) After accident flight inspections.	<b>TEMPORARY. Destroy 5 years following an after accident inspection (applicable to each inspection if more than one after accident inspection).</b>	<b>N1-237-03-2 Approved 6/29/04 Item 1b3</b>
	(4) Periodic, special, and surveillance flight inspection records.	<b>TEMPORARY. Retain the 2 most recent inspections that satisfy periodic requirements (one of which should be a monitor inspection (ILS, MLS, etc.) or an orbit (TACAN, VORTAC, VOR) if applicable to the facility), destroy all others.</b>	<b>N1-237-03-2 Approved 6/29/04 Item 1b4</b>
	(1) Site evaluation records.	<b>Destroy 2 years after the facility is commissioned or the site is rejected.</b>	<b>N1-237-03-2 Approved 6/29/04 Item 29(c1)</b>
	(2) Commissioning records.	<b>Destroy 5 years after the facility is decommissioned.</b>	<b>N1-237-03-2 Approved 6/29/04 Item 29(c2)</b>
	(3) Periodic, special, and surveillance flight inspection records.		
	(a) History of facility files	<b>Retain 1 year in working files.</b>	<b>N1-237-03-2 Approved 6/29/04 Item 29(c3)</b>

	(b) After accident flight check data files	<b>Destroy 5 years after anniversary date of accident.</b>	<b>N1-237-03-2</b> Approved 6/29/04 Item 29(c3)
	(c) Shipboard TACAN records.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-3</b> Item 29(c4) Approved 12/2/77
	c. Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.	<b>Destroy 5 years after the related facility is decommissioned.</b>	<b>NC1-237-77-3</b> Item 29(e) Approved 12/2/77
	<b>6. Instrument Approach Procedure Files.</b> (FAA Forms 8260 series or equivalent).	<b>Destroy when superseded or canceled, EXCEPT those procedure files in use at the time of an accident/incident which may result in litigation which are to be destroyed 7 years after date of accident/incident.</b>	<b>NC1-237-77-3</b> Item 30 Approved 12/2/77
<b>8210</b>	<b>Production Certification Correspondence</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8220</b>	<b>Navigation Standards</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8240</b>	<b>Flight Inspection and Certification Operations</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8260</b>	<b>Flight Procedures and Airspace Evaluation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8300</b>	<b>Maintenance</b>		

	<b>1. Technical Correspondence Files.</b> 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).)	<b>Destroy when 6 years old.</b>	<b>II-NNA-1017 Item 80 Approved 7/13/54</b>
	<b>2. Air Carrier Maintenance files.</b>		
	a. Case files documenting the certification, inspection, and surveillance of maintenance activities of scheduled and non-scheduled air carriers. EXCEPT items covered under item b. below.		
	(1) Regional flight standards offices.	<b>Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 31a Approved 12/2/77</b>
	(2) Flight Standards field offices.	<b>Destroy when 5 years old.</b>	<b>NC1-237-77-3 Item 31b Approved 12/2/77</b>
	b. Basic certificates, specifications, and authorizations.		
	(1) Regional flight standards offices.	<b>Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.</b>	<b>NC1-237-77-3 Item 31a Approved 12/2/77</b>
	(2) Flight Standards field offices.	<b>Destroy superseded or canceled case files when 5 years old.</b>	<b>NC1-237-77-3 Item 31b Approved 12/2/77</b>
	<b>3. Approved Schools Files.</b> 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.	<b>Destroy after certification has been inactive or cancelled for 5 years.</b>	<b>II-NNA-1102 Item 17 Approved 7/12/54</b>
	<b>4. Approved Repair Station Files.</b> Case files documenting the certification, inspection, and surveillance of repair stations, consisting of applications, certificates and ratings, inspection reports, and related correspondence.	<b>Destroy after certification has been inactive or cancelled for 5 years.</b>	<b>II-NNA-1102 Item 18 Approved 7/12/54</b>
	<b>5. Aircraft Repair and Alteration Files.</b> Case files maintained by flight standards field offices pertaining to modification conversions, adaptations, etc., to aircraft structures, components, equipment, and accessories.	<b>Destroy case records of engineering changes requiring revision of approved type specifications 5 years after approval or abandonment of the project.</b>	<b>II-NNA-1102 Item 32 Approved 7/12/54</b>

	<b>6. Air Carrier Contracts and Agreements.</b> 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.	<b>Destroy superseded or canceled case files when 1 year old.</b>	<b>II-NNA-1102 Item 41 Approved 7/12/54</b>
	<b>7. Service Difficulty Program Files.</b> See 8010.		
	<b>8. Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) Systems Data Files.</b>		
	a. Mechanical Reliability Report (MRR) system data files. Data created prior to the service difficulty data system, and stored on magnetic tape by Flight Standards Service.		
	(1) Master tape record. Microfilm in accordance with 36 CFR 1230.	<b>Erase after microfilming and film is determined to be an adequate substitute.</b>	<b>NC1-237-83-1 Item 3 Approved 11/30/83</b>
	(2) Microfilm of the taped data.	<b>Destroy when 5 years old.</b>	<b>NC1-237-83-1 Item 3 Approved 11/30/83</b>
	b. Mechanical Interruption Summary (MIS) system data files. Data retained in the district office.	<b>Destroy when 1 year old.</b>	<b>NC1-237-83-1 Item 3 Approved 11/30/83</b>
	<b>9. General Aviation Aircraft Surveillance Files.</b> 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.	<b>Destroy when 2 years old.</b>	<b>NC1-237-83-1 Item 3 Approved 11/30/83</b>
	<b>10. Air Carrier Aircraft Engine Utilization Files.</b> Monthly reports of engine utilization, overhaul, shutdowns and similar data, and related computer listings and publications, maintained by Aviation System Standards.		
	a. Utilization reports.	<b>Destroy when 2 years old.</b>	<b>NN-173-195 Item 8 Approved 4/5/73</b>
	b. Monthly listings.	<b>Destroy after accuracy of quarterly listing is verified.</b>	<b>NN-173-195 Item 7 Approved 4/5/73</b>
	c. Quarterly listings.	<b>Destroy when 10 years old.</b>	<b>NN-173-195 Item 7 Approved 4/5/73</b>

	d. Computer Listings.	<b>Destroy when 10 years old.</b>	<b>NN-173-195 Item 9 Approved 4/5/73</b>
	e. Aircraft Utilization and Propulsion Report.	<b>Retain 1 master copy.</b>	<b>NN-173-195 Item 10 Approved 4/5/73</b>
	<b>11. Operations Specifications - Maintenance Part "D" Files.</b> Forms listing authorizations and limitations on air carriers that are not specifically covered in formal regulations, and related correspondence.		
	a. Flight Standards Technical Division.	<b>Destroy 1 year after cancellation.</b>	<b>NN-173-195 Item 11 Approved 4/5/73</b>
	b. Regional Flight Standards Divisions.	<b>Destroy 5 years after cancellation.</b>	<b>NN-173-195 Item 11 Approved 4/5/73</b>
	c. Flight Standards District Offices.	<b>Destroy 5 years after cancellation.</b>	<b>NN-173-195 Item 11 Approved 4/5/73</b>
	<b>12. Air Carrier Maintenance Manuals.</b> Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	<b>Destroy when superseded or obsolete.</b>	<b>Nonrecord</b>
<b>8310</b>	<b>Certification Procedures</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8320</b>	<b>Surveillance Procedures</b>	<b>Destruction not authorized.</b>	<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8330</b>	<b>Investigation Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8400</b>	<b>Operations</b>		
	<b>1. Air Carrier Operations Files.</b>		

	a. Case files documenting the certification, inspection, and surveillance of operations of scheduled and non-scheduled air carriers.		
	(1) Regional flight standards offices.	<b>Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.</b>	<b>NC1-237-77-3 Item 33a Approved 12/2/77</b>
	(2) Flight Standards field offices.	<b>Destroy when 5 years old.</b>	<b>NC1-237-77-3 Item 33b Approved 12/2/77</b>
	b. Basic certificates, specifications, and authorizations		
	(1) Regional flight standards offices.	<b>Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.</b>	<b>NC1-237-77-3 Item 33b Approved 12/2/77</b>
	(2) Flight Standards field offices.	<b>Destroy superseded or canceled case files when 5 years old.</b>	<b>NC1-237-77-3 Item 33 Approved 12/2/77</b>
	<b>2. Approved Schools Case Files.</b> 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.	<b>Destroy after certification has been inactive or cancelled for 5 years.</b>	<b>II-NNA-1102 Item 17 Approved 7/12/54</b>
	<b>3. Air Taxi Files.</b> 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.	<b>Destroy basic certificates and data 3 years after being superseded or canceled. Destroy all other records when 3 years old.</b>	<b>II-NNA-1102 Item 19 Approved 7/12/54</b>
	<b>4. Correspondence and Reports Pertaining to Agricultural and Industrial Flying.</b> Correspondence and reports concerning aerial patrol, banner towing, wildlife census taking, mineral exploration and similar operations.	<b>Destroy when 2 years old.</b>	<b>II-NNA-1102 Item 22 Approved 7/12/54</b>
	<b>5. Rotorcraft External Load Operations Files.</b> Case files documenting the certification, inspection, and surveillance of rotorcraft external load operations.	<b>Destroy 3 years after certificate becomes inactive or is canceled.</b>	<b>Revalidation required</b>
	<b>6. Instrument Pilot Training Files.</b> Correspondence pertaining to instrument pilot training for air carrier pilots, air line transport rating, and flight and academic test procedures.	<b>Destroy when 5 years old.</b>	<b>II-NNA-1102 Item 39 Approved 7/12/54</b>

	<b>7. Air Carrier Personnel Training and Checking Activities Files.</b> Documents reflecting the amount of training and periodic checks conducted by air carriers, the results thereof, and related reports.	Destroy when 5 years old.	II-NNA-1102 Item 40 Approved 7/12/54
	<b>8. Special Flight Permit Files.</b> Documents relating to issuance of ferry permits and manufacturer product flight test permits	Destroy 2 years after completion of action for which permit is issued, or after need has been exhausted. Destroy 90 days after completion of action for which permit is issued, or after need has been exhausted.	II-NNA-1102 Item 21 Approved 7/12/54
	<b>9. Safety Improvement Report Files.</b> FAA Form 8740-5, or equivalent, and related correspondence.	During the revision of 1350.15B, the disposition was accidentally removed or deleted without permission from Flight Standards Service. The disposition should read as follows: Destroy 1 year after completion of requested. See page 68, item 12 of 1350.15B	
	<b>10. Air carrier Operations Manuals.</b> Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	Destroy when superseded or obsolete.	Nonrecord
<b>8410</b>	<b>Air Carrier Airmen Certification</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
<b>8430</b>	<b>Air Carrier Inspection and Surveillance</b>		CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.
<b>8720</b>	<b>General Aviation Inspection and Surveillance</b>		

	<b>General Aviation Surveillance Files.</b> Documents accumulated in the inspection and surveillance of flight operations of general aviation aircraft.	<b>During the revision of 1350.15B, the disposition was accidentally removed or deleted without permission from Flight Standards Service. The disposition should read as follows: Destroy when 2 years old. See page 68, item 1 (old code was 8440) of 1350.15B.</b>	Check authority
<b>8450</b>	<b>Air Carrier Investigations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8500</b>	<b>Aeromedical Certification</b>		
	<b>Medical Examination Clear Files.</b> Reports of medical examination of airmen containing no significant pathology arranged numerically by number reflecting year and sequence of receipt.	<b>Destroy original records after 3 years.</b>	<b><a href="#">N1-237-86-6</a> Item 1(a) Approved 12/9/86</b>
	<b>1. The Aeromedical Medical Certification Files.</b> 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 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).		<b><a href="#">N1-237-05-5</a></b>
	<b>a. Original records or microfilm or original records</b>		
	(1) Records that have not been digitally imaged.	<b>Cut off when case closed. Destroy 50 years after cutoff.</b>	<b><a href="#">N1-237-05-5</a></b>

	(2) Records that have been digitally imaged.	<b>Destroy original record or microfilm after determining electronic image (for DIWS) is an adequate substitute for the original and no longer needed for agency business.</b>	<b>N1-237-05-05 Item 1A2</b>
	b. 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.	<b>Cut off when case closed. Destroy case file images and associated data 50 years after cutoff or when no longer needed for agency business, whichever is later.</b>	<b>N1-237-05-05 Item 1b</b>
	c. Outputs of DIWS (or its equivalent). Includes copies of records in the system and ad hoc 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.)	<b>Destroy when no longer needed for agency business.</b>	<b>N1-237-05-05 Item 1C Approved 12/16/05</b>
	(1) If microfilmed.		
	(2) X-Ray Files. X-rays made in connection with the medical certification of airmen maintained by regional medical offices.		<b>N1-237-05-05</b>
	(3) Pathological (further action required).	<b>Destroy when 75 years old.</b>	<b>NC1-237-77-7 Item 10 Approved 9/23/77</b>
	(4) Non-Pathological.	<b>Destroy when 2 years old.</b>	<b>NC1-237-77-7 Item 10 Approved 9/23/77</b>
<b>8510</b>	<b>Medical Review and Appeals</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8520</b>	<b>Medical Examiner</b>		
	<b>1. Designated Examiner Case Files.</b> Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.	<b>Transfer closed case files to FRC 10 years after dedesignation. Destroy 25 years after dedesignation.</b>	<b>NC1-237-77-7 Item 12 Approved 9/23/77</b>

<b>8530</b>	<b>Biometrics Services</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8600</b>	<b>General Aviation Airworthiness</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8610</b>	<b>Certification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8620</b>	<b>Surveillance Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8630</b>	<b>Investigation Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8640</b>	<b>Investigation Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8700</b>	<b>General Aviation Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>8710</b>	<b>Certification</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8730</b>	<b>Investigation Procedures</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8740</b>	<b>Accident Prevention</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8800</b>	<b>Commercial Space Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8810</b>	<b>Launch Licensing</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8820</b>	<b>Launch Guidelines</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>8830</b>	<b>Launch Operations Evaluation and Monitoring</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

8840	<b>Launch Operations Environmental Records</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
8900	<b>Commercial Space Re-Entry Operations</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
	<b>Flight Standards Information Management System (FSIMS) (8900 1)</b> 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.	<b>TEMPORARY. Delete/Destroy when no longer needed for reference or when obsolete, however, may not be retained longer than the disposition of the record copy.</b>	<b>N1-237-09-19</b> Approved 3/25/10
8910	<b>Re-Entry Environmental Records</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
8920	<b>Re-Entry Licensing</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
8930	<b>Re-Entry Operations Evaluation and Monitoring</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

## Aviation Medicine, Research, and Development

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Authority
<b>9000</b>	<b>Aviation Medicine - General</b>		
	<p>These records relate to the development of standards, rules, and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examination and certification of airmen; and research in medicine affecting civil aviation. (See 3910 for administration of employee and environmental health services.)</p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>		
	<p>a. Correspondence of the Office of Aviation Medicine and the Civil Aeromedical Institute of historical nature documenting the establishment, development, plans, policies, standards, and procedures of agency medical programs.</p>	<p><b>PERMANENT. Transfer to FRC when 30 years old. Offer to NARA when 40 years old.</b></p>	<p><b>NC1-237-77-7 Item 13 Approved 9/23/77</b></p>
	<p>b. General correspondence of medical program activities documenting the administration and operation of FAA medical programs.</p>	<p><b>Transfer to FRC when 4 years old. Destroy when 29 years old.</b></p>	<p><b>NC1-237-77-7 Item 13 Approved 9/23/77</b></p>
	<p><b>2. Regional Activity Reports.</b> FAA Form 1380-9, Flight Surgeon Activity Report.</p>	<p><b>Destruction not authorized.</b></p>	<p><b>Revalidation required</b></p>
<b>9100</b>	<b>Aeromedical Standards</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>9110</b>	<b>Medical Standards</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>
<b>9120</b>	<b>Medical Rules and Procedures</b>		<p><b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b></p>

<b>9200</b>	<b>Drug Abatement</b>		
	These records related to the development of standards, rules and regulations governing the medical fitness of airmen, persons whose health affects safety in flight; medical examinations, and certification of airmen; research in medicine affecting civil aviation, and the anti-drug and alcohol misuse prevention programs.		
	<b>1. Industry Antidrug an Alcohol Misuse Prevention Records</b> 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.	<b>Cut-off files at the end of fiscal year. Transfer to the Federal Records Center 5 years after cut-off. Destroy 10 years after cutoff.</b>	<b>N1-237-01-2 Item 1 Approved 8/6/02</b>
	<b>2. Antidrug Plan/Alcohol Misuse Prevention Program Certifications and Registrations</b> 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.	<b>Destroy 6 months after certification, approval, or registration is terminated.</b>  <b>Destroy involuntary terminations 1 year after termination date.</b>  <b>Destroy disapprovals 6 months after disapproval date.</b>	<b>N1-237-01-2 Item 2 Approved 8/6/02</b>
	<b>3. Investigation and Inspection Records</b> Investigation and inspection records. Documents and information relating to investigations and inspections 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		
	a. Field offices	<b>Close files when remedial action is taken. Cut off closed files at the end of the fiscal year. Transfer cut-off files to Program Analysis Branch, AAM-810, Drug Abatement Division, 1 year after cut off. Transfer files from the field to the Federal Records Center (FRC) 1 year after receipt. Destroy 10 years after files are closed.</b>	<b>N1-237-01-2 Item 3a Approved 8/6/02</b>

	b. Headquarters	Close headquarters initiated files after remedial action is completed. Cut off files at the end of fiscal year. Transfer cut files to FRC 2 years after remedial action is completed. Destroy 10 years after cut-off.	<a href="#">N1-237-01-2</a> Item 3b Approved 8/6/02
	(1) Legal Actions	See FAA Order 1350.15c, paragraph 2150.1.b.	<a href="#">N1-237-01-2</a> Item 3 Approved 8/6/02
	(2) 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.		<a href="#">N1-237-01-2</a> Item 3 Approved 8/6/02
	(a) Headquarters	Cut off files at the end of fiscal year. Destroy 5 years after creation date.	
	(b) Field Offices	Cut off files at the end of fiscal year. Destroy 5 years after creation date.	
	<b>4. Positive Drug and Alcohol Test Results and Refusals to Submit to Testing Forwarded to the Federal Air Surgeon</b>	Destroy in headquarters when necessary followup is completed.	<a href="#">N1-237-01-2</a> Item 4 Approved 8/6/02
	<b>9200-4 Word Processing and Electronic Records</b>  Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		<a href="#">N1-237-01-2</a> Approved 8/6/02
	1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy	Destroy/delete within 180 days after the record keeping copy has been produced.	<a href="#">N1-237-01-2</a> Approved 8/6/02
	2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	<a href="#">N1-237-01-2</a> Approved 8/6/02

<b>9300</b>	<b>Development and Research</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9400</b>	<b>Commercial Space Transportation</b>		
	<b>These records relate to the promotion of commercial space transportation activities by the United States private sector and include space transportation policies, regulatory program, licensing for commercial launch vehicle launches, and safety research.</b>		
	<b>1. Directors and Associate Directors Subject Files/General Correspondence Files.</b> 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.	<b>PERMANENT. Cut-off files annually. Transfer to FRC when 3 years old. Offer to NARA when 10 years old.</b>	<b>N1-237-96-1 Item 1 Approved 2/12/96</b>
	<b>2. Reports/Publications Files.</b> Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.		
	a. Record copy.	<b>PERMANENT. Transfer to FRC 3 years after publication of report. Offer to NARA 10 years after publication.</b>	<b>N1-237-96-1 Item 2 Approved 2/12/96</b>
	b. Other copies.	<b>Destroy when no longer needed for public distribution.</b>	<b>N1-237-96-1 Item 2 Approved 2/12/96</b>
	<b>3. Commercial Space Transportation Advisory Committee (COMSTAC) Files.</b> Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.	<b>PERMANENT. Cut-off files annually. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.</b>	<b>N1-237-96-1 Item 3 Approved 2/12/96</b>
	<b>4. License Application File.</b> Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.	<b>Transfer to FRC when 5 years old. Destroy when 25 years old.</b>	<b>N1-237-96-1 Item 4 Approved 2/12/96</b>
	<b>5. Reading Day Files.</b> Chronological files duplicating all outgoing correspondence.	<b>Destroy when 2 years old.</b>	<b>N1-237-96-1 Item 5 Approved 2/12/96</b>

9500	<b>Research and Development</b>		
	<p><b>These records are created in connection with technical and scientific research and development programs relating to the development of new systems, facilities, and devices and the improvement or refinement of existing systems, facilities, and devices, including aircraft, aircraft engines and equipment. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering, testing, and evaluation.</b></p>		
	<p><b>1. General Correspondence Files.</b> 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.</p>	<p><b>Transfer to FRC when 5 years old. Destroy when 25 years old.</b></p>	<p><b>NC1-237-77-3 Item 67(1) Approved 12/2/77</b></p>
	<p><b>2. Technical Boards and Committee Files.</b> 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.</p>		
	<p>a. Official files of the committee or board maintained by the chairman, secretary, or other designee.</p>	<p><b>Transfer to FRC when 2 years old. Destroy when 27 years old.</b></p>	<p><b>NC1-237-77-3 Item 67(2a) Approved 12/2/77</b></p>
	<p>b. Copies of committee or board files distributed to members.</p>	<p><b>Destroy when superseded or obsolete or upon termination of membership, whichever is earlier.</b></p>	<p><b>NC1-237-77-3 Item 67(2b) Approved 12/2/77</b></p>
	<p><b>3. Research and Development Project Files.</b> 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.</p>	<p><b>Transfer closed project file to FRC when 3 years old. Destroy when 28 years old.</b></p>	<p><b>NC1-237-77-3 Item 67(3) Approved 12/2/77</b></p>

	<b>4. Research and Development Project Working and Control Files.</b> Copies of documents essentially duplicated in project case files; preliminary sketches, drawings, specifications, photographs, and other working papers determined not to be of sufficient value to incorporate into project case files; and related project control and progress control records.	<b>Destroy upon completion or cancellation of project or when purpose has been served.</b>	<b>Nonrecord</b>
	<b>5. Laboratory Notebooks.</b> Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.		
	a. Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that the retention would not add significantly to the project file.	<b>Destroy 6 months after completion or termination of related project.</b>	<b>NC1-237-77-3 Item 67(4a) Approved 12/2/77</b>
	b. All other notebooks.	<b>Transfer closed files to FRC when 5 years old. Destroy when 25 years old.</b>	<b>NC1-237-77-3 Item 67(4b) Approved 12/2/77</b>
	<b>6. Technical Report Files.</b> Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.		
	a. Record copy.	<b>PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 25 years old.</b>	<b>NC1-237-77-3 Item 67(a) Approved 12/2/77</b>
	b. All other copies.	<b>Destroy when no longer needed for reference.</b>	<b>NC1-237-77-3 Item 67(5b) Approved 12/2/77</b>
	<b>7. Drawing and Specification Files.</b> Official file copy of each drawing and specification showing final design and technical characteristics of items developed.	<b>Transfer to FRC 1 year after superseded. Destroy when 25 years old.</b>	<b>NC1-237-77-3 Item 67(6) Approved 12/2/77</b>
	<b>8. Progress Report Files.</b> Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.		
	a. Reporting office copies.	<b>Destroy 1 year after completion or cancellation of related projects.</b>	<b>NC1-237-77-3 Item 67(7a) Approved 12/2/77</b>
	b. Feeder reports used for compilation of consolidated reports.	<b>Destroy upon submission of consolidated reports.</b>	<b>NC1-237-77-3 Item 67(7b) Approved 12/2/77</b>

	c. Consolidated reports, and any feeder reports used for preparation thereof, containing technical or scientific data not fully documented in the consolidated reports.	<b>Transfer closed case file to FRC when 5 years old. Destroy when 25 years old.</b>	<b>NC1-237-77-3 Item 67(7c) Approved 12/2/77</b>
	<b>9. Feasibility Study Files.</b> Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	<b>Destroy 5 years after completion or cancellation of study.</b>	<b>GRS 16 Item 9</b>
	<b>10. Research Contract and Agreement Files.</b> 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)).	<b>Apply provisions of item 4400(3).</b>	
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	<b>Destroy 6 years and 3 months after final payment.</b>	<b>GRS 3 Item 3(a)(1)(a)</b>
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	<b>Destroy 3 years after final payment.</b>	<b>GRS 3 Item 3(a)(1)(b)</b>
	(2) Transactions dated earlier than July 3, 1995.		
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	<b>Destroy 6 years and 3 months after final payment.</b>	<b>GRS 3 Item 3(a)(2)(a)</b>
	(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	<b>Destroy 3 years after final payment.</b>	<b>GRS 3 Item 3(a)(2)(b)</b>
	b. Obligation copy.	<b>Destroy when funds are obligated.</b>	<b>GRS 3 Item 3(b)</b>
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	<b>Destroy upon termination or completion.</b>	<b>GRS 3 Item 3(c)</b>

	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	<b>Destroy or delete when 5 years old.</b>	<b>GRS 3 Item 3(d)</b>
	<b>11. Technical Reference Files.</b> Copies of technical reports, specifications, drawings, and other data received from other sources, used as a reference source in the performance of research and development functions, but EXCLUDING official file copies of these documents.	<b>Destroy when superseded or obsolete.</b>	<b>Nonrecord.</b>
<b>9550</b>	<b>Requirements</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9600</b>	<b>Aircraft</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9610</b>	<b>Aerodynamics</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9620</b>	<b>Facilities and Laboratories</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9630</b>	<b>Design and Fabrication</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9640</b>	<b>Flight Test</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>9650</b>	<b>Performance and Maintenance</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9660</b>	<b>Production</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9700</b>	<b>Aircraft Systems, Components, and Accessories</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9710</b>	<b>Airframe</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9720</b>	<b>Airfoils and Wings</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9730</b>	<b>Cabins and Cockpits</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9740</b>	<b>Control Surfaces</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9750</b>	<b>Instrumentation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>9760</b>	<b>Propulsion and Engines</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9770</b>	<b>Undercarriages</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9800</b>	<b>Air Traffic and Navigation Systems</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9810</b>	<b>Airports</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9820</b>	<b>Communications Research</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9830</b>	<b>Data Processing and Display</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9840</b>	<b>Navigation</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>

<b>9850</b>	<b>Radar and Related Data Acquisition</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9900</b>	<b>Physical and Natural Sciences</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9930</b>	<b>Meteorology</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9950</b>	<b>Aeromedical Research</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9960</b>	<b>Human Factors</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
<b>9970</b>	<b>Clinical Research</b>		<b>CONTACT AGENCY RECORDS OFFICER BEFORE USE OF THIS SERIES.</b>
	<b>E-Systems – (DATA Systems - 6100) &amp; Financial Big Bucket</b>		
	<b>Flight Operations Management System (FOMS)</b>		

	<b>1. Flight Operations Management Records.</b> 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.		<a href="#">N1-237-09-2</a> Approved 10/9/09
	<b>a. Master Files for Flight Operations Management System (FOMS) and its future equivalent systems.</b> 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, NOT AMS, 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.	<b>TEMPORARY. Cutoff at the end of each Calendar Year. Destroy/Delete 10 years after cutoff.</b>	<a href="#">N1-237-09-2</a> Approved 10/9/09
	<b>b. Daily Flight Log.</b> 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.	<b>TEMPORARY. Cutoff at the end of the Calendar Year in which data input into FOMS. Destroy 3 years after cutoff.</b>	<a href="#">N1-237-09-2</a> Approved 10/9/09
	<b>Aircraft Maintenance Inventory Tracking System</b>		
	<b>1.Aircraft Maintenance Inventory Tracking System.</b> 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)		<a href="#">N1-237-09-3</a> Approved 10/9/09
	<b>a. Master Files</b>		
	(2) <b>Electronic aircraft maintenance record files equivalent those in paper sections 4100.3 – 4100.6 in FAA Order 1350.15C.</b>	<b>TEMPORARY. Cutoff at the end of the calendar year when aircraft is transferred or sold as surplus. Migrate data whenever system is updated or replaced. Destroy/Delete all data related to a specific aircraft 5 years after cutoff.</b>	<a href="#">N1-237-09-3</a> Approved 10/9/09
	(3) <b>Electronic inventory records</b>	<b>TEMPORARY. Cutoff at the end of the calendar year in which asset is disposed by either sale or destruction. Migrate data whenever system is updated or replaced Destroy/Delete 5 years after the cutoff.</b>	<a href="#">N1-237-09-3</a> Approved 10/9/09

<b>Aircraft Fuel Reconciliation Records</b>		
	<b>1. Aircraft Fuel Reconciliation Records.</b> 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.	<a href="#">N1-237-09-4</a> Approved 10/19/09
	<b>a. Fuel Receipts and Invoices.</b> Paper. Related to fuel purchased for the purposes of Flight Inspection.	Temporary. Cutoff at the end of each FY. Destroy 6 years and 3 months after final payment. <a href="#">N1-237-09-4</a> Approved 10/19/09
	<b>b. Defense Finance and Accounting Service (DFAS) Email Information.</b> Paper printouts of information sent through monthly emails to document the purchase of fuel made through Department of Defense fuel purchasing agreements and contracts.	Temporary. Cut off at the end of each FY in which final payment is made. Destroy 6 years and 3 months after cut off. <a href="#">N1-237-09-4</a> Approved 10/19/09
	<b>c. Fuel Transaction Reports.</b> 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.	Temporary. Cutoff at the end of each FY. Destroy 6 years and 3 months after final payment. <a href="#">N1-237-09-4</a> Approved 10/19/09
	<b>d. Master Files for Aircraft Fuel Expense Reconciliation (AFER) System or future equivalent.</b> 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).	Temporary. Cutoff at the end of each FY. Destroy 6 years and 3 months after final payment. <a href="#">N1-237-09-4</a> Approved 10/19/09
<b>Flight Inspection Report Processing System (FIRPS)</b>		
	<b>1. Flight Inspection Report Files.</b> 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)	<a href="#">N1-237-09-5</a> Approved 11/30/09
	<b>a. Master Files for Flight Inspection Report Processing System (FIRPS) and its future equivalent systems.</b> 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.	Temporary. Information is maintained for the life of the facility. Migrate information when system is upgraded or replaced. Cut off at the end of each Calendar Year in which the facility is decommissioned. Destroy/Delete 5 years following cutoff. <a href="#">N1-237-09-5</a> Approved 11/30/09

<b>Disadvantaged Business Enterprise (DBE) Office Reporting System (DOORS)</b>			
	<p><b>1. DBE Office Online Reporting System (DOORS)</b></p> <p>a. 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>	<p><b>Temporary. Maintained by the system as a reference copy, if used Cutoff annually on September 1. Destroy 5 years after cut off.</b></p>	<p><b>N1-237-09-6 Approved 3/2010</b></p>
	<p>b. 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>	<p><b>Temporary. Maintained by the system as a reference copy, if used. Cut off annually on September 1. Destroy 5 years after cut off.</b></p>	<p><b>N1-237-09-6 Approved 3/2010</b></p>
	<p>c. DBE and ACDBE Accomplishment Data (Master file) including:</p> <p>1) <b>FAA-Assisted Contracts Accomplishments</b>  <b>a. DBE Awards</b> -AIP grant dollars construction, professional services and equipment contractors, subcontractors 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)</p>	<p><b>Temporary Disposition. Temporary. Cut off annually on September 1. Destroy 10 years after cut off.</b></p>	<p><b>N1-237-09-6 Approved 3/2010</b></p>
	<p><b>b. DBE Contractors</b> -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.</p>	<p><b>TEMPORARY. Maintained by the system as a reference copy Cutoff annually on September 1 Destroy 5 years after cut off.</b></p>	<p><b>N1-237-09-6 Approved 3/2010</b></p>
	<p><b>2) Airport Concessions Accomplishments.</b>  <b>a. ACDBE Participation</b> -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).</p>	<p><b>TEMPORARY. Cutoff annually on September 1. Destroy 10 years after cut off.</b></p>	<p><b>N1-237-09-6 Approved 3/2010</b></p>

	<b>b. ACDBEs</b> -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.	<b>TEMPORARY. Maintained by the system as a reference copy. Cutoff annually on September 1 Destroy 5 years after cut off.</b>	<b>N1-237-09-6 Approved 3/2010</b>
<b>ARC Application Catalog Database</b>			
	<b>1. ARC Application Catalog Database.</b> 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 information.		<b>N1-237-09-7 Approved 11/30/09</b>
	<b>a. Master File. ARC Application Catalog (1000 – Admin).</b> 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.	<b>Temporary. Cut off at the end of fiscal year. Destroy 1 year after cut off.</b>	<b>N1-237-09-7 Approved 11/30/09</b>
	<b>b. ARC Application Catalog Spreadsheet Excel generated report containing each application's information.</b>	<b>Temporary. Cut off end of fiscal year in which when updated or superseded. Destroy 1 year after cut off.</b>	<b>N1-237-09-7 Approved 11/30/09</b>
<b>ISO 9000 Surveys</b>			
	<b>1. ISO 9000 Surveys</b> – Four web-based electronic customer surveys used in pursuit of ISO 9000 certification.		<b>N1-237-09-8 Approved 11/30/09</b>
	<b>a. Master Database.</b> Answers to questions about line of business service and customer satisfaction. Four surveys to be scheduled the same.  i. Material ISO 9000 Survey ii. Procurement ISO 9000 Survey iii. Real Estate ISO 9000 Survey iv. Procurement Survey	<b>Temporary. Cut off at the end of the fiscal year that survey is completed. Destroy 5 years after cut off.</b>	<b>N1-237-09-8 Approved 11/30/09</b>
	<b>b. Other ISO 9000 surveys as may be developed</b>	<b>Temporary. Cut off at end of fiscal year that survey is completed. Destroy 5 years after cut off.</b>	<b>N1-237-09-8 Approved 11/30/09</b>
<b>Logistics Center Inventory Control</b>			
	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.		<b>N1-237-09-9 Approved 11/30/09</b>

	<p><b>1. Logistics Information System (LIS)</b></p> <p>a. 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.</p>	<p><b>Cut off individual data/activity records at the end of the fiscal year in which the contract is terminated or procurement activity is closed. Delete/destroy 7 years after the cut off date.</b></p>	<p><b>N1-237-09-9</b> Approved 11/30/09</p>
	<p><b>2. Warehouse Management System (WMS)</b> is an application that manages operations of the FAA Logistics Center's parts and tools warehouse.</p>		<p><b>N1-237-09-9</b> Approved 11/30/09</p>
	<p>a. Master Database. Data for Receiving, Put Away, Inventory Management, Location Counting, Task Interweaving, Order Allocation, Order Picking, Replenishment, Packing, and Shipping.</p>	<p><b>Cut off individual data records at the end of each fiscal year in which last activity was completed. Destroy individual data records upon destruction of the corresponding paper files or in 3 years, whichever is later.</b></p>	<p><b>N1-237-09-9</b> Approved 11/30/09</p>
<b>Real Estate Management Systems (REMS)</b>			
	<p><b>1. Purpose is to track the Real Estate Inventory for Department of Transportation (DOT).</b> This tool runs reports for clients like the Office of Management and Budget (OMB) that are interested in 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 reports containing summary and details on Real Property location, description, usage, lease information.</p>		<p><b>N1-237-09-10</b> Approved 11/30/09</p>
	<p><b>a. Master file database:</b> 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.</p>	<p><b>Temporary. Cut off end of FY in which asset is retired. Each record for an Asset is in use until it is flagged as 'Retired Asset'. Migrate data for all assets still in use when system is superseded or obsolete. Destroy after system is superseded or obsolete.</b></p>	<p><b>N1-237-09-10</b> Approved 11/30/09</p>

<b>Customer Service Center System (CSCS)</b>			
	<p><b>1. Customer Service Center System (CSCS)</b>            Contains an IT service management (ITSM) software tool which is a ticket tracking system combined with survey functionality and a reports repository. Surveys are sent to random users daily when their incident tickets are closed. Survey response data is kept in the Help Desk Survey system under CSCS. The report Repository houses standard monthly reports created from the IT service management software as well as survey data. The Service Desk Personnel and/or users of the system enters the information directly into the CSCS and subsystems, therefore, there are no specific related input records. The CSCS which includes the sub-systems does not contain PII. A SORN or PIA is not required.</p>	<p><b>N1-237-09-11</b>  <b>Approved 11/30/09</b></p>	
	<p><b>a. Master Files</b>  <b>Customer Service Center System(CSCS):</b> Comprises of the following sub-systems</p> <ul style="list-style-type: none"> <li>• Remedy</li> <li>• Web Reports</li> <li>• Web Survey</li> </ul>	<p><b>Temporary. Cut off at the end of the fiscal year in which the last service activity is completed. Destroy/delete when 3 years old or when no longer needed for review and analysis, whichever is later.</b></p>	<p><b>N1-237-09-11</b>  <b>Approved 11/30/09</b></p>
<b>Contract Management Information Systems</b>			
	<p><b>1. Contract Management Information System (CMIS)</b>            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>	<p><b>N1-237-09-12</b>  <b>Approved 3/10/10</b></p>	

	<b>a. MASTER FILES</b> <b>Contract Management Information System (CMIS) data</b> 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.	<b>TEMPORARY. Cut off at the end of the fiscal year in which contract is terminated.</b> <b>Delete/Destroy 7 years after cut off.</b>	<b>N1-237-09-12</b> <b>Approved 3/10/10</b>
	<b>b. Electronic Records</b>	<b>Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.</b>	<b>N1-237-09-12</b> <b>Approved 3/10/10</b>
	<b>Automated Distribution System (ADS) Report Files</b>		
	<b>Automated Distribution System (ADS) Report Files.</b> 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		<b>N1-237-09-16</b> <b>Approved 3/29/10</b>
	<b>a. Master Files for the Automated Distribution System (ADS) and its future equivalent systems.</b> This system provides an application to manage and execute the distribution of FAA Aeronautical charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.  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. 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.	<b>TEMPORARY. Cutoff at the end of the Fiscal Year in which the order is completed. Destroy 3 years after cutoff.</b>	<b>N1-237-09-16</b> <b>Approved 3/29/10</b>
	<b>b. Flexx ARS.</b> 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.	<b>TEMPORARY. Cutoff at the end of the Fiscal Year in which the inventory report is finalized.</b> <b>Destroy 5 years after cutoff.</b>	<b>N1-237-09-16</b> <b>Approved 3/29/10</b>
	<b>Automated Reproduction System (ARS) Report Files</b>		
	<b>Automated Reproduction System (ARS) Report Files.</b> 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.		<b>N1-237-09-17</b> <b>Approved 3/29/10</b>

	<p><b>a. Master Files for the Automated Reproduction System (ARS) and its future equivalent systems.</b> This system provides an application to manage the costs of printing FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.</p> <p>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.</p>	<p><b>TEMPORARY. Cutoff at the end of the Fiscal Year. Destroy 3 years after cutoff.</b></p>	<p><b>N1-237-09-17</b> Approved 3/29/10</p>
<p><b>Air Tour Management Plan (ATMP) Operator Database</b></p>			
	<p><b>Air Tour Management Plan (ATMP) Operator Database Description:</b></p> <p><b>1. ATMP Operator Database</b></p> <p>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 sunseted, and the database and Its application have never been restored AWP-1 SP has no plans In the future to restore the application or database.</p>		<p><b>N1-237-09-24</b> Approved 3/29/10</p>
	<p><b>a. Data Updating:</b></p> <p>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.</p>	<p><b>Temporary. Destroy Immediately on approval of disposition authority.</b></p>	<p><b>N1-237-09-24</b> Approved 3/29/10</p>
<p><b>Personal Property In-use Management System – Obsolete Database</b></p>			
	<p><b>PPIMS (Personal Property In-use Management System) Historical Data Database</b></p> <p>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.</p>	<p><b>Temporary. Destroy when the last piece of equipment listed in the database IS retired.</b></p>	<p><b>N1-237-09-25</b> Approved 3/25/10</p>

	<p><b>Compliance and Enforcement Tracking Subsystems (CETS)</b></p>		
	<p><b>Compliance and Enforcement Tracking Subsystem (CETS)</b>  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 interface accessed by Drug Abatement Employees only.</p> <p><b>a. Master file</b>  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.</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which all action taken is completed. Destroy 50 years after cut off.</b></p>	<p><b>N1-237-10-2</b>  <b>Approved 3/29/10</b></p>
	<p><b>Quality Management System Information Technology Support (QMITS)</b></p>		
	<p><b>Quality Management System Information Technology Support (QMITS) tool</b>  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>		<p><b>N1-237-10-5</b>  <b>Approved 3/29/10</b></p>

<p><b>a. Master Database</b>  Relational Database: Domino System. The master database handles the following processes, information is entered directly into the database:</p> <p><b>The Corrective Action Request Process</b> 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)  <u>Input/Content:</u> 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.</p> <p><b>The Preventive Action Request Process</b> is used by AVS employees to note a potential nonconformance or undesirable potential situation that could affect an AVS product or service. 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)  <u>Input/Content:</u> 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.</p>	<p><b>Temporary. Cut off at the end of the fiscal year in which all activity and actions have been completed. Destroy a minimum of 5 years but no more than 10 years after cut off.</b></p>	<p><b>N1-237-10-5</b>  <b>Approved 3/29/10</b></p>
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<p><b>The Nonconforming Products and Services process</b> 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)</p> <p><u>Input/Content:</u> 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 who had a role in the correction activity.</p> <p><b>Stakeholder Feedback</b> -The collection of information from various stakeholders about their respective perceptions on the quality of services and products delivered to them. The 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)</p> <p><u>Input/Content:</u> 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.</p> <p><b>Consistency and Standardization Initiative</b> -this process provides a way for customers to appeal or request reconsideration of an aviation safety decision made by an AVS office in performing their regulatory and policy responsibilities. The goals of AVS CSI are to:</p> <ul style="list-style-type: none"> <li>• Document aviation safety decisions.</li> <li>• Promote early resolution of disagreements, and</li> <li>• Promote consistency and fairness in applying FAA regulations and policies.</li> </ul> <p>This process is one method of monitoring customer satisfaction. (QMITS User Guide)</p> <p><u>Input/Content:</u> 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.</p> <p><b>Delegation.</b> 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)</p> <p><u>Input/Content:</u> 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.</p>		
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	<b>Automated Inventory Tracking System (AITS)</b>		
	<b>The Automated Inventory Tracking System (AITS)</b> 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.	<b>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 Delete/Destroy 50 years after cut-off.</b>	<b>N1-237-10-6 Approved 3/29/10</b>
	<b>Compliance Activity Tracking System (CATS)</b>		
	<b>Compliance Activity Tracking System (CATS)</b> 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).		<b>N1-237-10-7 Approved 3/29/10</b>
	<b>a. CATS Master data</b> 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.	<b>Temporary. Cutoff at end of FY information received and verified and all review or trend analysis activity is completed; Destroy 10 years after cutoff.</b>	<b>N1-237-10-7 Approved 3/29/10</b>
	<b>Certification and Compliance Management Information System (CCMIS)</b>		
	<b>1. Certification and Compliance Management Information System (CCMIS)</b> 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.		<b>N1-237-10-8 Approved 3/29/10</b>

	<p><b>a. Master File</b> 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.</p>	<p><b>Temporary. Cut off when airport IS no longer certified or all enforcement actions completed Delete/Destroy when no longer needed or system is replaced.</b></p>	<p><b>N1-237-10-8</b> <b>Approved 3/29/10</b></p>
<b>Configuration Management (WEBCM)</b>			
	<p><b>CONFIGURATION MANAGEMENT</b> 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.</p> <p><b>a. NAS Change Proposals (NCP)</b> 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.</p>		<p><b>N1-237-10-14</b> <b>Approved 3/29/10</b></p>
	<p><b>(1) Scanned Images</b></p>	<p><b>Temporary. Cut off when system described in the CM system are no longer under CM control. Destroy 20 years after cutoff.</b></p>	<p><b>N1-237-10-14</b> <b>Approved 3/29/10</b></p>
	<p><b>b. MASTER FILES</b> 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.</p>	<p><b>Temporary. Cut off when systems described in CM system are no longer under CM control. Destroy 20 years after cutoff.</b></p>	<p><b>N1-237-10-14</b> <b>Approved 3/29/10</b></p>
<b>Real Estate Tracking System (RETS)</b>			
	<p><b>Real Estate Tracking System (RETS)</b> 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.</p>		<p><b>N1-237-10-15</b> <b>Approved 3/29/10</b></p>

	<p><b>1. Master Database Files.</b>  Master files are comprised of individual project records with basic project Information, project notes, and vendor contact information.</p>	<p><b>Temporary. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Delete/purge a minimum of 5 years or maximum of 20 years after cut off FAA agrees to maintain electronic records in accordance with 36 CFR 1232 20 (3) for the full retention period. Data will be migrated as needed when system is superseded or replaced.</b></p>	<p><b><a href="#">N1-237-10-15</a>  Approved 3/29/10</b></p>
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# FEDERAL AVIATION ADMINISTRATION FINANCIAL RECORDS DISPOSITION SCHEDULE

## Attachment 1 to SF 115

### 1.1 INTRODUCTION

The purpose of this document is to describe the retention schedule and disposition for records involved in the Federal Aviation Administration's (FAA) financial management business processes. The scope of this records schedule provides retention policy to FAA financial records generated in the following business process areas:

- Financial Policy
- Budget
- Accounting
- Payments and Receivables
- Reimbursables
- Assets and Liabilities
- General Property Plant & Equipment
- Cost Accounting
- Financial Reporting
- Internal Controls

**1.2** This schedule is an aggregate of the financial records maintained by FAA. This schedule is considered media neutral; however, the majority of the records are currently maintained in information systems. Appendix A identifies the current inventory of financial information systems that this records retention schedule applies.

The Office of Primary Responsibility for these records is the Office of Financial Services (ABA), Federal Aviation Administration (FAA). All other copies of records, regardless of format, maintained by other units are considered duplicate or non-record copies and shall be maintained no longer than the record copy.

This schedule consistently requests exceptions to the General Records Schedule (GRS) in order to facilitate the management and administration of electronic records in the appropriate information systems.

**1.3** This records retention schedule is based on a flexible scheduling approach using the Federal Enterprise Architecture Business Reference Model (BRM) as the basis for aligning the core financial processes and their records. A "Big Bucket" approach is used to ensure that the implementation of the policy is viable for electronic records management and aligns with the retention of hard copy records for ease of retention schedule and records disposition.

**1.4** Related financial records are defined as financial records that are duplicates or copy of financial records from source systems and unique records that are created by combining financial records with additional non-financial records that create unique records.

1.4 Electronic financial records that are maintained as part of mixed or non-financial systems shall be retained as specified by the schedule that describes the core or primary records. For example, if an information system is designed to provide investigative or safety information and financial records are tied to these primary purpose records (e.g., investigative or safety records), the financial records are retained according to the schedule of the primary purpose record.

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

## Item 1. Financial Policy Records

### Records Covered:

Financial policies that are enacted by the Office of Financial Services and official FAA financial policies including, but not limited to those in the business process areas of:

- Financial Policies
- Accounting and Cash Management
- Budget
- Payments and Receivables
- Reimbursables
- Assets and Liabilities
- Financial Reporting
- Cost Accounting
- Internal Controls
- Travel
- Special Accounts
- Administrative Control of Funds

### **DISPOSITION:**

#### **TEMPORARY.**

Cut off at the end of the Fiscal Year in which policy is superseded or obsolete. Destroy three years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415).

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years.

## Item 2. Accounting and Cash Management Records

### Records Covered:

Accounting records include accounting for assets, liabilities, fund balances, revenues and expenses associated with the maintenance of federal fund and current expenditure of federal appropriations (Salaries and Expenses, Operation and Maintenance, Procurement, Working Capital, Trust Funds, etc.), in accordance with applicable federal standards (Federal Accounting Standards Advisory Board, Department of Treasury, OMB, Government Accountability Office, Congressional requests). This section covers records documenting the financial events associated with accounting activities as described in the U.S. Government Standard General Ledger Chart of Accounts.

- Asset Accounts: Fund balance with Treasury; cash; receivables; advances and prepayments; inventory and related property; commodities; stockpile materials; other related property; investments; property, plant, and equipment; and other assets.
- Liability Accounts: Accrued liabilities - other accrued liabilities, payroll and benefits; unearned revenue (advances); debt; actuarial liabilities; and other liabilities.
- Net Position Accounts: Unexpended appropriations and cumulative results of operations.
- Budgetary Accounts: Anticipated resources; transfers of receivables from invested balances; appropriations realized; contract authority; borrowing authority; other budgetary resources; budgetary adjustments and status of resources – de-obligated; budgetary adjustments and status of resources, unexpended obligations; and budgetary adjustments and status of resources -- expended authority.
- Revenue and Other Financing Sources Accounts: Services sold; services provided; interest; penalties, fines, and administrative fees.

- Expense Accounts: Operating expenses and program cost bad debt expense; adjustment to subsidy expenses; interest expenses; benefit expenses; cost of goods and services sold or provided; applied overhead; cost capitalization offset; depreciations, amortization, and depletion; imputed costs; other expenses not requiring budgetary resources; future funded expenses; requiring current year budget authority (de-obligated); and non-production costs.
- Gains/Losses/Miscellaneous Items Accounts: Gains on disposition of assets, investments, and borrowings; unrealized gains, other gains; losses on disposition of assets, investments, and borrowings; unrealized losses; other loss; extraordinary items; prior period adjustments; and changes in actuarial liability.
- General Accounting Operations Correspondence Files : Accounting administration files.
- General Fund Files: Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit; accountable officer's files; allotment and ledger distribution transaction files; posting and control files (documents subsidiary to the general and allotment ledger accounts).
- Memorandum copies of accountable officers' return including statements of transactions and accountability excluding freight records.
- Waiver of Claims Files: Approved waivers and denied waivers, correspondence and documentation relating to approved and denied waivers.

**Cash Management and Treasury Records:**

- Reconciling Agency Cash Records with Treasury.
- Resolving Un-reconcile Differences and Adjustments.
- Transmitting Copy of Cash Receipt Data to Account Receivable.
- Remittances to Treasury.
- Processing Transfers and Credits to Agency's Account with Treasury by OGA and Outside Sources.
- Compiling Cost of Operations by Business Unit.
- Consolidating Net Cost.

**Funds Control:**

- Correspondence files in formally organized budget offices.
- Records related to the collection, safekeeping, deposit, and disbursements of funds.

**DISPOSITION:**

**TEMPORARY.**

Cut off at the end of the Fiscal Year in which record supports. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415).

All other related electronic and hard copy records may be retained as long as needed for business purposes and no longer than 7 years.

This disposition and retention period is an exception to the General Records Schedule GRS 4 Item 5, Item 8, Item 9, Item 10a; GRS 5 Item 1, Item 5 (a), Item 5 (b); GRS 6 Item 5 (a), 5 (b); Item 4, Item 1 (a); Item 11(a), Item 11(b), Item 2, Item 3a, Item 3b, GRS 9 Item 1a, Item 3a, Item 3b, Item 4b, Item 7, GRS 7 Item 1, Item 2, Item 3, Item 4, Item 4a, 4b.

The disposition for some of the records is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to

implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

### **Item 3. Budget**

#### **Records Covered:**

Budget records include records created in the course of management of the federal budget process including the development of plans and programs, budgets, and performance outputs as well as financing federal programs and operations through appropriation and apportionment of direct and reimbursable spending authority, fund transfers, investments and other financing mechanisms. Covers records documenting the financial events associated with budget activities.

- Budget Background Records: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimate, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
- Budget Reports Files: Periodic reports on the status of appropriation accounts and apportionment, including end of fiscal year reports and all other reports.
- Budget Apportionment Files: Apportionment and reapportionment schedules, SF 132, proposing quarterly obligations under each authorized appropriation.
  - Budget Files. Record copies of estimates comprised of appropriation language sheets, charts, statements, and other related records maintained at the agency level.
    - Capital Budget Planning. Records that involve tracking and monitoring Operational, Research and Capital Budgets Budget Execution records, Operational, Research and Capital Budget, Budget Operations and Appropriations and F& E Budget records.
    - Budget Background Records. Cost statements, rough data, in the preparation of the annual budget estimates.
    - Budget working files (work papers, cost statements) accumulated in preparation of projected fiscal programs and annual budget estimates.
    - Records of the Administrator's Review Committee (Agency office): Agendas, correspondence, Board meeting minutes, Spring preview, Special studies notebooks, all other related records.

#### **DISPOSITION:**

##### **TEMPORARY.**

Cut off at the end of the Fiscal Year in which record supports. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415).

For budget apportionment records, the cut off period begins at the end of the fiscal year in which the ability to expend the funds expires. Destroy seven years after the end of that expiration period. For example on apportionment of operations funds with a one year obligation and five years to expend the funds, the cut off period at the end of the five year period.

All other related electronic and hard copy records may be retained as long as needed for business purposes and no longer than 7 years after the cut-off period.

The disposition for some of the records is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

**Records Covered:**

- Annual Summarized Reports on Budget Formulation, Execution and Budgetary Resources (e.g. Congressional Budget Justification).

**DISPOSITION:**

**PERMANENT.**

Cut off at the end of the Fiscal Year in which record supports. Send to NARA seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415). This record specifically covers the paper copy report and its electronic equivalent and not the individual electronic or paper records that are used to create the summarized report.

Exception to GRS 5 Item 3(a), GRS 5 Item 3(b).

Supersedes NNA-1017, Item 146 and NC1 237-77-3 ITEM 92 (3).

**Item 4. Payments and Receivables**

**Records Covered**

**Payments**

Payments include disbursements of federal funds, via a variety of mechanisms, to federal and private individuals, federal agencies, state, local and international governments, and the private sector, to effect payment for goods and services, or distribute entitlements, benefits, grants, subsidies, or claims. Covers records documenting the financial events associated with disbursement and payment activities as described in the U.S. Government Standard General Ledger Account Transaction Categories.

- Payments/Purchases.
- Commitments/Undelivered Orders/Expended Authority Unpaid.
- Payables/Accrued Liabilities.
- Advances and Prepayments.
- Commercial freight and passenger transportation files: Original vouchers, records covering payment for commercial freight and passenger, Issuing office copies of government bills of lading, lost or damage shipment files.
- Other copies of bonds and related papers.
- Accountable Officers' Returns.
- Voucher Examination and Certification.
- Employee Surety Bond files: Purchased after 12/31/55.

**Records Covered:**

**Receivables**

Collections and receivables include deposits, fund transfers, and receipts for sales or service. Covers records documenting the financial events, associated with Collections and Receivables activities as described in the U.S. Government: Standard General Ledger Account Transaction Categories.

All of the transactions described in the account transaction categories from the U.S. Government Standard General Ledger Account Transaction Listing for collections and receivables:

### **Receipts**

- Receivables/Accrued Revenue
- Asset Sale and Disposition (Gains and Losses)

### **Debt Collection**

Claims by the United States subject to the Federal claims collection standards:

- Claims which were paid in full.
- Claims for which collection action has been terminated under 4 CFR Part 104.
- Claims for which the Government's right to collect was not extended.
- Claims for which collection action has been terminated under 4 CFR Part 104. Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.
- Claims for which collection action has been terminated under 4 CFR Part 104. Claims that the agency administratively determines are not owed to the United States after collection action was initiated.
- Claims for which collection action has been terminated under 4 CFR Part 104. Claims files that are affected by a court order or that are subject to litigation proceedings.

### **Miscellaneous Receipts Collection**

- Certificate of Settlement files: Closed account settlements, supplemental and final balance settlements.
- Certificate of Settlement files: Periodic settlements.
- Accountable officer designee files.
- Availability, collection, custody, and deposit files.
- Administrative claims files.
- User Fees.

### **DISPOSITION:**

#### **TEMPORARY.**

Cut off at the end of the Fiscal Year if the payment is made or debt is satisfied. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415) if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period.

This disposition and retention period is an exception to the General Records Schedule GRS 6 Item 6 (a) (1); GRS 6 Item 6 (b); GRS 6 Item 1 (b); GRS 6 Item 10b1; GRS 6 Item 10b2a; GRS 6 Item 10b2b; GRS 6 Item 10b3; GRS 6 Item 10c, GRS 9 Item 1(a), GRS 9 Item 1(b), GRS 9 Item 1(c), GRS 9 Item 1(d); GRS 9 Item 2; GRS 9 Item 1(e).

The disposition for some of the records is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

Employee Surety Bond records (Purchased after 12/31/55) are maintained according to GRS 6 Item 6 (a) (2).

## **Item 5. Reimbursables Records**

### **Records Covered:**

Case files relating to reimbursable agreements entered into with other Federal and other governmental agencies and private entities to furnish supplies, equipment, and services relating to aviation to the United States and foreign countries, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence. Including and not limited to:

- Invoices/bills issues to Other Government Agencies (OGA) and Inter-Agency Agreements (IAA) and the Public (Non-Federal Entity).
- Reimbursable Receivables and Other Receivables (Public).
- Reimbursable Agreement Files and related correspondence.

### **DISPOSITION:**

#### **TEMPORARY.**

Cut off at the end of the fiscal year in which the reimbursable agreement is closed. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415) if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than seven years after the cut-off period.

Supersedes NC1-237-77-3 Item 92 (2) Approved 12/2/77.

## **Item 6. Asset and Liability**

Asset and Liability Management provides accounting support for the management of assets and liabilities of the Federal Government. Covers record documenting the financial events associated with asset and liability management accounting activities as described in the U.S. Government Standard General Ledger Chart of Accounts.

### **Records Covered:**

- Asset Accounts: Fund balance with Treasury; cash; receivables; advances and prepayments; inventory and related property; commodities; stockpile materials; other related property; investments; general property, plant, and equipment; and other assets.
- Excess Personal Property Reports.
- Liability Accounts: Accrued liabilities - other; accrued liabilities - payroll and benefits; unearned revenue (advances); debt; actuarial liabilities; and other liabilities.

### **DISPOSITION:**

#### **TEMPORARY.**

Cut off at the end of the Fiscal Year in which the records supports. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415) if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period.

This disposition and retention period is an exception to the General Records Schedule. GRS 3 Item 2; Item 3 (a)(1)(a); (a)(1)(b); (a)(2)(a); (a)(2)(b); GRS 3 Item 3b, Item 3c, Item 3d, Item 5a, Item 5b1, Item 5 (5) (b) (2) (a), Item 5 (5) (b) (2) (b) GRS 3 Item 5(c)(1), GRS 3 Item 5(c)(2), GRS 3 Item 5(d); GRS 4, , GRS 3 Item 5 (d), GRS 3 Item 4 (a), GRS 3 Item 6 (a), GRS 3 Item 6 (b), GRS 3 Item 7, GRS 3 Item 8 (a), GRS 3 Item 8 (b), GRS 3 Item 9 (a), GRS 3 Item 9 (b), GRS 3 Item 9 (c), GRS 3 Item 10, GRS 3 Item 11, GRS 3 Item 12, GRS 3 Item 13, GRS 3 Item 14, GRS 3 Item 15 (a), GRS 3 Item 15 (b), GRS 3 Item 16, GRS 3 Item 17, GRS 3 Item 18.

Supersedes NC1-237-77-3 Item 58

The disposition for some of the records is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

## **Item 7. Property, Plant and Equipment**

### **Records Covered:**

- Records supporting the existence of a Property, Plant and Equipment (PP&E) assets; records supporting the federal reporting entity's rights, records supporting the completeness of PP&E; records supporting the overall valuation of PP&E, depreciation, and book value (whether actual or estimated historical cost); records supporting financial statement classification, description, and disclosure, such as the use(s) and useful life of the PP&E and records related to PP&E financial statement adjustments.
- Asset Records. Records relating to PP&E include and are not limited to Joint Acceptance Inspection records, Capitalization Authorization Forms records, Project Authorization, Asset Retirement documents, Disposal, Reports of Survey, Reports of Excess forms, FAA Cap/Exp Summary and Summary Reconciliation, Fixed Asset Reports, records related to Cost Data Supporting Valuation Assertions, and other relevant asset and capitalization related records; including financial statement adjustments that are due to PP&E records.

### **DISPOSITION:**

#### **TEMPORARY.**

Records are retained for as long as the asset is within FAA's possession (active or inactive service). Cut-off records ten years after the asset is no longer within FAA's possession. Transactional records such as invoices, payments follow prescribed specific retention schedules for those records.

All other related electronic records may be retained as long as needed for business purposes and no longer than 10 years after the cut off period.

This disposition and retention period is an exception to the General Records Schedule GRS 3, GRS 4 and GRS 20. The disposition is longer than the GRS because the official records are

electronic and coordinated retention periods are necessary to implement the schedule for electronic records.

## **Item 8: Financial Reporting**

Reporting information relates to providing financial information in the form of reports and analysis of financial actions.

### **Records Covered:**

- Daily, weekly, monthly, or quarterly reports of financial events, reports on execution and budgetary resources, program and financing schedules (actual) and other periodic, monthly, and quarterly financial reports.
- Annual FAIR Act Inventory.

### **DISPOSITION:**

#### **TEMPORARY:**

Cut off at the end of the Fiscal Year in which records supports. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415) if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period.

This disposition and retention period is an exception to the General Records Schedule GRS 5 Item 3a; and GRS 5 Item 3b. The disposition is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

### **Records Covered:**

- Year-end Closing Statements and Associated Annual Reports.
- Annual Financial Statement, including the Management Discussion and Analysis, Principal Statements and Related Notes such as Balance sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Financing, Statement of Custodial Activity, and Notes to Financial Statements (OMB Bulletin No. 01-02).
- Performance Assessment Reports.
- Annual User Fee Report.
- Annual Financial Reports provided to OMB, GAO and Congress.
- Annual Summarized or Aggregated Cost Accounting Reports.

### **DISPOSITION:**

#### **PERMANENT:**

Cut off at the end of the fiscal year that the record supports. Transfer records to NARA ten (10) years after cut off.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period. This record specifically covers the paper copy report and its electronic equivalent and not the individual electronic or paper records that are used to create the summarized report.

## **Item 9: Cost Accounting**

### **Records Covered**

Cost Accounting Reports: Unit monthly and quarterly cost accounting records, electronic records used to accumulate data used in cost reports. Records composed of detailed and summary reports aggregations and allocations and analyses resulting from the core cost accounting data.

#### **DISPOSITION:**

##### **TEMPORARY.**

Cut off at the end of the Fiscal Year in which the record supports. Destroy seven years after cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U. S. Government (28 U.S.C. 2401 and 2415) if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period.

This disposition and retention period is an exception to the General Records Schedule: GRS 8 Item 6 (a), GRS 8 Item 6 (b), GRS 8 Item 7 (a), GRS 8 Item 7 (b) (1), GRS 8 Item 7 (b) (2), GRS 8 Item 7 (b) (3), GRS 2 item 22a, GRS 2 item 22b, GRS 2 item 22c.

The disposition for some of the records is longer than the GRS because the official records are integrated into electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 years represents the longest retention in the GRS period.

### **Records Covered:**

- Annual Cost Accounting Report

#### **DISPOSITION:**

##### **PERMANENT.**

Cut off at the end of the Fiscal Year in which the record supports. Send to NARA seven years after the cut off in accord with applicable federal standards in accord with limitations on civil actions by or against the U S. Government (28 U.S.C. 2401 and 2415).

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period. This record specifically covers the paper copy report and its electronic equivalent and not the individual electronic or paper records that are used to create the summarized report.

This disposition and retention period is an exception to the General Records Schedule GRS 8 Item 6 (a), and GRS 8 Item 6 (b). The disposition is longer than the GRS because the official records are electronic and coordinated retention periods are necessary to implement the schedule for electronic records.

## **Item 10: Internal Controls Records**

### **Records Covered:**

Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement.

Policy, Procedure, and Guidance Files. Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123.

Management Control Plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.

Risk Analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.

Annual financial reports, assurance statements and related financial reports created and compiled by the agency into a single unified report for direct submission to the President and Congress.

Tracking Files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.

Review Files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems.

- Office with responsibility for coordinating Internal Control functions. Office with responsibility for coordinating Internal Control functions.

### **DISPOSITION:**

#### **TEMPORARY.**

Cut off at the end of the fiscal year that the records support. Destroy after cut-off period if no longer required for business purposes.

All other related electronic records may be retained as long as needed for business purposes and no longer than 7 years after the cut off period.

Supersedes: NN-171-123 Item 6, NN-171-123 Item 8, NN-171-123 Item 9, NN-171-123 Item 10, NC-174-24 Item 2, NC-174-24 Item 3, NN-171-123 Item 4, NN-171-123 Item 5,

Exception to GRS 16 Item 14(a), GRS 16 Item 14(b), GRS 16 Item 14(c), GRS 16 Item 14(d) GRS 16 Item 14(e), GRS 16 Item 14(f)(1), GRS 16 Item 14(f)(2).

The disposition is longer than the GRS because the official records are electronic and coordinated retention periods are necessary to implement the schedule for electronic records.