

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-237-01-1	DATE RECEIVED 5-1-2001
1 FROM (Agency or establishment) DOT/FEDERAL AVIATION ADMINISTRATION (FAA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION AIRWAY FACILITIES SERVICE		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 MINOR SUBDIVISION AVIATION SYSTEM STANDARDS			
4 NAME OF PERSON WITH WHOM TO CONFER MARGARET FEE <i>Margaret Fee</i>	5 TELEPHONE (405) 954-8926	DATE	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 4/6/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katrina A. Thomas</i>	TITLE Agency Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7950	<p>AERONAUTICAL CHARTING AND CARTOGRAPHY SERVICE FILES</p> <p>1. AERONAUTICAL FACILITIES HISTORY FILES. Source documents for navigational aids, air/ground communications, airports, airspace, and obstacles for areas covered by aeronautical charts and publications. Documents such as National Flight Data are included.</p> <p>a Paper: Permanent. Cut off annually. Retire to NARA when digital image has been quality checked.</p> <p>b Digital Image Files (working files): File Format - tiff. Destroy when no longer needed for reference.</p> <p>2. SUPPORTING REFERENCE DOCUMENTS OF AERONAUTICAL DATA FILES. Documents such as Notice to Manners, Department of Defense supplements, and other miscellaneous reference publications and documents used to make product changes.</p> <p>Cut off annually. Destroy five years after cut off.</p>	<p>NOAA 1605-01</p> <p>NOAA 1605-03</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF 6

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>3. COMPILATION HISTORY FOR AERONAUTICAL CHARTS, PUBLICATIONS, AND DIGITAL PRODUCTS. Compilation documents and supporting papers, including Minimum Safe Altitude Warning (MSAW) Transmittal Correspondence. Computations of official bearing and distance information which is pertinent to charts</p> <p>a Paper Permanent Cut off annually Transfer to NARA when digital image has been quality checked.</p> <p>b Digital Image Files (working files): File format - tif Destroy when no longer needed for reference</p> <p>4. AERONAUTICAL PRODUCTS CHANGE FILES. Documents pertaining to the changes made to aeronautical information and tabular data This includes Marked Position Letters, e-mails, and documentation from phone calls. Cut off annually Destroy three years after cut off</p> <p>5. AIRPORT FACILITY DIRECTORY, PACIFIC AND ALASKA SUPPLEMENTS. Pilot's manuals that contain open-to-the-public and joint-use facilities in the National Airspace System The supplements are designed for use with Flight Information Publication, Enroute Charts, the Hawaiian Islands, Mariana Islands, and Samoan Islands Sectional Aeronautical Charts, and the Alaska Terminal Area Chart, World Aeronautical Charts, and Sectional Aeronautical Charts Paper: Cut of annually Destroy when three years after cut off</p> <p>6. PUBLISHED IACC AERONAUTICAL CHARTING SPECIFICATIONS. Published Interagency Air Cartographic Committee (IACC) Documents, and associated published Change Packages, which specify format and content of official U.S Government aeronautical charts and publications. These document planning, directing, and evaluating the construction and maintenance of aeronautical charts and related publications. Paper Destroy when 30 years old or no longer needed, whichever is later</p> <p>7. COMMUNICATION TABS FOR ENROUTE CHARTS – COMPILATION FILES. Documents that indicate changes to air/ground communication tabular data Cut off annually. Destroy three years after cut off.</p>	<p>NOAA 1605-04</p> <p>NOAA 1605-05</p> <p>NOAA 1605-06</p> <p>NOAA 1605-07</p> <p>NOAA 1605-08</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

3 OF 6

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	<p>8. AIRSPACE FILES. Documents containing official Docket changes along with Computer Navigation Fixes and Waypoints. Paper Destroy when superseded.</p> <p>9. AERONAUTICAL STANDARDS FILES. Aeronautical charts, which contain all corrections and/or the source of the correction to be applied in future editions Includes correspondence used as source for chart revisions.</p> <p>a Section Charts A 1 500,000 scale Visual Flight Rules (VFR) navigational chart product designed for flight during Visual Meteorological Conditions The chart series is a combination of topographic and cultural detail overlaid with aeronautical and airspace data to provide the most accurate chart for VFR navigation</p> <p>(1) Paper Copy: Destroy after completion of microfilm quality review</p> <p>(2) Microfilm: Cut off annually Destroy 10 years after cut off.</p> <p>b U.S. Terminal Procedures Publications (TPP). The U.S. TPP are published in loose-leaf and perfect bound volumes covering the conterminous U.S., Puerto Rico, and the Virgin Islands. Included in the TPP's are Instrument Approach Procedure (IAP) Charts, Departure Procedure (DP) Charts, Standard Terminal Arrival (STAR) Charts, Charted Visual Flight Procedures (CVFP); and Airport Diagrams IAP Charts are designed to provide an Instrument Flight Rules (IFR) descent from the enroute environment to a point where a safe landing can be made DP Charts are Air Traffic Control (ATC)-coded departure procedures STAR Charts are ATC-coded IFR Arrival routes. CVFP's are an operational technique designed to move air traffic safely and expeditiously Airport Diagrams are specifically designed to assist in movement of ground traffic at locations with complex/taxiway configurations</p> <p>Paper Copy. Cut off annually Destroy 10 years after cut off.</p> <p>c Enroute Navigational Charts Charts that provide aeronautical information for navigation under instrument flight rules The Enroute Low series are for instrument flying below 18,000 feet MSL; the Enroute High series are for instrument flying at or above 18,000 feet MSL</p> <p>(1) Paper Copy Microfilm 2 years after creation. Destroy after completion of microfilm quality review</p> <p>(2) Microfilm: Cut off annually. Destroy 10 years after cut off</p>	<p>NOAA 1605-10</p> <p>NOAA 1605-13</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

4 OF 6

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10.	<p>AERONAUTICAL CHART FILES. Aeronautical charts designed for use in navigation through the air and above land and water. Shows aids and hazards to navigation. All aeronautical charts are included within this section, regardless of chart type or the branch (section) responsible for creation. The distribution copies are maintained to answer questions, and annotate revisions in current editions.</p> <p>a Official copy: Cut off in annual or semi-annual blocks. Transfer to NARA at cut off.</p> <p>b Distribution copy: Destroy when new edition is created or no longer needed for research.</p>	NOAA 1605-14	
11.	<p>FLIGHT EDIT FILES. Printed Sectional and Terminal Area Charts with changes of detail during flight edit. A supplementary narrative report regarding the flight check is included.</p> <p>Destroy when two editions of the chart have been created.</p>	NOAA 1605-15	
12.	<p>REPRODUCTION VISUAL CHART FILES. Film positives of chart negatives used for reprinting aeronautical charts.</p> <p>a Hard copy. Destroy when new edition is created.</p> <p>b Digital Image Files: Destroy when no longer needed for research, or when new edition is created, whichever is sooner.</p>	NOAA 1605-16	
13.	<p>AERONAUTICAL NAVIGATION DATA SYSTEM (ANDS). This system is used to develop, process, disseminate, and publish digital and analog data, information, compilations, and reports, compile, print, and disseminate aeronautical charts and related products and services of the U.S. and its territories and possessions (also includes covering international airspace as required primarily by U.S. civil aviation), and to compile, print, and disseminate non-aeronautical navigational, transportation, or public safety-related products and services when in the best interests of the Government. System contains data that is critical to the production of aeronautical data models, data sets, and digital and/or analog charts.</p> <p>a Information within the system (data): Retain until program is terminated.</p> <p>b System Documentation: Destroy 6 months after system is terminated.</p> <p>c System Inputs (filed as source with Aeronautical Facilities History Files): Follow disposition instructions for related records.</p>	New Item	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

5 OF 6

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7960	<p>d System Outputs(printouts, publications, reports, CD Rom's, data files accessible via an ftp server, floppy diskettes, and screen captures saved to a file or sent directly to a printer based on user-selections in applications)</p> <p>Destroy 3 years after creation</p> <p style="text-align: center;">CHART AND PUBLICATION SALES</p> <p>1. CUSTOMER CHART FILES. Documents relating to orders from customers Document types include copies of contracts with Chart Agents, instructions, orders, inquires, original requests to be an agent, obsolete returns, and cancellations</p> <p>a Chart Agent Files Documents relating to the designations of persons or businesses as aeronautical or nautical agents, including their privileges, responsibilities, and operating procedures for performing their functions, and designating authorized places for conducting chart sales to meet the needs of manne and air space commerce.</p> <p>Destroy when 15 years old</p> <p>b Public Order Files: Includes one-time orders (documents relating to the sale of nautical and aeronautical charts on a one-time basis) and subscriber orders (documents relating to revised or new subscriptions for charts and related publications) for aeronautical or nautical orders</p> <p>(1) Original records. Destroy after completion of microfilm quality review If not microfilmed, destroy when 3 years old</p> <p>(2) Microfiche Cut off when subscription becomes inactive or all frames are filled, whichever is sooner Destroy 3 years later</p> <p>(3) Scanned records Cut off when subscription becomes inactive or all frames are filled, whichever is sooner Destroy 3 years later</p> <p>c Government Order Files: Includes internal orders (orders from within the agency) and external orders (orders from outside the agency) for aeronautical charts or nautical orders.</p> <p>(1) Internal Orders: Destroy 3 years after order.</p> <p>(2) External Orders: Destroy 5 years after order.</p> <p>d Litigation Order Files: Documents of those orders which are received and indicated as being for litigation purposes,</p>	NOAA 1607-01	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

6 OF 6

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	<p>d Litigation Order Files Documents of those orders which are received and indicated as being for litigation purposes, including the customer identification number, the quantity and type of chart, and the revision</p> <p>Destroy when 3 years old</p>		
	<p>2. SALE PRICE LIST FILES. Documents relating to the published prices for charts and publications, including percentage discounts for sales agents. Destroy when 10 years old</p>	NOAA 1607-02	
	<p>3. AGENTS INSPECTION REPORT FILES. Documents pertaining to periodic inspections, conducted by authorized persons, to evaluate the sales performance of the chart agents. Destroy 3 years after inspection</p>	NOAA 1607-03	
	<p>4. STATISTICAL REPORTS FILES. Monthly and annual reports on the receipts and issues of NOS charts and publications, including basic papers and printouts from which the raw data was obtained; and additional informational printouts Document types include but are not limited to daily receipts, condemnments, and physical inventories.</p> <p>a Record keeping paper copy Cut off annually Destroy 3 years after cutoff</p> <p>b Electronic copies Destroy when no longer needed to print hard copy</p>	NOAA 1607-07	
	<p>5. OBSOLETE CHART DISTRIBUTION FILES. Documents relating to obsolete aeronautical and nautical charts, and auxiliary maps donated to schools, students, etc. for instructional use, but not for navigation. Destroy when 3 years old</p>	NOAA 1607-08	
	<p>6. AUTOMATED DISTRIBUTION SYSTEM (ADS). This system is used for automated order processing, inventory management, and sales accounting The data is used for order fulfillment, inventory reconciliation, and invoice generation This data includes customer data, product data, and accounting data.</p> <p>a Information within the system. Destroy when 5 months after migrated into a new system</p> <p>b System documentation Destroy 6 months after system is terminated.</p> <p>c System inputs Follow disposition instructions for related records</p> <p>d System outputs Destroy when no longer needed for reference.</p>	New Item	