

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Federal Aviation Administration	
2 MAJOR SUBDIVISION Aviation Safety, AVS-1	
3 MINOR SUBDIVISION Aircraft Certification Service, AIR-1	
4 NAME OF PERSON WITH WHOM TO CONFER Naomi J. Bryant, AIR-530 <i>Naomi J. Bryant</i> 3/28/05	5 TELEPHONE (202) 267-7201

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>NI-237-05-3</i>	
DATE RECEIVED <i>4/5/05</i>	
<b>NOTIFICATION TO AGENCY</b>	
In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE <i>5/28/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrick</i>

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 8 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 <i>3/30/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katerina Thomas</i>	TITLE <i>FAA Records officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED <u>8</u> PAGES		

*cc Agency NR, NWMD, NWE, NAWM, DPCS, DWCT*

Item #	New Item	Change to Existing Item	Major Subject Class or File Code	Description of Item and Proposed Disposition	GRS of Superseded Job Citation
1	X		2150 6	<p><b>Enforcement Investigative Report Records (EIR).</b> Case files 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</p> <p><del>Proposed</del> <b>Disposition:</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 5 years after case is closed in EIS</p>	N/A
	X		8020.7	<p><b>Safety Recommendations.</b> Documents relating to Safety Recommendations generated by the NTSB or other sources</p>	
2			8020 7 a (1)	<p><b>Office control logs or tracking documents and reports.</b> These files are located at FAA headquarters in the Office of Aircraft Accident Investigation</p> <p><del>Proposed</del> <b>Disposition:</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</p>	
3			8020 7 a (2)	<p><b>Office control logs or tracking documents and reports.</b> These files are located in the FAA regional offices.</p> <p><del>Proposed</del> <b>Disposition:</b> TEMPORARY Destroy when associated safety recommendation files are destroyed</p>	

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4	X		8020 7 b	<p><b>NTSB Safety Recommendation Case Files.</b> 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.</p> <p><del>Proposed</del> <b>Disposition:</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.</p>	
5			8020.7 c	<p><b>NTSB Safety Recommendation Background Case Files.</b> 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.</p> <p><del>Proposed</del> <b>Disposition:</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.</p>	
	X		8000 6	<p><b>FAA Safety Recommendations.</b></p>	
6	X		8000 6.a	<p><b>FAA Safety Recommendation Case Files.</b> Include safety recommendations generated internally or by foreign airworthiness authorities and FAA response. These files are located at FAA headquarters.</p> <p><del>Proposed</del> <b>Disposition:</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.</p>	
7			8000 6 b	<p><b>FAA Safety Recommendation Background Case Files.</b> 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><del>Proposed</del> <b>Disposition:</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.</p>	

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			8110.1	<b>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. Consist of applications, correspondence, engineering data, drawings, and specifications related to the prototype, and project data airworthiness certificates, <sup>copies of</sup> 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.	
8		X	8110 1 a (1)	<b>Domestic Aircraft Type Certificate Case Files</b> <b>And, add subparagraphs:</b> Product case files maintained by regional/ field aircraft certification offices for which the United States is the state of design  <del>Proposed</del> <b>Disposition:</b> PERMANENT Cut off when approved Transfer to FRC when no longer needed on-site Transfer to NARA 100 years after cutoff	NC1-237-77-3 Items 24 & 25, approved 12/2/77
9		X	8110.1 a (2)	<b>Domestic Aircraft Supplemental Type Certificate Case Files.</b> Case files maintained by regional/ field aircraft certification offices for which the Unites States is the state of design  <del>Proposed</del> <b>Disposition:</b> PERMANENT Cut off when approved Transfer to FRC when no longer needed on-site Transfer to NARA 100 years after cutoff	NC1-237-77-3 Items 24 & 25, approved 12/2/77
	X		8110 1.a (3)	<b>Foreign Aircraft Type Certificate Case Files.</b> Product case files maintained by regional/field aircraft certification offices for which the United States is not the state of design  <del>Proposed</del> <b>Disposition:</b> Disposition not authorized at this time	

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	X		8110.1 a (4)	<b>Foreign Aircraft Supplemental Type Certificate Case Files.</b> Product case files maintained by regional/field aircraft certification offices for which the United States is not the state of design  <del>Proposed Disposition:</del> Disposition not authorized at this time	
10	X		8110.1 a (5)	<b>Canceled Type Certificate or Supplemental Type Certificate Case Files.</b> 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  <del>Proposed Disposition:</del> TEMPORARY Cut off at end of fiscal year in which project terminated. Destroy 1 year after cutoff.  <b>NOTE:</b> Equipment Case Files will now be renumbered in 1350 15 when revised	
		Delete existing item	8110 2 a	<b>Type Certification Technical Data Files for certificated aircraft.</b>	NC1 237 77 3, Item 25 approved 12/2/77
		Delete existing item	8110 2 b	Type Certification Technical Data Files pertaining to un-certificated incomplete projects	NC1 237 77 3, Item 25 approved 12/2/77
	X		8110 3	<b>Engineering Parts Manufacturer Approval (PMA) Files.</b> Files created or received by Aircraft Certification Offices (ACO) 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	

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11			8110 3 a	<p><b>Engineering PMA documents related to specific companies or parts to include:</b> Applications, approvals, correspondence, technical data, test results, evidence of licensing agreements, conformity statements and requests for minor changes</p> <p><del>Proposed Disposition:</del> TEMPORARY. Cut off when canceled, surrendered, withdrawn, or otherwise terminated Transfer to FRC when no longer needed on-site Destroy 10 years after cutoff</p>	
			8120 1	<p><b>Certificate Management Evaluations – External.</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) Evaluations, Principal Inspector (PI) Evaluations, Supplier Control Audits, Product Audits, District Audits, and Special District Office Audits</p>	
12	X		8120 1 a	<p><b>Headquarters Planning Files.</b> Includes general program guidance and management documents such as program committee meeting minutes, schedules, and office and directorate reports</p> <p><del>Proposed Disposition:</del> TEMPORARY Cut off at end of fiscal year in which completed Destroy 3 years after cutoff.</p>	
13	X		8120 1 b	<p><b>Planning Files Related to a Specific Evaluation.</b> 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</p> <p><del>Proposed Disposition:</del> TEMPORARY Cut off when evaluation is completed Destroy at the end of the fiscal year in which cutoff</p>	

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14	X		8120.1.c	<p><b>Completed Evaluation Case Files.</b> Includes final report, documentary evidence, and correspondence. Some documentary evidence may become part of an Enforcement Investigative Report (EIR) case file.</p> <p><del>Proposed Disposition:</del> TEMPORARY. Cut off when evaluation completed. Destroy 5 years after cutoff.</p>	
			8120.2	<p><b>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).</p>	
15		X	8120.2 a	<p><b>Documents related to specific products, models, manufacturers or facilities.</b> Includes records the FAA must review in order to determine whether a quality control or inspection system will be carried out in accordance with an FAA-approved design. Includes applications, project initiation forms, correspondence, and final production approvals or disapprovals. Also may include quality control data, engineering and flight test documents, evidence of licensing agreements, manuals, and identity documents or test and computation documents.</p> <p><del>Proposed Disposition:</del> TEMPORARY. Cut off when surrendered, suspended, revoked, or otherwise terminated. Destroy 10 years after cutoff.</p>	II NNA 1102, Item 44, approved 7/12/54
	X		8150	<p><b>Technical Standard Order (TSO)</b></p> <p><b>Note:</b> Manufacturing TSO documents are filed under Major Subject Class 8120</p>	

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16	X		8150 1	<p><b>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</p> <p><del>Proposed Disposition:</del> 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</p>	
17	X		8150 2	<p><b>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</p> <p><del>Proposed Disposition:</del> TEMPORARY Cut off when surrendered, withdrawn, or otherwise terminated Destroy 10 years after cutoff.</p>	

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18				<p><b>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 record keeping copy of the records covered by 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>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>Proposed Disposition:</b> TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced.</p>	
19				<p>Copies used for dissemination, revision, or updating that are maintained in addition to recordkeeping copy.</p> <p><b>Proposed Disposition:</b> TEMPORARY. Delete when dissemination, revision, or updating is complete.</p>	