## REQUEST FOR RECORDS DISPOSITION AUTHORITY

| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 |
| --- |

### 1. FROM (Agency or establishment)
DOT, Federal Aviation Administration (FAA)

### 2. MAJOR SUB DIVISION
Air Traffic Organization (AJO)  
Technical Operations (AJW)

### 3. MINOR SUBDIVISION
Aviation System Standards (AJW)

### 4. NAME OF PERSON WITH WHOM TO CONFERENCE
Elizabeth Abbott

### 5. TELEPHONE
(405) 954-8379

### 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 page(s) are not needed now 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.

### 7. ITEM NO.
See attached sheets

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached sheets

### 9. GRIS OR SUPERSEDED JOB CITATION

### 10. ACTION TAKEN
(NARA USE ONLY)

---

**LEAVE BLANK (NARA use only)**

**JOB NUMBER:** N1-237-09-1  
**Date Received:** 6/18/09

**NOTIFICATION TO AGENCY**

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**ARCHIVIST OF THE UNITED STATES**

**DATE:** 6/18/09

**SIGNATURE OF AGENCY REPRESENTATIVE:**

**TITLE:** FAA RECORDS OFFICE

---

**STANDARD FORM 115 (REV. 3-91)**  
PRESCRIBED BY NARA 36 CFR 1228
1. **Aviation System Standards Agreements System.** (Under 2500.3 Reimbursable Agreements Files in FAA Order 1350.15) This is a tracking database used to track status of the agreements for Flight Inspection Services provided by Aviation System Standards to various airports, US government agencies, and international government agencies.

   a. Master Database
      
      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.

      **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.

      ii. Database contains information used to track the status of agreements including agreement number, status (i.e. Active/Cancelled/Expired), agreement type, contract number, customer, supporting organization within AVN, service description, funding types, location including city/state/country, date of the agreement actions (signed/reviewed/last reviewed/expiration), Emergency Medical Services provider, procedure, Location Identifier, specific airport, and any prior agreement numbers. Information based on original agreement is entered into the system. This schedule does not apply or replace the disposal authority for the actual agreements covered by NC1-237-77-3, Item 92 (2).

      **TEMPORARY.** Close at the end of the FY in which agreement expires. **Delete** 25 years after cut off, or when tracking is no longer required, but no sooner than 3 years after cutoff.

   b. Ad hoc reports and printouts.

   **TEMPORARY.** **Delete** when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20 Item 16)

   c. System documentation.

   **TEMPORARY.** **Destroy/delete** upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20 Item 11(a)(1))