REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)
   Federal Aviation Administration

2 MAJOR SUBDIVISION
   ARC/AGL-60

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
   John Swaney (Acting)

5 TELEPHONE NUMBER
   816-329-2444

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 for 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 8/14/09
   SIGNATURE OF AGENCY REPRESENTATIVE
   Records Officer

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
   (NARA USE ONLY)

See Attachment
| 1 | **ARC Application Catalog Database**  
The purpose of the ARC Application Catalog Database is to track ARC’s application information including its name, description, URL, Name of region, system owner, technical Lead, C&A date, and business process information.  

**a. Master File**: ARC Application Catalog (1000- Admin)  
The database contains name and description of all ARC applications by each region and it tracks application dependencies such as Data Sources, System owner, Point of Contacts 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.  

**TEMPORARY. Cut off at the end of fiscal year Destroy 1 year after cut off.**  

**b. ARC Application Catalog Spreadsheet Excel generated report containing each application’s information**  

**Disposition** Temporary; Cut off end of fiscal year in which when updated or superseded Destroy after 1 year after cut off | New Item | New Item |