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
Regions and Center (ARC)

3 MINOR SUBDIVISION
Western Service Area (ANM WSA) Logistics

4 NAME OF PERSON WITH WHOM TO CONFER
Mike McDonnell

5 TELEPHONE NUMBER
425-227-2963

Date received
8-20-2009

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
8/11/09

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature of Katrina Thomas]

TITLE
Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
ISO 9000 Surveys
Four web-based electronic customer surveys used in pursuit of ISO 9000 certification

   a Master Database
      Answers to questions about line of business service and customer satisfaction
      Four surveys to be scheduled the same
         1 Material ISO 9000 Survey
         2 Procurement ISO 9000 Survey
         3 Real Estate ISO 9000 Survey
         4 Procurement Survey

      ☒ TEMPORARY Cut off at the end of the fiscal year survey is completed Destroy 5 years after cut off

      b Other ISO 9000 surveys as may be developed

      ☒ TEMPORARY Cut off at end of fiscal year survey is completed Destroy after 5 years after cut off

9 GRS OR SUPERSEDED JOB CITATION
New Item

10 ACTION TAKEN (NARA USE ONLY)