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-3)

4. NAME OF PERSON WITH WHOM TO CONFER:
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

DATE: 8/3/09
SIGNATURE OF AGENCY REPRESENTATIVE: 

7. ITEM NO
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:

See attached sheets

9. GRS OR SUPERSEDED JOB CITATION:

10. ACTION TAKEN
(NARA USE ONLY):

LEAVE BLANK (NARA use only)

JOB NUMBER: NI-237-09-17

Date Received: 9/2/2009

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

STANDARD FORM 115 (REV. 3-91)
PREScribed BY NARA 36 CFR 1228
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)</th>
<th>Disposition</th>
<th>Superseding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Automated Reproduction System (ARS) Report Files.</strong>&lt;br&gt;The purpose of this system is to provide reports on material costs (paper, film, etc) that support the printing of FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.</td>
<td><strong>TEMPORARY.</strong> Cutoff at the end of the Fiscal Year. Destroy 3 years after cutoff.</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Master Files for the Automated Reproduction System (ARS) and its future equivalent systems. This system provides an application to manage the costs of printing FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts. Provides the ability to manually input information about quantities and costs of current material inventory. Also reports store quantities, costs, descriptions and entry dates of new purchases of these materials. Data is entered by FAA employees from print orders received from another office within the National Aeronautical Charting Group. Only one report is generated on a quarterly basis: Quarterly Material Inventory Report</td>
<td><strong>TEMPORARY.</strong> Cut off at the end of each month. Destroy when superseded by new report. GRS 20/4</td>
<td></td>
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<tr>
<td>b.</td>
<td><strong>Automated Reproduction System (ARS).</strong>&lt;br&gt;Reports</td>
<td><strong>TEMPORARY.</strong> 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)</td>
<td></td>
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<tr>
<td>c.</td>
<td><strong>System Documentation.</strong></td>
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</tbody>
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