# Request for Records Disposition Authority

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

**From:** (Agency or establishment)  
Federal Aviation Administration (FAA)  

**Major Subdivision:**  
Office of Aviation Safety (AVS)  

**Minor Subdivision:**  
Flight Standards Service,  
Voluntary Safety Programs Branch, AFS-230  

**Name of Person With Whom to Confer:**  
Dr. Thomas Longridge  
D. Janet Stewart-Phillips  

**Telephone Number:**  
703-661-0275  
202-267-3360  

**Date Received:**  
9-21-2009  

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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,  

**6 Action Taken:**  
See attached
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>DISPOSITION REQUESTED</th>
</tr>
</thead>
</table>
| 1    | **Voluntary Disclosure Reporting Program System (VDRP) (8090.5)** The purpose of this system is to provide a collection tool for certificate holder, qualified fractional ownership programs, or a Production Approval Holder (PAH) operating under Title 14 of the Code of Federal Regulations (14 CFR) to voluntarily disclose apparent violations of those FAA regulations.  

Program is governed by Advisory Circular (AC) No. 00-58A (Voluntary Disclosure Reporting Program) Data is maintained by FAA AQS branch in Oklahoma City, Oklahoma. Data collected is handled through a web-based system subject to access privileges. Only authenticated users can access VDRP system. All transactions are encrypted using 128 bit Secure Socket Layer (SSL) technology. Information is entered directly into the system. The system generates notifications to appropriate Flight Safety personnel.  

Information includes: name, date of violation, type of violation, analysis of violation including but not limited to documents or manuals reviewed; equipment examined; activities observed; and interview data, corrective action. | Disposition: **TEMPORARY**. Cut off at the end of the fiscal year in which all activity related to the reported violation is completed. Migrate data when system is updated or replaced. Delete/Destroy ten years after cut off. |