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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | | JOB NUMBER <i>NI-271-09-22</i> | | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | | Date received <i>9-21-2009</i> | | |
| 1 FROM (Agency or establishment) Federal Aviation Administration (FAA) | | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | | |
| 2 MAJOR SUBDIVISION Office of Aviation Safety (AVS) | | | | | |
| 3. MINOR SUBDIVISION Flight Standards Service, Voluntary Safety Programs Branch, AFS-230 | | | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Dr. Thomas Longridge D. Janet Stewart-Phillips | | 5 TELEPHONE NUMBER 703-661-0275 202-267-3360 | DATE <i>9/21/09</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> | |
| 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 <u> 2 </u> 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, | | | | | |
| <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached or <input type="checkbox"/> has been requested | | | | | |
| DATE <i>9/17/09</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | | | TITLE <i>FAA RECORDS OFFICER</i> | |
| 7 ITEM NO. | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | | |
| | See attached | | | | |

| ITEM | DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | DISPOSITION REQUESTED |
|------|---|--|
| 1 | <p>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.</p> <p>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.</p> <p>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.</p> | <p>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.</p> |