REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>01-237-10-8</th>
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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>CCMIS - See attached</td>
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FAA

Airports, ARP-10

Ernesto Villacarlos

202 267-8796

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

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: 10/23/09

SIGNATURE OF AGENCY REPRESENTATIVE:

FIRE RECORDS OFFICE

TITLE:

STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
Item 1. Certification and Compliance Management Information System (CCMIS)

CCMIS is a web-based application that allows federal airport inspectors to transmit and collect information regarding activities related to safety certification and inspection of airports under Part 139 of the Federal Aviation Regulations (large air-caster airports). It allows tracking and storage of deficiencies, recommendations, certificate actions, and enforcement details resulting from annual or surveillance inspections. CCMIS was created under Title 14, Code of Federal Regulations (CFR), Part 139 14 CFR Part 139. System and users abide by FAA Order 1370 100.

This schedule DOES NOT supersede items scheduled under N1-237-92-4

a. Master File:

The master file provides a history of airport discrepancies cited as a result of inspections and surveillance activities. System contains any of the following content: Date of inspection, letters of corrections, enforcement actions (Form 2150), findings, updates, date closed, and other timeframe information, name of airport certified by an inspection, findings, type of inspection such as annual, spot, and surveillance.

Disposition: Temporary. Cut off when airport is no longer certified or all enforcement actions completed. Delete/Destroy when no longer needed or system is replaced.

Inputs:

FAA certified Regional and Airport District Office inspectors input information directly into the system via the web-based interface or pulled from the Enforcement Inspection System, scheduled under N1-237-92-4.

b. Outputs:

1) Ad hoc printouts include numerous correspondences and reports relative to tracking deficiencies, recommendations, certificate actions, and enforcement details resulting from annual or surveillance airport inspections (GRS 20, item 16).
2) Deficiency reports and recommendations are scheduled under N1-237-92-4.
3) Information is exchanged between CCMIS and EIS, permanent enforcement and other files are scheduled under N1-237-092-4.