

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-237-91-3	
1 FROM (Agency or establishment) DOT/FEDERAL AVIATION ADMINISTRATION		DATE RECEIVED 8-13-91	
2 MAJOR SUBDIVISION OFFICE OF AIRPORT SAFETY AND STANDARDS, AAS-300		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION REGIONAL AIRPORT DIVISIONS/DISTRICT OFFICES/FIELD OFFICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER JOANNE ANDERSON RECORDS MANAGEMENT OFFICER, ARP-11	5. TELEPHONE (202) 267-8798	DATE	ARCHIVIST OF THE UNITED STATES

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 2 page(s) are not now needed 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 8/6/91	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rita Ann Westerfeld</i> RITA ANN WESTERFELD	TITLE FAA RECORDS OFFICER, AMS-410 (202) 267-9894
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5280	<p>Airport Certification Records.</p> <p>Airport certification records include all documents associated with the original airport application, and supporting records, forms, approvals, airport operating certificates, airport certification manuals, or airport specifications, enforcement actions, annual inspection reports, other inspections, accident investigations, certificate actions, airport safety data, and general correspondence on all regulatory matters.</p> <p>1. <u>General correspondence files.</u> Correspondence, reports, and related documents pertaining to the Certification Program. Contains arrangements for airport inspections, explanation and advice on certification matters, guidance of a continuing nature, or figured in the development of such guidance which contributes significantly to understanding these documents in its context, etc. Excludes material described in paragraph 2 below.</p> <p>a. <u>Office of Airport Safety and Standards.</u> Cut-off records at the end of each fiscal year. Transfer records to the FRC, 2 years after cut-off. Destroy records 20 years after cut-off.</p> <p>b. <u>Regional Airports Division/Airports District Offices/Airports Field Offices.</u></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
5280	<p>(continued)</p> <p>Cut-off records at the end of each fiscal year. Transfer records to the FRC, 2 years after cut-off. Destroy records 15 years after cut-off.</p> <p>2. <u>Airport Certification Files</u>. Applications, correspondence, certificates, operations manuals/specifications, inspection reports, enforcement actions, etc., pertaining to the status of a specific airport with respect to compliance (or noncompliance) with certification requirements.</p> <p>a. <u>Office of Airport Safety and Standards</u>. Cut-off records at the end of each fiscal year. Transfer records to the FRC, 2 years after cut-off. Destroy records 15 years after cut-off, or when litigation in which it is involved is completed, whichever is later.</p> <p>b. <u>Regional Airports Division/Airports District Offices/Airports Field Offices</u>. Cut-off records at the end of each fiscal year. Transfer records to the FRC, 2 years after cut-off. Destroy records 20 years after cut-off, or when litigation in which it is involved is completed, whichever is later.</p>		