REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

1. FROM (Agency or establishment)
   DOT/FEDERAL AVIATION ADMINISTRATION

2. MAJOR SUBDIVISION
   OFFICE OF AIRPORT SAFETY AND STANDARDS, AAS-300

3. MINOR SUBDIVISION
   REGIONAL AIRPORT DIVISIONS/DISTRICT OFFICES/FIELD OFFICES

4. NAME OF PERSON WITH WHOM TO CONFER
   JOANNE ANDERSON
   RECORDS MANAGEMENT OFFICER, ARP-11

5. TELEPHONE
   (202) 267-8798

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 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
   RITA ANN WESTERFIELD

   TITLE
   FAA RECORDS OFFICER, AMS-410
   (202) 267-9894

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   5280
   Airport Certification Records.

   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.

   1. General correspondence files. 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.

      a. Office of Airport Safety and Standards. 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.

      b. Regional Airports Division/Airports District
         Offices/Airports Field Offices.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV 3-91) 
Presecribed by NARA
36 CFR 1228

115-109
NSN 7540-00-034-4064
PREVIOUS EDITION NOT USABLE
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARA USE ONLY)</th>
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<tbody>
<tr>
<td>5280 (continued)</td>
<td>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.</td>
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<td>2. Airport Certification Files. 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.</td>
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<td>a. Office of Airport Safety and Standards. 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.</td>
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<td>b. Regional Airports Division/Airports District Offices/Airports Field Offices. 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.</td>
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