REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Federal Aviation Administration

2. MAJOR SUBDIVISION
   Office of the Administrator

3. MINOR SUBDIVISION
   Administrator's Hotline

4. NAME OF PERSON WITH WHOM TO CONFER
   Suzanne Holloway
   Mary Couch

5. TELEPHONE
   202-267-3852
   202-267-9532

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 6/1/95
   SIGNATURE OF AGENCY REPRESENTATIVE  Rita Westerfield
   TITLE  Agency Records Officer

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   FAA Administrator's Hotline
   (See Attached)

9. GRS OR SUPERSEDED JOB CITATION
   N1-237-95-1

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER N1.237-95-3
DATE RECEIVED 6.6.95
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request, including amendments, is approved except for items that may be marked "disposinon not approved" or "withdrawn" in column 10.

DATE 9/5/95
ARCHIVIST OF THE UNITED STATES

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

prev. 1995 copy agency

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

115-109
FAA ADMINISTRATOR'S HOTLINE

FAA Administrator's Hotline Files. Contain call records, correspondence, reports, and related documents accumulated by staff in the course of operation.

a. Hotline Files
   
   (1) Paper Files Cutoff files annually. Destroy when 5 years old.

   (2) Electronic Files Destroy individual data records when paper files are destroyed.

b. Hotline System Documentation Update as needed. Destroy superseded documentation.

c. All offices Cutoff files annually. Destroy when 2 years old.

Background Information:

The FAA Administrator's Hotline is used by agency employees to report personnel concerns, inequities, or operational safety ideas that are not being addressed through other agency processes. It is not intended to be used when other channels for dealing with problems and solutions such as agency grievance procedures, discrimination complaints or other formal appeal processes exists. Nor is it to be used to bypass the exclusive representation provided by bargaining units recognized by the FAA. Access to the electronic system and the paper records is restricted to the Administrator's Hotline staff.

System Details:


Electronic files are from 1984 in one continuous file. Total number of records: 7,030 Current size of database: 2 million bytes.