

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 7210.894

Effective Date:
June 1, 2016

Cancellation Date:
November 10, 2016

SUBJ: 45 Day Data Retention

- 1. Purpose of This Notice.** This notice extends the retention parameters of audio, written, and recorded data from 15 to 45 days.
- 2. Audience.** This notice applies to all Air Traffic Organization (ATO) facilities.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.
- 4. Procedures.** Change FAAO JO 7210.3, paragraphs 3-4-2, 8-1-3, 9-3-1, 10-4-1, 11-3-2, 17-8-3, and 18-4-1 to read as follows:

3-4-2. ASSIGNMENT OF RECORDER CHANNELS

No changes through a2j

(k) Automatic terminal information services(ATIS) – air traffic managers must designate a channel to record ATIS when a separate channel is not available. Record the ATIS message once at the time of preparation on the designated channel. Make a written record of each ATIS and retain for 45 days if a recorded channel is not available.

8-1-3. COMPUTER DATA RETENTION

a. Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 45 days unless they are related to an accident/incident as defined in **FAAO 8020.16, ATO** Aircraft Accident and Incident Notification, Investigation, and Reporting. Retention must be in accordance with **FAAO 1350.14**, Records **Management**.

9-3-1. FAA FORM 7210-8, ELT INCIDENT

In order to expedite the data flow necessary for the accomplishment of the ELT investigations, use FAA Form 7210-8, ELT Incident for coordination with the Rescue Coordination Center (RCC) when an ELT signal is heard or reported. (See FIG 9-3-1.)

a. Form Disposition. Air traffic managers must ensure that forms prepared for ELT incidents which have not been closed must be readily accessible at the operating position responsible for coordinating with

the RCC. Forms prepared for an ELT incident which has been closed must be retained for 45 days except when filed as part of an incident, an accident, or another case file.

10-4-1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)

No changes through e

f. Make ATIS messages a matter of record on facility recorders. If not possible, retain a written record of each message in the facility's files for 45 days.

11-3-2. DATA RETENTION

No changes through a

b. Retain data extraction recordings for 45 days except:

1. Accidents: Retain data extraction recordings in accordance with FAA JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting.

2. Incidents: Retain data extraction recordings in accordance with FAA JO 8020.16.

NOTE-

A facility using a console typewriter printout take-up device may retain the printout on the spool for 45 days after the last date on the spool. Retention of the daily printouts relating to accidents/incidents must be in accordance with subpara b.

17-8-3. RESPONSIBILITIES

No changes through d

e. Maintain an operational log of red alerts and retain for 45 days the following information:

18-4-1. NONEMERGENCY PARACHUTE JUMP OPERATIONS

No changes through d

e. A record of the jump operations must be maintained in the facility files for 45 days. The records must contain at least a copy of the NOTAM, reason(s) for cancellation (if applicable), name of the person(s) effecting coordination, and instructions or conditions imposed on the jump operation.

5. Distribution. This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations, and Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

6. Background. Extending the retention parameters of audio, written and recorded data to 45 days, would ensure a uniform standard within air traffic. It would also enable the ATO to provide necessary

and timely communication recordings requested by the National Transportation Safety Board (NTSB) and the FAA's Flight Standards/Chief Counsel's offices. The NTSB has long requested this change as necessary for their agency to gather all pertinent information needed to conduct investigations into accidents, incidents, and trends in degradation of aviation safety. This change is also necessary to provide information required to properly conduct investigations into potential pilot enforcement actions. This change also helps protect the FAA from charges of destruction of evidence that may be raised by pilots requesting information under the Pilots Bill of Rights. This notice will expire upon the publication of DCP 7210.3 45 day data retention in FAA JO 7210.3Z, Change 2.

Original Signed by Maurice Hoffman for

Heather Hemdal
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Air Traffic Organization

5/17/2016

Date Signed