

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 6000.213

### Air Traffic Organization Policy

Effective Date:  
June 12, 2007

Cancellation Date:  
June 12, 2008

#### **SUBJ:** Facility Reference Data

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- 1. Purpose.** This notice simplifies requirements for storing facility reference data, and it eliminates the requirement to establish and maintain a Facility Reference Data File binder.
- 2. Distribution.** This directive is distributed in hardcopy to division level in headquarters Technical Operations, En Route and Oceanic, Terminal Services, and Systems Operations Services; to division level within the Air Traffic Organization Service Areas; to division level at the FAA Academy and the FAA Logistics Center at the Mike Monroney Aeronautical Center; and to all Technical Operations Field Offices with a maximum distribution. This notice is also distributed electronically to all Technical Operations District Office Managers. Copies of this notice may be obtained at: <http://atowdirectives.faa.gov>
- 3. Cancellation.** This notice cancels Order 6030.45, Facility Reference Data File. This notice expires one year after it has been issued, but may be canceled sooner if Order 6000.15, General Maintenance Handbook for NAS Facilities, is revised prior to the expiration date of this notice.
- 4. Background.** Facility reference data includes all technical documentation related to a specific facility in the National Airspace System (NAS). It contains historical records and reference data needed for operation and maintenance of the facility, as well as for related activities such as inspections, evaluations, or investigations.
- 5. Requirements.**
  - a. Use the following guidance for storage, retention, and disposal of facility reference data:
    - (1) Keep facility reference data at the facility. If this is not feasible, use the nearest practical location.
    - (2) Conspicuously identify the location of facility reference data so on-site personnel can find it.
    - (3) Destroy facility reference data that is outdated or unnecessary in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards.

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Initiated By: AJW-163

b. Include the following documents, files, and records as facility reference data:

- (1) Documentation that is required by maintenance handbooks.
- (2) Traceable reference values needed for establishing standards and tolerances, e.g., flight inspection, baseline, or commissioned data.
- (3) Documentation that authorizes non-standard configuration or operation, e.g., local NAS Change Proposals or Configuration Control Decisions.
- (4) Modification records and system support directives that are applicable to the facility.
- (5) Manufacturer's test documentation or installation data that is needed for proper operation and maintenance of the facility.
- (6) Any additional reference data needed, e.g., records used for troubleshooting and trend analysis.



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