

ORDER

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

8000.79

3/22/02

SUBJ: USE OF ELECTRONIC TECHNOLOGY AND STORAGE OF DATA

1. PURPOSE. This order provides procedures for the use of electronic technology when requested by any person required to comply with the regulations listed in paragraph 5. The term electronic technology is defined in supplementary guidance. This order also addresses storage of data, in either paper or electronic form.

2. DISTRIBUTION. This order is distributed to the division level in the Aircraft Certification Service and Flight Standards Service in Washington headquarters; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Service; to all Aircraft Certification Offices and Flight Standards District Offices; the Regulatory Standards Division and Airworthiness Offices at the Mike Monroney Aeronautical Center; to all International Field Offices, Certificate Management Offices, and units of the Aircraft Evaluation Groups; to the Regulatory Support Division; and to the Brussels Aircraft Certification Division.

3. BACKGROUND.

a. Recent amendments to Chapter 35 of Title 44 of the United States Code require Federal agencies to implement procedures for managing their information resources in a manner that will improve the utility of information for users and for archiving information in electronic format. In addition, the Electronic Signatures in Global and National Commerce Act provides that Federal agencies give legal effect to electronic signatures. This order represents one part of the Federal Aviation Administration's (FAA) effort to comply with that mandate.

b. The present regulations found in Title 14 of the Code of Federal Regulations (14 CFR) do not reflect the use of electronic technology for access to or storage of information and data. When the current regulations were written, that technology either did not exist or was not considered a primary means for document transfer or storage. Even today, some documents created electronically continue to be printed, hand-signed, and manually filed.

c. The number of documents generated to support aircraft certification and production approval processes, and Flight Standards operator certification and surveillance, has increased dramatically. The use of electronic technology and alternate methods of data storage will assist the FAA and the aviation industry in working more efficiently.

d. Current practices for storage of information required to be submitted to the FAA, at facilities not controlled by the FAA, have been inconsistent and, in some cases, resulted in access difficulties. This order and the corresponding guidance address potential difficulties.

4. APPLICABILITY. This order applies to FAA representatives responsible for accepting electronic technology and its use for data storage to comply with the regulations. For further information contact one of the following offices: Aircraft Certification Engineering Division, AIR-100, Aircraft Certification Production and Airworthiness Division, AIR-200, Flight Standards Service, Air Transportation Division, AFS-200, Flight Standards Service, Continuous Airworthiness Maintenance Division, AFS-300, or Flight Standards Service, General Aviation and Commercial Division, AFS-800.

5. APPLICABLE REGULATIONS AND PUBLICATIONS.

- a. 14 CFR Chapter I, Subchapter C - Aircraft.
- b. 14 CFR Chapter I, Subchapter D - Airman.
- c. Applicable Parts of 14 CFR Chapter I, Subchapter F - Air Traffic and General Operating Rules:
 - (1) Part 91: General Operating and Flight Rules.
 - (2) Part 101: Moored Balloons, Kites, Unmanned Rockets and Unmanned Free Balloons.
 - (3) Part 103: Ultralight Vehicles.
 - (4) Part 105: Parachute Jumping.
- d. 14 CFR Chapter I, Subchapter G - Air Carriers and Operators for Compensation or Hire: Certification and Operations.
- e. 14 CFR Chapter I, Subchapter H – Schools and Other Certificated Agencies.
- f. Order 1350.14A, Records Management.
- g. Order 1350.15B, Records Organization, Transfer, and Destruction.
- h. Advisory Circular 21-35, Computer Generated/Stored Records.

6. PROCEDURES. The following procedures must be accomplished to comply with this order:

- a. Use the Aircraft Certification or Flight Standards Service’s guidance for the use of electronic technology and alternative methods of storing information.
- b. Establish a written procedure with any person who chooses to use electronic technology to comply with the regulations or to store data at facilities not controlled by the FAA.
- c. Consult with assigned focal points. The Aircraft Certification and Flight Standards Services will appoint focal points to support implementation of electronic technology.

/s/

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