

## CHAPTER 10. AIR TRAFFIC MANAGEMENT

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>7000</b>	<b>AIR TRAFFIC MANAGEMENT</b>		
	The records described below relate to the management of air traffic, including the allocation and utilization of airspace; administration and operation of air navigation, flight assistance, and communications facilities; promulgation of air traffic regulations and procedures; operational telecommunications matters; flight information and cartography and ATC automation.		
	1. <b>Air Traffic Management Correspondence Files</b> , consisting of correspondence, reports, and other documents relating to the administration and operation of programs dealing with the management and control of civil and military air traffic in the navigable airspace.		
	a. Correspondence files of Air Traffic relating to the development and evaluation of national Air Traffic management plans, policies and procedures.	<b>PERMANENT. Transfer to FRC</b> when 5 years old. <b>Offer</b> to NARA when 10 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	b. Correspondence files of Air Traffic other than those described in (a) above.	<b>Destroy</b> when 5 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	c. Correspondence files of regional Air Traffic Divisions.	<b>Destroy</b> when 3 years old.	NC-237-75-4 Item 1 Approved 4/21/75
	2. <b>Regional Project Files</b> . Case files maintained by regional air traffic management offices, containing correspondence, drawings, and documentation relating to technical and planning projects.	<b>Destroy</b> 3 years after completion of project.	II-NNA-1017 Item 41 Approved 7/13/54
<b>7010</b>	<b>OPERATION EVALUATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7020</b>	<b>OPERATIONAL RESEARCH</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7030</b>	<b>PLANNING</b>		
	1. <b>Regional Planning and Evaluation Data Files</b> , consisting of correspondence, reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.		
	a. Official file copies.	<b>PERMANENT. Transfer to FRC</b> when 5 years old. <b>Offer</b> to NARA when 10 years old.	NC-237-75-4 Item 2 Approved 4/21/75

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	b. All others.	<b>Destroy</b> when 1 year old.	NC-237-75-4 Item 2 Approved 4/21/75
	2. <b>Air Traffic Place Name Files</b> , consisting of working library of raw research data, special reports, correspondence used for future planning of the National Airspace System, as well as program information.	<b>Destroy</b> inactive files when 5 years old.	NC1-237-77-3 Item 59 Approved 12/2/77
7031	<b>STANDARDS AND CRITERIA</b>		OPR Action needed to request disposition authority.
7032	<b>SYSTEMS REQUIREMENTS</b>		OPR Action needed to request disposition authority.
7040	<b>NOISE ABATEMENT</b>		OPR Action needed to request disposition authority.
7100	<b>AIR TRAFFIC PROCEDURES</b>		OPR Action needed to request disposition authority.
7110	<b>AIR TRAFFIC CONTROL PROCEDURES</b>		OPR Action needed to request disposition authority.
	<b>Letters of Agreement Files.</b> Letters of agreement on specific responsibilities, and letters of procedure regarding standard instrument approaches and departures, maintained by air traffic field facilities.	<b>Destroy</b> when superseded or cancelled.	352-S207 Item 105 Approved 2/5/52
7120	<b>SPECIAL CIVIL PROCEDURES</b>		OPR Action needed to request disposition authority.
7130	<b>AIR TRAFFIC CONTROL CRITERIA</b>		OPR Action needed to request disposition authority.
7140	<b>ROCKETS AND MISSILES</b>		OPR Action needed to request disposition authority.
7200	<b>AIR TRAFFIC OPERATION AND STANDARDS</b>		

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	1. <b>Air Traffic Operation Summary Files.</b> Consisting of air traffic control, instrument approach and delay time; summaries prepared by Air Traffic. Contain current workload in terms of groups transmitted, number of flight assistance services, number of telephone contacts, flight plans relayed, notices to airmen relayed, and public weather service.	<b>Destroy</b> when 5 years old.	NC-237-75-4 Item 3 Approved 4/21/75
	2. <b>Air Traffic Operation Report Files.</b> Reports reflecting regional fixed posting and flight advisory service for centers, aircraft operations for towers, instrument approaches, delay times and average interval between successive approaches, used in preparing summaries described in item 7200(1).	<b>Destroy</b> when 1 year old.	352-S207 Item 103 Approved 2/5/52
	3. <b>Overseas and Foreign Facility Files.</b> Correspondence, reports, and related materials regarding the operation of individual overseas and foreign communications stations. Includes matters on the establishment of circuits, equipment, operating requirements, and cost data.	<b>Destroy</b> when 2 years old, EXCEPT monthly operations reports are to be destroyed when 1 year old.	352-S207 Items 78 and 80 Approved 2/5/52
	4. <b>Operating Procedures Files.</b> Correspondence of Regional Air Traffic Management Offices with field facilities pertaining to technical equipment changes at facilities, or interpretations, revisions, additions to or deletions from operating procedures.	<b>Destroy</b> when 3 years old.	II-NNA-1017 Item 42 Approved 7/13/54
<b>7210</b>	<b>FACILITY ADMINISTRATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7220</b>	<b>ATOS OR ATCS CERTIFICATION</b>		
	<b>Air Traffic Control Specialists Examination Files.</b> Case files relating to examinations for certificates and ratings, and operational examinations. [NOTE: Results of such examinations are recorded in official personnel folders.]	<b>Destroy</b> closed case files when 1 year old.	II-NNA-1017 Item 47 Approved 7/13/54
<b>7230</b>	<b>FACILITY OPERATIONS</b>		
	1. <b>General Correspondence Files.</b> Correspondence, reports, and other materials maintained by air traffic field facilities pertaining to the functions for which the facilities are responsible, but EXCLUDING files described elsewhere in this item.	<b>Destroy</b> when 2 years old.	II-NNA-1306 Item 10 Approved 8/10/54

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	2. <b>Facilities Operations Files.</b> Documents accumulated by Air Traffic field facilities and activities in the performance of air traffic control operations. EXCEPTION: The following standards do not apply to documents filed as part of incident or accident case records.		
	a. Teletypewriter messages (including handwritten drafts) handled for other offices, agencies, facilities, or individuals.	<b>Destroy</b> when 30 days old, <b>except when containing only relayed meteorological data Destroy immediately. Not in 115</b>	II-NNA-1306 Item 16 Approved 8/10/54
	b. Message fee charge records maintained by International Flight Service Stations for services rendered to airlines. Charges are assessed by the first station handling the message.	<b>Destroy</b> copies of messages when 90 days old. <b>Destroy</b> copies of summaries of charges forwarded to regional headquarters for billing purposes when 1 year old.	II-NNA-1306 Item 23 Approved 8/10/54
	c. Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent.		
	(1) Forms used as a supporting document for time and attendance purposes, position logs which document on-the-job training time and Controller in Charge duties for pay purposes.	<b>Destroy</b> after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7
	(2) Forms <b>NOT</b> used to validate time and attendance.	<b>Destroy</b> when 6 months old.	NC1-237-79-3 Item 4 Approved 11/14/79
	d. Voice recorder loops and tapes, and the 5 x 8 plain paper used for traffic clearances instead of recordings.	<b>Destroy</b> paper and loops and return tape reels to service, when 15 days old. NOTE: Retain tapes pertaining to incidents and accidents as specified in Order 7210.3D, Facility Management and Order 8020.4A, Aircraft Accident Notification Procedures and Responsibilities.	NN-165-133 Item 1 Approved 4/19/65
	e. Flight plans.	<b>Destroy</b> when 30 days old, except when filed as part of Incident Records or other case records.	II-NNA-1306 Item 21 Approved 8/10/54
	f. Preflight briefing logs, FAA Form 7233-2, or equivalent.	<b>Destruction not authorized.</b>	Revalidation required

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	g. Aircraft flight contact records such as FAA Form 7230-21 or equivalent.	<b>Destroy</b> when 30 days old except when filed as part of Incident Records or other case records.	II-NNA-1306 Item 20 Approved 8/10/54
	h. Flight progress strips.	<b>Destroy</b> when 15 days old, EXCEPT (1) when part of an AMIS unknown intercept report, when 90 days old, or (2) when requiring special handling, as specified in Handbooks 7210.3 and 8020.4.	NN-165-133 Item 2 Approved 4/19/65
	i. Air traffic control facility computer printouts (from input/output devices, high speed printers, etc.)	<b>Destruction not authorized.</b>	Revalidation required
	j. NAS computer magnetic tapes that contain the record of the daily operation of the computer system.(System Analysis Tapes)	<b>Destruction not authorized.</b>	Revalidation required
	3. <b>Air Traffic Activity Report Files.</b> Activity reports, including copies of narrative and tabular workload and traffic reports and records such as the following or their equivalent: (a) FAA Form 7230-16, Approach Data Worksheet; (b) FAA Forms 7230-12, 7230-26 Monthly Summary, Instrument Approaches, Instrument Operations; (c) FAA Form 7233-6, Message Traffic Number Report; (d) FAA Form 7230-1, Monthly Airport Traffic Record; (e) FAA Form 7230-14, Daily Summary of ARTCC Operations; (f) FAA Form 7230-13, Daily Activity Record-Flight Service Stations; (g) Enroute IFR Peak Day Traffic Report, and related charts and summaries; (h) International Flight Service Station Activity Report; (i) Report of noteworthy service to airmen; including narrative reports, and (j) monthly report of operations and intercepts (Security Control); and similar reports.		
	a. Regional air traffic management offices.		
	(1) Regional and national summaries.	<b>Destroy</b> when 2 years old.	II-NNA-1017 Item 51 Approved 7/13/54
	(2) Field facilities reports.	<b>Destroy</b> when 6 months old.	II-NNA-1017 Item 51 Approved 7/13/54
	b. Air traffic field facilities.		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices.	<b>Destroy</b> when 30 days old, except when filed as a part of incident, accident, or other case records.	II-NNA-1306 Item 30 Approved 8/10/54
	(2) File copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.	<b>Destroy</b> when 1 year old.	II-NNA-1306 Item 30 Approved 8/10/54
	4. <b>Air Traffic Facility Evaluation Files.</b> Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.		
	a. Agency office of primary interest.	<b>Destroy</b> when 1 year old or when superseded.	II-NNA-1306 Item 25 Approved 8/10/54
	b. Air traffic field facilities.	<b>Destroy</b> after corrective actions taken and final reports is submitted to the Region or Washington Headquarters.	II-NNA-1306 Item 25 Approved 8/10/54
	5. <b>Familiarization Travel Request Files.</b>		
	a. General correspondence files contain general correspondence and information and certification of destruction records.	<b>Destroy</b> when 2 years old.	N1-237-92-1 Item 5(a) Approved 9/2/92
	b. Familiarization Travel Request Forms Log containing the distribution records of all Request for Access to Aircraft or Free Transportation booklets, FAA Form 7000-5, shipped or issued.	<b>Destroy</b> when 2 years old.	N1-237-92-1 Item 5(b) Approved 9/2/92
	c. Request for Access to Aircraft or Free Transportation, FAA Form 7000-5, contains the Record of Requests Issued log for each FAA Form 7000-5 booklet completed. (The log is completed/closed when the last voucher in the booklet has been dispensed.)	<b>Destroy</b> closed booklet when 2 years old.	N1-237-92-1 Item 5(c) Approved 9/2/92
	d. Familiarization Travel Request (FAA Form 3120-31).	<b>Destroy</b> 1 year after travel completed or earlier if purpose has been served.	NC1-237-79-2 Item 9(b)
7231	<b>EN ROUTE</b>		<b>OPR Action needed to request disposition authority.</b>
7232	<b>TERMINAL</b>		<b>OPR Action needed to request disposition authority.</b>
7233	<b>FLIGHT SERVICE</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<b>Reports From Regional Offices Summarizing Noteworthy or Outstanding Flight Assistance Services Rendered.</b> Shows number of instances where air traffic facilities have assisted in saving lives and property, number of aircraft involved, number of passengers and/or crew members, dollar value of property saved, number of other nonroutine noteworthy services rendered by facilities, and a brief account of each noteworthy service.	<b>Destruction not authorized.</b>	Revalidation required
<b>7300</b>	<b>COMMUNICATION OPERATIONS</b>		
	1. <b>Communications Contract Files.</b> Case files regarding the arrangements for procurement or rearrangement of (a) leased teletype and interphone circuits for air traffic control and flight assistance services, (b) leased key equipment, and (c) leased teletype facilities for meteorological services. Contains duplicate copies of contracts, contract modification sheets, and related materials.	<b>Destroy</b> 2 years after contract is canceled or superseded.	II-NNA-1017 Item 40 Approved 7/13/54
	2. <b>Communications Service Request Files.</b> Requests and orders, such as FAA Form 4441-1, or equivalents, for fixed communication services.	<b>Destroy</b> after action is completed.	II-NNA-1306 Item 15 Approved 7/13/54
	3. <b>Regional Telephone and Interphone Facility Files.</b> Correspondence, reports and forms maintained by regional air traffic management offices relating to telephone and interphone facilities operations and services, including circuits, line troubles, equipment repair, outage reports, and the like.	<b>Destroy</b> when 3 years old.	II-NNA-1017 Item 43 Approved 7/13/54
<b>7310</b>	<b>AIR-GROUND</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7320</b>	<b>INTERPHONE</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7330</b>	<b>TELETYPEWRITER</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7340</b>	<b>CONTRACTIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7350</b>	<b>LOCATION IDENTIFIERS</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<b>Identifier Assignment Files.</b> Correspondence, regarding the assignment of identifiers to designate airports, landing fields, etc. Identifiers are a combination contraction and code suggestion location of the facility.	<b>Destroy</b> when 5 years old, or when system of identifiers changes, whichever is earlier.	352-S207 Item 87 Approved 2/5/52
<b>7400</b>	<b>AIRSPACE ALLOCATION AND USE</b>		
	1. <b>General Correspondence Files.</b> Correspondence, reports, and related papers pertaining to planned actions concerning the assignment revocation, or review of the navigable airspace, not related to a specific docket.	<b>PERMANENT.</b> Transfer to NARA when 3 years old.	352-S207 Item 123 Approved 2/5/52
	2. <b>Airspace Docket Files.</b> Case files pertaining to development of dockets in Terminal and Enroute airspace rulemaking actions.	<b>Transfer</b> closed case file to FRC when 5 years old. <b>Destroy</b> when 15 years old.	NC1-237-79-3 Item 1 Approved 11/14/79
	3. <b>Airspace Rulemaking Projects Files.</b> Consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.		
	a. Case files relating to special use airspace, such as restricted or prohibited.	<b>PERMANENT. Transfer</b> closed case files to FRC when 5 years old. <b>Offer</b> to NARA when 10 years old.	NC1-237-77-3 Item 61 Approved 12/2/77
	b. All others.	<b>Transfer</b> closed case files to FRC when 5 years old. <b>Destroy</b> when 10 years old.	NC1-237-77-3 Item 61 Approved 12/2/77
	4. <b>Airspace General Project Files.</b> Consisting of case files or staff studies relating to topics such as new types of airspace designations, research, and procedures.	<b>Destroy</b> 5 years after close of project.	NC1-237-77-3 Item 62 Approved 12/2/77
	5. <b>Non-Rulemaking Files.</b> Circulars and related data concerning non-rulemaking actions.	<b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 63 Approved 12/2/77
<b>7410</b>	<b>RULEMAKING ACTIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7420</b>	<b>NONRULEMAKING ACTIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7430</b>	<b>AIRWAYS AND ROUTES</b>		<b>OPR Action needed to request disposition authority.</b>



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7440	<b>TERMINAL AIRSPACE</b>		OPR Action needed to request disposition authority.
7450	<b>SPECIAL USE AIRSPACE</b>		OPR Action needed to request disposition authority.
7460	<b>OBSTRUCTION EVALUATION</b>		
	1. <b>General Correspondence Files.</b> Correspondence, memorandums, reports, and related papers, not part of a case file, pertaining to coordination of FAA action to prevent hazardous interference with the navigable airspace.	<b>PERMANENT.</b> Transfer to FRC when 3 years old.	352-S207 Item 125 Approved 2/5/52
	2. <b>Obstruction Evaluation Case Files.</b> Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace.		
	a. Files containing information on structures that do not exceed obstruction standards of FAR Part 77.	<b>Destroy</b> when 3 years old.	NC1-237-77-3 Item 64 Approved 12/2/77
	b. Files containing information on structures that exceed obstruction standards of FAR Part 77 and which were circularized for comment and/or of a controversial nature.	<b>Transfer</b> closed files to FRC when 3 years old. <b>Destroy</b> when structure is dismantled.	NC1-237-77-3 Item 64 Approved 12/2/77
	3. <b>OE Docket Files.</b> Official dockets of petitions to the Administrator concerning determinations, comments, correspondence, and denials or grants of petitions.		
	a. Records relating to proposed obstructions that are NOT constructed.	<b>Transfer</b> closed files to FRC when 3 years old. <b>Destroy</b> when 28 years old.	NC1-237-77-3 Item 65 Approved 12/2/77
	b. Records relating to proposed obstructions that ARE constructed	<b>Transfer</b> closed case files to FRC when 3 years old. <b>Destroy</b> when obstruction no longer exists.	NC1-237-77-3 Item 65 Approved 12/2/77
7470	<b>AIRSPACE ANALYSIS OF NAVAIDS</b>		OPR Action needed to request disposition authority.
7480	<b>AIRSPACE ANALYSIS OF AIRPORTS</b>		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<b>Airport Airspace Analysis Case Files.</b> Documents relating to aeronautical studies of the effect of proposed construction, alteration, activation, and deactivation of airports on the use of airspace.	<b>PERMANENT.</b> Transfer closed case files to FRC when 5 years old. <b>Offer</b> to NARA when 10 years old.	NC-237-75-4 Item 7 Approved 4/21/75
7490	<b>COMPLAINTS, AIRCRAFT NOISE</b>		OPR Action needed to request disposition authority.
7500	<b>MILITARY OPERATIONS - AIR TRAFFIC</b>		OPR Action needed to request disposition authority.
7510	<b>SPECIAL PROCEDURES</b>		OPR Action needed to request disposition authority.
7530	<b>MILITARY EXERCISES</b>		OPR Action needed to request disposition authority.
7600	<b>SECURITY CONTROL OF AIR TRAFFIC</b>		OPR Action needed to request disposition authority.
7610	<b>CENTRAL ALTITUDE RESERVATION FUNCTION</b>		Disposition Authority Pending.
7620	<b>RULES</b>		OPR Action needed to request disposition authority.
7630	<b>OPERATIONS</b>		OPR Action needed to request disposition authority.
7700	<b>AIR TRAFFIC REGULATIONS</b>		OPR Action needed to request disposition authority.
7710	<b>AIR TRAFFIC RULES</b>		OPR Action needed to request disposition authority.
7711	<b>WAIVERS AND EXEMPTIONS</b>		OPR Action needed to request disposition authority.
7720	<b>BALLOONS, KITES, AND ROCKETS</b>		OPR Action needed to request disposition authority.

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7721	<b>WAIVERS AND EXEMPTIONS, BALLOONS AND ROCKETS</b>		OPR Action needed to request disposition authority.
7800	<b>AIR TRAFFIC CONTROL AUTOMATION PROGRAMS</b>		
	1. <b>General Correspondence Files.</b> Routine correspondence, reports and documents pertaining to planning, establishment of requirements, evaluation, development, maintenance and testing of the NAS Enroute and Terminal Automation Systems maintained by office of primary interest. Included are documents on policies and procedures related to each model and version of the NAS automation system.	<b>Destroy</b> 2 years after superseded or after associated model is no longer subject to configuration management control.	NC1-237-77-3 Item 66 (1) Approved 12/2/77
	2. <b>Configuration Management Files.</b> Correspondence relating to configuration decisions of proposed modifications to the NAS hardware and software systems.	<b>Destroy</b> 2 years after rejection or withdrawal.	NC1-237-77-3 Item 66 (2) Approved 12/2/77
	3. <b>Baseline Specifications of NAS System Models and Versions.</b> Consisting of NAS management decisions under configuration management control which specify hardware and software configurations for operational and support systems.	<b>Transfer to FRC</b> when model no longer subject to configuration management control. <b>Destroy</b> 4 years later.	NC1-237-77-3 Item 66 (3) Approved 12/2/77
	4. <b>System Maintenance Records.</b> Relating to the reporting and resolution of hardware and software discrepancies.	<b>Destroy</b> when associated model is no longer subject to configuration management control.	NC1-237-77-3 Item 66 (4) Approved 12/2/77
	5. <b>Operational and Support Systems Manuals.</b> User manuals not under configuration management (7800(2)).	<b>Transfer to FRC</b> when model no longer subject to configuration management control. <b>Destroy</b> 4 years later.	NC1-237-77-3 Item 66 (5) Approved 12/2/77
	6. <b>Design Records of NAS System Models and Versions.</b> Not under configuration management (7800(2)).	<b>Transfer to FRC</b> when model no longer subject to configuration management control. <b>Destroy</b> 4 years later.	NC1-237-77-3 Item 66 (6) Approved 12/2/77
7810	<b>PLANS AND REQUIREMENTS</b>		OPR Action needed to request disposition authority.
7820	<b>SYSTEM CONFIGURATION - HARDWARE COMPONENTS</b>		OPR Action needed to request disposition authority.

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7830	<b>NAS AUTOMATION SOFTWARE SYSTEMS</b>		OPR Action needed to request disposition authority.
7840	<b>SPECIAL AIR TRAFFIC AUTOMATION PROJECTS</b>		OPR Action needed to request disposition authority.
7900	<b>FLIGHT INFORMATION</b>		
	1. <b>Meteorological Service Files.</b> Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data.		
	a. Correspondence and memorandums pertaining to detailed operations of individual stations and use of services for meteorological dissemination.	<b>Destroy</b> when 3 years old.	352-S207 Item 85 Approved 2/5/52
	b. Case working papers of studies of fixed communications systems for meteorological service to determine characteristics of activity involved in providing these services and to realize maximum utilization and effectiveness. Contains summarization working tables, scheduled information, direct observations of operations used in preparing and developing detailed instructions in manuals of operations (see item 1320).	<b>Destroy</b> when made obsolete by new or changed requirements of users of fixed communications services.	352-S207 Item 84 Approved 2/5/52
	2. <b>Teletype Revocable License Files.</b> Case files maintained by agency office of primary interest relating to authorization of licensees to receive meteorological information, containing applications, questionnaires, copies of license, and related correspondence.		
	a. Non-government agencies files.	<b>Destroy</b> upon expiration or revocation of license.	352-S207 Item 83 Approved 2/5/52
	b. Government agencies files.	<b>Destroy</b> application, or equivalent and notice of discontinuance upon receipt of notice of continuance.	352-S207 Item 83 Approved 2/5/52
	3. <b>Weather Observation Files.</b> Correspondence maintained by regional air traffic management offices relating to weather observation policy and procedures.	<b>Destroy</b> when 3 years old.	II-NNA-1017 Item 46 Approved 7/13/54

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	4. <b>Field Weather Report Files.</b> Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by Air Traffic Management field activities.	<b>Destroy</b> when 90 days old, except when filed as part of incident, accident, or other case file.	II-NNA-1306 Item 29 Approved 8/10/54
<b>7905</b>	<b>CORRESPONDENCE, WEATHER BUREAU</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7910</b>	<b>AERONAUTICAL CHARTS</b>		
	1. <b>Field Aeronautical Chart Files.</b> Aeronautical and weather charts and other maps and drawings maintained by Air Traffic field facilities.	<b>Destroy</b> when no longer needed.	II-NNA-1306 Item 11 Approved 8/10/54
	2. <b>Aeronautical Chart and Flight Information.</b> Case files pertaining to aeronautical chart and flight information requirements.	<b>Destroy</b> 2 years after canceled or superseded.	NC1-237-79-3 Item 2 Approved 11/14/79
	3. <b>Cartographic Records Prepared During Intermediate Stages of Publication.</b> Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	<b>Destroy</b> when no longer needed for revision.	GRS 17 Item 1
	4. <b>Vertical and Oblique Aerial Photography.</b> Vertical and oblique film in black and white, color, or "false color," including related photo indexes (controlled or uncontrolled mosaics), flight line indexes, or coordinate grid systems used as finding aids.		
	a. Unannotated duplicate copy negatives, internegatives, rectified negatives, and glass plate negatives.		Withdrawn by NARA.
	b. Unannotated prints when original film negatives exist.		Withdrawn by NARA.
	5. <b>Architectural Drawings of Temporary Structures and Buildings</b> or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	

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<p>[NOTE: The term aerial photography means visual images of the surface of the earth, of other planetary bodies, or of the atmosphere, taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the cultural and physical features of the landscape or sky, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records. Conventional aerial photographs taken from aircraft produce direct film images from cameras. Other remote sensing imagery, such as that from orbiting satellites, which requires conversion or alteration of sensor data from digital, electronic, or computerized form to photographic or videographic images must be scheduled for disposition on a case by case basis.]</p>			
<p><b>7920 AERONAUTICAL PUBLICATIONS</b></p>			
	<p>1. <b>National Flight Data Digest (NFDD)</b>, consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.</p>		
	<p>a. Original records. Microfilm in accordance with 36 CFR 1230.</p>	<p><b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.</p>	<p>NC1-237-77-6 Item 5 Approved 6/13/77</p>
	<p>b. Microfilm of original record.</p>	<p><b>Destroy</b> when 10 years old.</p>	<p>NC1-237-77-6 Item 5 Approved 6/13/77</p>
<p><b>7930 NOTAM SYSTEMS</b></p>			
	<p>1. <b>Domestic and international NOTAM file</b>, consisting of teletype copies and related materials.</p>		
	<p>a. NOTAMs maintained by Air Traffic field facilities.</p>	<p><b>Destroy</b> 15 days after cancellation.</p>	<p>NC1-237-77-6 Item 2 Approved 6/13/77</p>
	<p>b. NOTAMs maintained by the National Flight Data Center.</p>	<p><b>Destroy</b> 90 days after cancellation.</p>	<p>NC1-237-77-6 Item 2 Approved 6/13/77</p>
	<p>2. <b>FDC NOTAM Files</b>, consisting of original FDC NOTAM and logbook containing identifier of affected location, description of text, date and time of issuance and cancellation.</p>	<p><b>Transfer to FRC</b> when 3 years old. <b>Destroy</b> when 8 years old.</p>	<p>NC1-237-77-6 Item 3 Approved 6/13/77</p>
<p><b>7940 AERONAUTICAL FLIGHT DATA</b></p>			
	<p>1. <b>Airport Validation Files</b>, consisting of records used to collect, validate and disseminate a physical and operational description of all categories of airports in the United States, its territories and possessions to aviation interests.</p>	<p><b>Transfer to FRC</b> when 4 years old. <b>Destroy</b> when 9 years old.</p>	<p>NC1-237-77-6 Item 4 Approved 6/13/77</p>

# 1350.15C

08/29/01

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. <b>Airspace, Obstruction, Airways/Route Files, Flight Procedures and NAVAID/Communication Files</b> , consisting of records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	<b>Transfer to FRC</b> when 3 years old. <b>Destroy</b> when 8 years old.	NC1-237-77-7 Item 14 Approved 9/23/77
<b>7950</b>	<b>WEATHER OBSERVATIONS, AVIATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>7980</b>	<b>ENGINE GENERATORS</b>		