

CHAPTER 12. AVIATION MEDICINE, RESEARCH, AND DEVELOPMENT

Item No.	Title and description of records (all records series are temporary except where indicated)	Disposition	Authority
9000	AVIATION MEDICINE - GENERAL		
	These records relate to the development of standards, rules, and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examination and certification of airmen; and research in medicine affecting civil aviation. (See 3910 for administration of employee and environmental health services.)		
	1. General Correspondence Files. Correspondence, reports, and related records documenting the development of agency medical plans, policies, standards, and procedures, and the direction and evaluation of agency medical programs, and records relating to significant transactions of continuing interest.		
	a. Correspondence of the Office of Aviation Medicine and the Civil Aeromedical Institute of historical nature documenting the establishment, development, plans, policies, standards, and procedures of agency medical programs.	PERMANENT. Transfer to FRC when 30 years old. Offer to NARA when 40 years old.	NC1-237-77-7 Item 13 Approved 9/23/77
	b. General correspondence of medical program activities documenting the administration and operation of FAA medical programs.	Transfer to FRC when 4 years old. Destroy when 29 years old.	NC1-237-77-7 Item 13 Approved 9/23/77
	2. Regional Activity Reports. FAA Form 1380-9, Flight Surgeon Activity Report.	Destruction not authorized.	Revalidation required
9100	AEROMEDICAL STANDARDS		OPR Action needed to request disposition authority.
9110	MEDICAL STANDARDS		OPR Action needed to request disposition authority.
9120	MEDICAL RULES AND PROCEDURES		OPR Action needed to request disposition authority.
9300	Development and Research		OPR Action needed to request disposition authority.
9400	COMMERCIAL SPACE TRANSPORTATION		

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<p>These records relate to the promotion of commercial space transportation activities by the United States private sector and include space transportation policies, regulatory program, licensing for commercial launch vehicle launches, and safety research.</p>			
	<p>1. Directors and Associate Directors Subject Files/General Correspondence Files. Files signed and reviewed by high level Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporation, international organizations, Congress, and other Federal agencies that relate to the administration and operation of the office.</p>	<p>PERMANENT. Cut-off files annually. Transfer to FRC when 3 years old. Offer to NARA when 10 years old.</p>	<p>N1-237-96-1 Item 1 Approved 2/12/96</p>
	<p>2. Reports/Publications Files. Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.</p>		
	<p>a. Record copy.</p>	<p>PERMANENT. Transfer to FRC 3 years after publication of report. Offer to NARA 10 years after publication.</p>	<p>N1-237-96-1 Item 2 Approved 2/12/96</p>
	<p>b. Other copies.</p>	<p>Destroy when no longer needed for public distribution.</p>	<p>N1-237-96-1 Item 2 Approved 2/12/96</p>
	<p>3. Commercial Space Transportation Advisory Committee (COMSTAC) Files. Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.</p>	<p>PERMANENT. Cut-off files annually. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.</p>	<p>N1-237-96-1 Item 3 Approved 2/12/96</p>
	<p>4. License Application File. Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.</p>	<p>Transfer to FRC when 5 years old. Destroy when 25 years old.</p>	<p>N1-237-96-1 Item 4 Approved 2/12/96</p>
	<p>5. Reading Day Files. Chronological files duplicating all outgoing correspondence.</p>	<p>Destroy when 2 years old.</p>	<p>N1-237-96-1 Item 5 Approved 2/12/96</p>
9500	RESEARCH AND DEVELOPMENT		
<p>These records are created in connection with technical and scientific research and development programs relating to the development of new systems, facilities, and devices and the improvement or refinement of existing systems, facilities, and devices, including aircraft, aircraft engines and equipment. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering, testing, and evaluation.</p>			

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	23. General Correspondence Files. Routine administrative correspondence, reports and related records maintained by the agency office of primary interest relating to the administration of the planning, management, evaluation, and accomplishment of research and development programs, policies, and procedures.	Transfer to FRC when 5 years old. Destroy when 25 years old.	NC1-237-77-3 Item 67(1) Approved 12/2/77
	24. Technical Boards and Committee Files. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of research and development project phases. Consists of agendas, minutes of meetings, documents relating to the establishment, revision, or termination of projects; and papers reflecting the group's actions, recommendations, and accomplishments.		
	a. Official files of the committee or board maintained by the chairman, secretary, or other designee.	Transfer to FRC when 2 years old. Destroy when 27 years old.	NC1-237-77-3 Item 67(2) Approved 12/2/77
	b. Copies of committee or board files distributed to members.	Destroy when superseded or obsolete or upon termination of membership, whichever is earlier.	NC1-237-77-3 Item 67(2) Approved 12/2/77
	25. Research and Development Project Files. Case files maintained by laboratories and other activities and offices responsible for research and development functions reflecting a complete history of each project or task from initiation through research, development, design, and testing to completion. Consists of project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered essential to document design, modifications, and engineering development; technical and progress reports, notices of completion; and correspondence influencing the course of action taken on a project.	Transfer closed project file to FRC when 3 years old. Destroy when 28 years old.	NC1-237-77-3 Item 67(3) Approved 12/2/77
	26. Research and Development Project Working and Control Files. Copies of documents essentially duplicated in project case files; preliminary sketches, drawings, specifications, photographs, and other working papers determined not to be of sufficient value to incorporate into project case files; and related project control and progress control records.	Destroy upon completion or cancellation of project or when purpose has been served.	Nonrecord

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	27. Laboratory Notebooks. Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.		
	a. Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that their retention would not add significantly to the project file.	Destroy 6 months after completion or termination of related project.	NC1-237-77-3 Item 67(4) Approved 12/2/77
	b. All other notebooks.	Transfer closed files to FRC when 5 years old. Destroy when 25 years old.	NC1-237-77-3 Item 67(4) Approved 12/2/77
	28. Technical Report Files. Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.		
	a. Record copy.	PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 25 years old.	NC1-237-77-3 Item 67(5) Approved 12/2/77
	b. All other copies.	Destroy when no longer needed for reference.	NC1-237-77-3 Item 67(5) Approved 12/2/77
	29. Drawing and Specification Files. Official file copy of each drawing and specification showing final design and technical characteristics of items developed.	Transfer to FRC 1 year after superseded. Destroy when 25 years old.	NC1-237-77-3 Item 67(6) Approved 12/2/77
	30. Progress Report Files. Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.		
	a. Reporting office copies.	Destroy 1 year after completion or cancellation of related projects.	NC1-237-77-3 Item 67(7) Approved 12/2/77
	b. Feeder reports used for compilation of consolidated reports.	Destroy upon submission of consolidated reports.	NC1-237-77-3 Item 67(7) Approved 12/2/77
	c. Consolidated reports, and any feeder reports used for preparation thereof, containing technical or scientific data not fully documented in the consolidated reports.	Transfer closed case file to FRC when 5 years old. Destroy when 25 years old.	NC1-237-77-3 Item 67(7) Approved 12/2/77

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	31. Feasibility Study Files. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Destroy 5 years after completion or cancellation of study.	GRS 16 Item 9
	32. Research Contract and Agreement Files. Case files of formal contracts and agreements with universities, commercial concerns, individuals, and others for research and development work, and related papers, but EXCLUDING technical or scientific data furnished FAA pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files (item 9500(3)).	Apply provisions of item 4400(3).	
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment.	GRS 3 Item 3(a)(1)(a)
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	Destroy 3 years after final payment.	GRS 3 Item 3(a)(1)(b)
	(2) Transactions dated earlier than July 3, 1995.		
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment.	GRS 3 Item 3(a)(2)(a)
	(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	Destroy 3 years after final payment.	GRS 3 Item 3(a)(2)(b)

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	b. Obligation copy.	Destroy when funds are obligated.	GRS 3 Item 3(b)
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.	GRS 3 Item 3(c)
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	Destroy or delete when 5 years old.	GRS 3 Item 3(d)
	33. Technical Reference Files. Copies of technical reports, specifications, drawings, and other data received from other sources, used as a reference source in the performance of research and development functions, but EXCLUDING official file copies of these documents.	Destroy when superseded or obsolete.	Nonrecord.
9550	REQUIREMENTS		OPR Action needed to request disposition authority.
9600	AIRCRAFT		OPR Action needed to request disposition authority.
9610	AERODYNAMICS		OPR Action needed to request disposition authority.
9620	FACILITIES AND LABORATORIES		OPR Action needed to request disposition authority.
9630	DESIGN AND FABRICATION		OPR Action needed to request disposition authority.
9640	FLIGHT TEST		OPR Action needed to request disposition authority.
9650	PERFORMANCE AND MAINTENANCE		OPR Action needed to request disposition authority.
9660	PRODUCTION		OPR Action needed to request disposition authority.

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9700	AIRCRAFT SYSTEMS, COMPONENTS, AND ACCESSORIES		OPR Action needed to request disposition authority.
9710	AIRFRAME		OPR Action needed to request disposition authority.
9720	AIRFOILS AND WINGS		OPR Action needed to request disposition authority.
9730	CABINS AND COCKPITS		OPR Action needed to request disposition authority.
9740	CONTROL SURFACES		OPR Action needed to request disposition authority.
9750	INSTRUMENTATION		OPR Action needed to request disposition authority.
9760	PROPULSION AND ENGINES		OPR Action needed to request disposition authority.
9770	UNDERCARRIAGES		OPR Action needed to request disposition authority.
9800	AIR TRAFFIC AND NAVIGATION SYSTEMS		OPR Action needed to request disposition authority.
9810	AIRPORTS		OPR Action needed to request disposition authority.
9820	COMMUNICATIONS RESEARCH		OPR Action needed to request disposition authority.
9830	DATA PROCESSING AND DISPLAY		OPR Action needed to request disposition authority.
9840	NAVIGATION		OPR Action needed to request disposition authority.

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9850	RADAR AND RELATED DATA ACQUISITION		OPR Action needed to request disposition authority.
9900	PHYSICAL AND NATURAL SCIENCES		OPR Action needed to request disposition authority.
9930	METEOROLOGY		OPR Action needed to request disposition authority.
9950	AEROMEDICAL RESEARCH		OPR Action needed to request disposition authority.
9960	HUMAN FACTORS		OPR Action needed to request disposition authority.
9970	CLINICAL RESEARCH		OPR Action needed to request disposition authority.