

CHAPTER 4. GENERAL MANAGEMENT AND ADMINISTRATION

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
0000	CHECKLISTS AND INDEXES		
1000	ADMINISTRATION, MANAGEMENT, AND POLICIES		
<p>The records described below relate to the general management, planning, organization, and direction of the Federal Aviation Administration and the performance of the administrative management functions. They result from the development of agency plans, policies, and programs; management surveys, paperwork management, data processing system, work simplification, and other management improvement programs; agency relations with the public, Congress, and other external bodies; release of information under the Freedom of Information Act and the Privacy Act; investigations of personnel, applicants for employment, and contractors; employee travel; security and protective services matters, including the safeguarding of classified information; administrative support services; and defense planning activities.</p>			
	<p>1. Administrative Policy and Planning Files. Documents relating to policy development and the overall planning, coordination, control, and executive direction of the assigned missions of the agency. Specifically, these files are accumulated by the Administrator, his top level staff, and heads of regions and centers.</p>	<p>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</p>	<p>NC-174-227 Item 1 Approved 8/6/74</p>
	<p>2. History Program Files. Documents prepared and accumulated by the agency historian, consisting of historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records.</p>	<p>PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.</p>	<p>NC-174-227 Item 2 Approved 8/6/74</p>
	<p>3. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	<p>GRS 14 Item 37(a)</p>

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	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 14 Item 37(b)
1010	SELECTION ORDERS		OPR Action needed to request disposition authority.
1020	METRIC SYSTEM		OPR Action needed to request disposition authority.
1050	ENVIRONMENTAL QUALITY ACTIVITIES		OPR Action needed to request disposition authority.
1052	ENERGY POLICIES AND PROCEDURES		OPR Action needed to request disposition authority.
1053	ENERGY PLANNING CONSERVATION		OPR Action needed to request disposition authority.
1054	ENVIRONMENTAL NETWORK		OPR Action needed to request disposition authority.
1070	HOTLINE FILES		
	1. FAA Administrator's Hotline. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.		
	a. Administrator's Office.		
	(1) Paper Files.	Destroy when 5 years old.	N1-237-95-3 Approved 6/6/95
	(2) Electronic Records.	Destroy individual data records when paper files are destroyed.	N1-237-95-3 Approved 6/6/95
	(3) System Documentation.	Update as needed. Destroy documentation when superseded.	N1-237-95-3 Approved 6/6/95
	b. All other offices.	Destroy when 2 years old.	N1-237-95-3 Approved 6/6/95

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	2. Consumer Hotline. Files include Hotline call records, correspondence, reports, and related documents accumulated by the staff in the course of the operation.		
	a. Paper Files.	Destroy when 2 years old.	N1-237-96-2 Approved 7/9/96
	b. Electronic Files.	Destroy individual data records when paper files are destroyed.	N1-237-96-2 Approved 7/9/96
	c. System Documentation.	Destroy superseded documentation.	N1-237-96-2 Approved 7/9/96
1100	ORGANIZATION, AUTHORITIES, AND FUNCTIONS		
	1. Organization Planning Files. Documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence.	PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 3 Approved 8/6/74
	2. Organization Working Files. Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 23 Item 1
1110	COMMITTEES AND CONFERENCES		
	1. Committee and Conference Files [NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]		
	a. Records relating to establishment, organization, membership, and policy of internal committees, excluding committees covered by 1110(2).	Destroy 2 years after termination of committee.	GRS 16 Item 8(a)
	b. Records created by committees.		

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	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	Destroy when 3 years old.	GRS 16 Item 8(b)(1)
	(2) Official files of the committee sponsor, secretariat, or recorder.	PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 4 Approved 8/6/74
	(3) All other committee records.	Destroy when 3 years old.	GRS 16 Item 8(b)(2)
	<p>C. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.</p> <p>[NOTE: This sub-item does not apply to records maintained at the General Services Administration or records covered elsewhere in this schedule.]</p>	Destroy 5 years after termination of committee.	GRS 16 Item 8(c)
	2. Committee Management Files. Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.		
	a. Files for advisory, interagency, and international committees sponsored by FAA.	PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 5 Approved 8/6/74
	b. Files for internal FAA committees.	Destroy 1 year after termination of committee.	NC-174-227 Item 5 Approved 8/6/74
	3. Staff and Local Meeting and Conference Files. Minutes, agenda, and related documents.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 23 Item 1
	4. Committee Inventory Files. Annual and special inventory reports of FAA committees in existence.		
	a. Accumulated by the Federal Aviation Agency Committee Management Officer.	PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 6 Approved 8/6/74

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	b. Accumulated by the Federal Aviation Administration Committee Management Officer.	Destroy when 5 years old.	NC-174-227 Item 6 Approved 8/6/74
	c. All others.	Destroy when 2 years old.	NC-174-227 Item 6 Approved 8/6/74
1200 EXTERNAL RELATIONS			
	General Correspondence Files. Routine correspondence, reports, and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminating information to the public, but EXCLUDING files described elsewhere in this manual.		
	a. Agency office of primary interest.	Destroy when 2 years old.	NC1-237-77-3 Item 1 Approved 12/2/77
	b. All other offices.	Destroy when 1 year old.	NC1-237-77-3 Item 1 Approved 12/2/77
1210 PUBLIC RELATIONS			
	1. Informational Release Files. Records documenting the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.		
	a. Releasing office (record set only).	PERMANENT. Transfer to FRC when 4 years old or earlier if inactive. Offer to NARA when 9 years old.	NC1-237-77-3 Item 36 Approved 12/2/77
	b. All other offices.	Destroy when no longer needed for administrative purposes.	NC1-237-77-3 Item 36 Approved 12/2/77
	2. Informational Release Approval Files. Drafts of press releases, speeches, and articles with approvals for release or publication.	Destroy when 2 years old.	GRS 14 Item 1

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	3. Information Request Files. Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	Destroy when 3 months old.	GRS 14 Item 1
	4. Acknowledgement Files. Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral.	GRS 14 Item 2
	5. Press Service Files. Press service teletype news and similar materials.	Destroy when 3 months old	GRS 14 Item 3
	6. Information Project Files. Informational service project case files maintained in formally designated informational offices.	Destroy 1 year after close of file or 1 year after completion of project.	GRS 14 Item 4
	7. Commendation/Complaint Correspondence Files. Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old	GRS 14 Item 5
	8. Indexes and Check Lists. Bibliographies, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete	GRS 14 Item 6
1220	CONGRESSIONAL RELATIONS		
	Congressional Inquiry Files. Copies of Congressional correspondence and replies on matters within the scope of FAA maintained by Congressional liaison offices which do not serve as unique documentation of the programs of the office.	Destroy when 2 years old.	GRS 23 Item 1
1230	INTERAGENCY RELATIONS		OPR Action needed to request disposition authority.
1240	INTERNATIONAL RELATIONS		
The records described below relate to the coordination of international activities of the agency, development and coordination of FAA and U.S. positions on matters considered by international civil aviation organizations, providing secretariat services for the Interagency Group on International Aviation (IGIA), and management of agency foreign assistance programs.			

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General Correspondence Files. Correspondence, reports, agreements, studies, and other documents reflecting the planning, direction, coordination, and evaluation of international aviation programs of FAA, and the development of international aviation policy with other United States Government agencies, industry, foreign governments, and international bodies, maintained by the agency office of primary interest.</p>	<p>PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 24 years old.</p>	<p>NC1-237-77-3 Item 78 Approved 12/2/77</p>
	<p>2. Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) Files. Documents produced and accumulated in connection with the development and presentation of the position of FAA and the U.S. on ICAO or other international civil aviation organization matters, and to implementation of recommendations, including minutes of Air Navigation and other committee papers, reports and related correspondence and documents.</p>		
	<p>a. Offices responsible for coordinating on IGIA and ICAO matters.</p>	<p>PERMANENT. Offer to NARA when 40 years old.</p>	<p>NC1-237-77-3 Item 79 Approved 12/2/77</p>
	<p>b. All others.</p>	<p>Destroy when 1 year old.</p>	<p>NC1-237-77-3 Item 79 Approved 12/2/77</p>
	<p>3. IGIA Liaison Files. Documents accumulated in the coordination and conduct of agency participation in IGIA activities and in briefing designated representatives prior to meetings of IGIA.</p>		
	<p>a. IGIA and ICAO numbered papers and related indexes and correspondence.</p>	<p>PERMANENT. Cutoff files and indexes in 5 year blocks. Offer to NARA when 40 years old.</p>	<p>NC1-237-77-3 Item 80(a) Approved 12/2/77</p>
	<p>b. Designations of agency representatives to the IGIA.</p>	<p>Destroy when superseded.</p>	<p>NC1-237-77-3 Item 80(b) Approved 12/2/77</p>
	<p>4. IGIA and ICAO Publications Files. Processed papers, documents, numbered and unnumbered memorandums, agenda, minutes, and reports printed and distributed by the IGIA and ICAO.</p>	<p>Destroy when no longer required for current operations.</p>	<p>II-NNA-1017 Item 8 Approved 7/13/54</p>

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	5. Foreign Participant Training Files. Case files consisting of correspondence, reports, project implementation orders, ICAO agreements, travel and allowance vouchers, and related papers documenting the aviation training of foreign nationals by FAA, maintained by the Office of International Aviation.	Destroy closed case files 7 years after termination of training.	NN-173-149 Item 1 Approved 3/26/73
	6. Foreign Assistance Country Files. Case files consisting of correspondence, reports, loan and supply support agreements, and related papers documenting the administration of aviation technical assistance programs to individual foreign countries by FAA, maintained by the Office of International Aviation.	Destroy closed case files when 10 years old.	NN-173-149 Item 2 Approved 3/26/73
1250	AVIATION EDUCATION PROGRAM		
	Aviation Education, Promotion, and Development files containing Aviation Safety programs and activities pertaining to the promotion of flying and mechanic schools, air shows, air tours, and other activities related to advancement of aviation.	Destroy when 2 years old.	II-NNA-1102 Item 11 Approved 7/12/54
1260	AVIATION WAR RISK INSURANCE		OPR Action needed to request disposition authority.
1270	FREEDOM OF INFORMATION ACT		
	1. Freedom of Information Act (FOIA) Requests Files. Files created in response to requests for information under the Freedom of Information Act (5 U.S.C. 552), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.	GRS 14 Item 11(a)(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	Destroy 2 years after date of reply.	GRS 14 Item 11(a)(2)(a)

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	(b) Requests appealed.	Destroy as authorized under item 1270(2).	GRS 14 Item 11(a)(2)(b)
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	Destroy 6 years after date of reply.	GRS 14 Item 11(a)(3)(a)
	(b) Appealed requests.	Destroy as authorized under item 1270(2).	GRS 14 Item 11(a)(3)(b)
	b. Official file copy of requested records.	Dispose of in accordance with disposition instruction for the related records, or in accordance with the related FOIA request, whichever is later.	GRS 14 Item 11
	2. Freedom of Information Act Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	(1) Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).	Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 12(a)
	(2) Official file copy of records under appeal.	Dispose of in accordance with disposition instructions for the related records, or in accordance with the related FOIA requests, whichever is later.	GRS 14 Item 12(b)
	3. FOIA Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.		
	(1) Registers or listing.	Destroy 6 years after date of last entry.	GRS 14 Item 13(a)
	(2) Other files.	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS 14 Item 13(b)

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	4. FOIA Reports Files. Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act.		
	a. Annual reports to the Congress at departmental or agency level.		OPR Action needed to request disposition authority.
	b. Other reports.	Destroy when 2 years old.	GRS 14 Item 14
	5. Freedom of Information Act Administrative Files. Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	GRS 14 Item 15
1280	PRIVACY ACT		
	1. Privacy Act Requests Files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.		
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).		
	(1) Granting access to all the requested records.	Destroy 2 year after date of reply.	GRS 14 Item 21(a)(1)
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.		
	(a) Requests not appealed.	Destroy 2 years after date of reply.	GRS 14 Item 21(a)(2)(a)
	(b) Appealed requests.	Destroy as authorized under item 1280(2).	GRS 14 Item 21(a)(2)(b)
	(3) Denying access to all or part of the records requested.		
	(a) Requests not appealed.	Destroy 5 years after date of reply.	GRS 14 Item 21(a)(3)(a)

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	(b) Appealed requests.	Destroy as authorized under item 1280(2).	GRS 14 Item 21(a)(3)(b)
	b. Official file copy of requested records.	Dispose of in accordance with disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.	GRS 14 Item 21(b)
	2. Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).		
	a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose in accordance with disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.	GRS 14 Item 22(a)
	b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Dispose of in accordance with disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 22(b)
	c. Appealed requested to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 22(c)
	3. Privacy Act Accounting of Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.	GRS 14 Item 23

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	4. Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.		
	a. Registers or listings.	Destroy 5 years after date of last entry.	GRS 14 Item 24(a)
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.	GRS 14 Item 24(b)
	5. Privacy Act Report Files. Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget and the Report on New Systems.	Destroy when 2 years old.	GRS 14 Item 25
	6. Privacy Act General Administrative Files. Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	GRS 14 Item 26
1300 MANAGEMENT PROGRAMS			
	1. General Correspondence Files. Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence files of the Office of Primary Responsibility relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.	PERMANENT. Transfer to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 7 Approved 8/6/74
	b. All others.	Destroy when 5 years old.	NC-174-227 Item 7 Approved 8/6/74

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	2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 16 Item 15(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 16 Item 15(b)
	3. Management Information Files. Manuals, charts, analysis sheets, problem sheets, program status and evaluation reports, and supporting documents developed in the administration of programs for the preparation of management information.		
	a. Record copies maintained by the Office of Primary Responsibility.	PERMANENT. Transfer to FRC when 4 years old or earlier if inactive. Offer to NARA when 10 years old.	NC-174-227 Item 9 Approved 8/6/74
	b. All other offices.	Destroy when superseded or no longer needed.	NC-174-227 Item 9 Approved 8/6/74
	4. Internal Evaluation Reports. Contains information concerning the effectiveness and performance of the various offices and facilities in carrying out policies, systems, standards, and procedure. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.		
	a. National Program Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	Transfer to FRC when 2 years old. Destroy when 7 years old.	NC1-237-83-3 Item 1 Approved 9/23/83

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	(2) Regional Office.	Transfer to FRC when 2 years old. Destroy when 7 years old.	NC1-237-83-3 Item 1 Approved 9/23/83
	(3) Field Offices.	Destroy upon notification that the regions have received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	Destroy upon notification that the region has received and accepted the corrective action report or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	b. Office Evaluation Reports.		
	(1) Headquarters Evaluation Staff.	Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(2) Regional Office.	Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.	NC1-237-83-3 Item 1 Approved 9/23/83
	(3) Field Offices.	Destroy upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
	(4) Facilities.	Destroy upon notification that the region has received and accepted the corrective action report.	NC1-237-83-3 Item 1 Approved 9/23/83
1310	MANAGEMENT ANALYSIS, SURVEYS, AND EVALUATIONS		
	1. Management Project Files. Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments.	PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. Management Project Working Papers. Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74

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	3. Management Project Control Files. Documents showing assignments, progress, and completion of projects.	Destroy 1 year after completion of project.	GRS 16 Item 5
	4. Feasibility Studies. 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
1320 DIRECTIVES MANAGEMENT			
	1. Directives Case Files. Official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents.		
	a. Case files for national, regionwide, or centerwide directives containing orders and handbooks; notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, or Regional or Center Directors regardless of subject matter.	PERMANENT. Transfer inactive file to FRC when no more than 4 years old. Offer to NARA when 20 years old.	NC1-237-77-3 Item 2 Approved 12/2/77
	b. Case files for national, regionwide, or centerwide directives containing one-time or temporary instructions (such as notices not covered by item (1)(a)).	Destroy inactive file after 5 years.	NN-169-45 Item 1b Approved 4/21/69
	2. Directives Master Reference Files. Files of directives for which directives management officers are responsible.	Destroy when canceled or no longer needed for reference.	Nonrecord
	3. Directives Working and Reference Files. Directives records other than those described above.	Destroy when canceled or no longer needed for reference.	Nonrecord

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	4. Administrative Issuances (NOTE: Record sets of formal directives, procedural and operating manuals, publications, and management improvement reports submitted to the Office of Management and Budget (OMB) and the case files documenting their development are potentially permanent records and must be scheduled by submission of an SF 115 to NARA.)		
	a. Notices and other types of issuances related to routine administrative functions.(e.g., payroll, procurement, personnel)	Destroy when superseded or obsolete.	GRS 16 item 1(a)
	b. Case files related to (a) above that document aspects of the development of the issuance.	Destroy when issuance is destroyed.	GRS 16 item 1(b)
1330 FORMS MANAGEMENT			
	1. Forms Numerical Files. Case files containing the record copy of each form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence including instructions and documentation showing inception, scope, and purpose of form.	Destroy 5 years after related form is discontinued, superseded, or canceled.	GRS 16 Item 3(a)
	2. Forms Functional Files. Case files consisting of a sample copy of each current form for convenience of office.	Destroy when related form is discontinued, superseded, or canceled.	GRS 16 Item 3(b)
	3. Forms Supply Files. Requisitions, specifications, issue and stock control records, and other documents pertaining to supply control maintained for each form.	Destroy when related form is discontinued, superseded, or canceled.	GRS 16 Item 3(b)
1340 REPORTS MANAGEMENT			
	Reports Control Files. Case files maintained for each report created or proposed including public use reports. (This standard does not apply to the reports themselves but only to the files accumulated in the administrative control of the reports. This includes clearance forms, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.)	Destroy 2 years after the report is discontinued.	GRS 16 Item 6
1350 RECORDS MANAGEMENT			

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. Records Disposition Files. Descriptive inventories, disposal authorizations, schedules, and reports. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives and Records Administration(NARA); and related documentation.		
	a. SF 115s that have been approved by NARA.	Destroy 2 years after superseded.	GRS 16 Item 2(a)(1)
	b. Other records.	Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.	GRS 16 Item 2(a)(2)
	c. Routine correspondence and memoranda.	Destroy when 2 years old.	GRS 16 Item 2(b)
	2. Statistical Reports of Records Holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.		
	a. Records held by offices that prepare reports on agency-wide records holdings.	Destroy when 3 years old.	GRS 16 Item 4(a)
	b. Records held by other offices.	Destroy when 1 year old.	GRS 16 Item 4(b)
	3. Reports, Correspondence, and Related Records concerning the development and improvement of the management of records includes the management of files, forms, correspondence, mail, reports, microfilm, ADP systems, word processing, vital records, and all other aspects of records management not covered elsewhere.	Destroy when 6 years old.	GRS 16 Item 7

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>4. Microform Inspection Records. Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.</p> <p>NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to NARA. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.</p>	Destroy 1 year after the records are transferred to the legal custody of NARA.	GRS 16 Item 10(a)
	5. Agency Copy of Logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	Destroy when 2 years old, or when superseded, whichever is later.	GRS 16 Item 10(b)
1360 CORRESPONDENCE MANAGEMENT			
	Correspondence Management and Control includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.		
	a. Instructions.	Destroy when superseded.	II-NNA-1017 Item 18 Approved 7/13/54
	b. All other material.	Destroy when 2 years old.	II-NNA-1017 Item 18 Approved 7/13/54
1370 INFORMATION RESOURCES MANAGEMENT (DATA PROCESSING MANAGEMENT AND STATISTICAL RECORDS)			
	1. Data Processing Project Files. Case files resulting from ADP surveys and feasibility studies.	PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. Data Processing Working Papers. Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to ADP surveys and feasibility studies.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. Data processing Report Files. Record copies of reports of inventories of utilization and costs of automatic data processing in the agency.	Transfer completed reports to FRC when 4 years old or earlier. Destroy when 10 years old.	NC-174-227 Item 11 Approved 8/6/74
	4. Aviation statistics publication Files. Record set of statistical publications, surveys, and staff studies, such as FAA Air Traffic Activity, Census of U.S. Civil Aircraft, and Handbook of Aviation.	PERMANENT. Transfer published reports to FRC when 4 years old. Offer to NARA when 10 years old.	NC-174-227 Item 12 Approved 8/6/74
	5. Aviation statistics source Files. Source data used in compiling publications and studies described in item (3), Monthly Summary Airport Operations and Instrument Approaches; FAA Form 7230-13, Monthly Activity Record Flight Service Stations, or equivalents; industry reports and questionnaires; worksheets; and machine tabulations.	Disposition is 2 years EXCEPT for background material on fed airways activities which is 4 years.	II-NNA-1391 Item 6(b) Approved 5/12/55
1375	STANDARD DATA ELEMENTS AND CODES		OPR Action needed to request disposition authority.
1380	WORK MEASUREMENT, PERFORMANCE, AND STAFFING ANALYSIS		
	1. Work Measurement Project Files. Case files resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.	PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Offer to NARA when 10 years old.	NC-174-227 Item 8 Approved 8/6/74
	2. Management project working papers. Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.	NC-174-227 Item 8 Approved 8/6/74
	3. Program Tracking and Reporting System (PTRS) activity reports. Consolidated monthly and quarterly summary reports reflecting work activity (man-hours and units) maintained by Washington and Regional Headquarters Flight Standards Divisions.	Destruction not authorized.	Revalidation required
1390	WORK SIMPLIFICATION AND MANAGEMENT IMPROVEMENT		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	Management improvement Report Files. Record copies of management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.		
	a. Record copies maintained by the Office of Management Systems.	PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 10 years old.	NC-174-227 Item 10 Approved 8/6/74
	b. All others.	Destroy when superseded or no longer needed.	NC-174-227 Item 10 Approved 8/6/74
1395	VALUE ENGINEERING		OPR Action needed to request disposition authority.
1400	CIVIL RIGHTS PROGRAM		
	1. Civil rights general Files. Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. Includes status reports, EEO counselor data, and evaluations.		
	a. Status reports and evaluations.	PERMANENT. Offer to NARA when 10 years old.	NC1-237-77-3 Item 57 Approved 12/2/77
	b. All other records.	Destroy when 5 years old.	NC1-237-77-3 Item 57 Approved 12/2/77
	2. Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.	Destroy 4 years after resolution of case.	GRS 1 Item 25(a)
	3. Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Destroy 1 year after resolution of case.	GRS 1 Item 25(b)
	4. Preliminary and Background Files.		
	a. Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.	GRS 1 Item 25(c)(1)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	Destroy when 2 years old.	GRS 1 Item 25(c)(2)
5.	Compliance Records.		
	a. Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.	Destroy when 7 years old.	GRS 1 Item 25(d)(1)
	b. EEO Compliance Reports.	Destroy when 3 years old.	GRS 1 Item 25(d)(2)
6.	Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.	GRS 1 Item 25(e)
7.	Employment Statistics Files. Employment statistics relating to race and sex.	Destroy when 5 years old.	GRS 1 Item 25(f)
8.	EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS 1 Item 25(g)
9.	EEO Affirmative Action Plans (AAP)		
	a. Agency copy of consolidated AAP(s).	Destroy 5 years from date of plan.	GRS 1 Item 25(h)(1)
	b. Agency feeder plan to consolidated AAP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1 Item 25(h)(2)
	c. Report of onsite reviews of Affirmative Action Programs.	Destroy 5 years from date of report.	GRS 1 Item 25(h)(3)
	d. Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 years from date of report.	GRS 1 Item 25(h)(4)
1410	NON-DISCRIMINATION		OPR Action needed to request disposition authority.
1420	SEXUAL HARASSMENT		OPR Action needed to request disposition authority.
1500	TRAVEL AND TRANSPORTATION		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. Employee travel Files. Correspondence requests, travel authorizations and orders, itineraries, and routing trip reports exclusive of records maintained for accounting purposes (item 2710).	Destroy when 2 years old.	GRS 9 Item 4(a)
	2. Employee foreign service travel Files. Correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records, and related materials pertaining to foreign assignments, exclusive of records maintained for accounting purposes (item 2710).	Place in inactive file upon separation from foreign service. Destroy inactive file when 4 years old.	
	3. Non-Federally Funded Travel		
	a. Non-Federally Funded Travel. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.	Destroy when 4 years old.	GRS 9 Item 6(a)
	b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	Destroy 1 year after submission of report to the Office of Government Ethics.	GRS 9 Item 6(b)
	4. Federal Employee Transportation Subsidy Records. Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.	Destroy when 3 years old.	GRS 9 Item 7
	5. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 9 Item 8(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 9 Item 8(b)
	6. Passport Files. Requests for passport actions, notifications for passport services, such as FAA Form 1500-1 or equivalent, clearances, correspondence, and related papers generated in obtaining passports for FAA personnel performing foreign travel.		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9 Item 5(a)
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	Destroy when 1 year old	GRS 9 Item 5(b)
	c. Passport Registers. Registers and lists of agency personnel who have official passports.	Destroy when superseded or obsolete.	GRS 9 Item 5(c)
1510	TEMPORARY DUTY TRAVEL		OPR Action needed to request disposition authority.
1520	PERMANENT CHANGE OF STATION		OPR Action needed to request disposition authority.
1600	INVESTIGATIONS AND SECURITY		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General Correspondence Files. Correspondence, reports, and related materials accumulated in the administration and direction of traditional security and protective security programs, including personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security. For records relating to programs for the prevention of criminal acts against air transportation, see item 1650.</p>		
	<p>a. Correspondence files of the Office of Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, air security guards, and the development of deterrent systems for the prevention of criminal acts against air transportation. Includes studies and reports of significant accomplishments.</p>	<p>Permanent. Offer to NARA when 10 years old.</p>	<p>NC-237-75-1 Item 1 Approved 7/26/1974</p>
	<p>b. Classified Documents Administrative Correspondence Files. Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 18 Item 1</p>
	<p>c. Security and Protective Services Administrative Correspondence Files. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.</p>	<p>Destroy when 2 years old.</p>	<p>GRS 18 Item 8</p>
	<p>2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	<p>GRS 18 Item 30(a)</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 18 Item 30(b)
	c. All others.	Destroy when 2 years old.	GRS 18 Item 1
	3. Classified document Control Files. Records maintained by security control points and Top Secret Control Officers, such as accountability records, control logs and document receipts.		
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.	GRS 18 Item 5(a)
	b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. [NOTE: Master files and data bases created to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on a Standard Form (SF) 115.]	Destroy when related document is downgraded, transferred, or destroyed.	GRS 18 Item 5(b)
	c. Records concerning information or material classified Confidential.	Destroy 2 years after final disposition of related material.	GRS 18 Item 1
	d. Records documenting the receipt and issuance of classified documents.	Destroy when 2 years old.	GRS 18 Item 2
	e. Certificates relating to the destruction of classified documents.	Destroy when 2 years old.	GRS 18 Item 3
	f. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 Item 4
	g. Requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.	GRS 18 Item 6
	4. Lock combination Files.		
	a. Documents, such as Form DOT F 600.6, Combination Record, or equivalent, used to record safe combinations and names of persons knowing combinations.	Destroy when superseded by a new form or list or upon turn-in of containers.	GRS 18 Item 7(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Checklist.	Destroy 3 months following the last entry on the form. Note: Forms involved in investigations are retained until completion of the investigation.	GRS 18 Item 7(b)
	5. Survey and inspection Report Files.		
	a. Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS 18 Item 9
	b. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS 18 Item 10
	6. Police function Files. Reports, statements of witnesses, warning notices, and other papers relating to arrests, commitments, and traffic violations.	Destroy when 2 years old.	GRS 18 Item 14(b)
	7. Loss and theft Files. Reports, loss statements, receipts, and other papers relating to lost and found articles.	Destroy after case is closed	GRS 18 Item 15(b)
	8. Security violation Files. Reports of security violations, retained by guard forces or other persons performing security patrols.		
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecution determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations.	Destroy 5 years after close of case.	GRS 18 Item 24(a)
	b. All other files, exclusive of documents placed in official personnel folders.	Destroy 2 years after completion of final action.	GRS 18 Item 24(b)
	9. Credentials Files. Identification credentials and related papers.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.	GRS 11 Item 4(a)
	b. Receipts, indices, listings, and accountable records.	Destroy after all listed credentials are accounted for.	GRS 11 Item 4(b)
	10. Visitor Control Files. Registers, cards, or logs for recording names of visitors and related data maintained for facilities security purposes.	Destroy 2 year after final entry or 2 year after date of document, as appropriate.	GRS 18 Item 17(b)
	11. Official investigative Case Files. These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System.		
	a. Office of origin.		
	(1) Investigations of applicants and employees. EXCLUDES employee "locate" investigations. Upon completion of investigation of administrative action, transfer original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials from the official investigative case file to the employee's Personnel Security File (PSF).	Destroy the PSF in accordance with the provisions of item 1600(10) above.	NC1-237-77-3 Item 6 Approved 12/2/77
	(2) Investigations to locate employees or airmen.	Destroy upon completion of administrative action or 5 years from date of last entry, whichever is sooner.	NC1-237-77-3 Item 6 Approved 12/2/77
	(3) Airmen/aircraft record searches.	Destroy upon completion of administrative or appeal actions but not later than 5 years from the date of last entry into the file.	NC1-237-77-3 Item 6 Approved 12/2/77
	(4) Other investigations not listed above. EXCLUDES "locate" investigations and aircraft/airman record searches requested by other agencies.	Destroy 5 years following last completed action of litigation or 5 years from the date of last inquiry or entry into the file.	NC1-237-77-3 Item 6 Approved 12/2/77

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Lead office.	Destroy investigative case file 60 days after referral to the office of origin.	NC1-237-77-3 Item 6 Approved 12/2/77
	c. ACS information copies of reports of investigation received from an office or Lead Office.	Destroy 90 days after completion of final action.	NC1-237-77-3 Item 6 Approved 12/2/77
	12. Investigative Correspondence Files. The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, Official Investigative Case Files or PSF but which have a retrieval or reference value to the investigations program.	Destroy contents 3 years from date of origin.	NC1-237-77-3 Item 7 Approved 12/2/77
	13. Investigative index Files. Consist of FAA Forms or index cards which refer to a subject of investigation or FAA investigative reports, or are maintained in lieu of an FAA Report of Investigation, or those used as a reference source to other materials indexed in the FAA's Investigative Record System.		
	a. FAA investigations of applicants and employees.	Destroy 5 years after destruction of the PSF.	NC1-237-77-3 Item 8 Approved 12/2/77
	b. Other FAA investigations.	Destroy those index cards that refer to FAA investigations on other than employees or applicants, or that are maintained in lieu of an FAA Report of Investigation, 20 years after creation of the index card.	NC1-237-77-3 Item 8 Approved 12/2/77
	c. Investigative correspondence card files.	Destroy 5 years after destruction of the related file material.	NC1-237-77-3 Item 8 Approved 12/2/77
	d. Reports about stolen aircraft and aircraft engaged in illegal activities.	Destroy 5 years after creation.	NC1-237-77-3 Item 8 Approved 12/2/77
	e. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Destroy when 2 years old.	GRS 18 Item 11

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	14. Property Pass Files. Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.	GRS 18 Item 12
	15. Guard Assignment Files. Files relating to guard assignments and strength.		
	a. Ledger records.	Destroy 3 years after final entry.	GRS 18 Item 13(a)
	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy when 2 years old.	GRS 18 Item 13(b)
	16. Police Functions Files. Files relating to exercise of police functions.		
	a. Ledger records of arrest, cars ticketed, and outside police contacts.	Destroy 3 years after final entry.	GRS 18 Item 14(a)
	b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	Destroy when 2 years old.	GRS 18 Item 14(b)
	c. Reports on contact of outside police with building occupants.	Destroy when 1 year old.	GRS 18 Item 14(c)
	17. Personal Property Accountability Files. Files relating to accountability for personal property lost or stolen.		
	a. Ledger files.	Destroy 3 years after final entry.	GRS 18 Item 15(a)
	b. Reports, loss statements, receipts and other documents relating to lost and found articles.	Destroy when 1 year old.	GRS 18 Item 15(b)
	18. Key Accountability Files. Files relating to accountability for keys issued.		
	a. For areas under maximum security.	Destroy 3 years after turn-in of key.	GRS 18 Item 16(a)
	b. For other areas.	Destroy 6 months after turn-in of key.	GRS 18 Item 16(b)
	19. Visitor Control Files. Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.		
	a. For areas under maximum security.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.	GRS 18 Item 17(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. For other areas.	Destroy 2 years after final entry or 2 years after date of document, as appropriate.	GRS 18 Item 17(b)
	20. Facilities Checks Files. Files relating to periodic guard force facility checks.		
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	Destroy when 1 year old.	GRS 18 Item 18(a)
	b. Reports of routine after-hours security checks that either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.	Destroy when 1 month old.	GRS 18 Item 18(b)
	21. Guard Service Control Files.		
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.	GRS 18 Item 19(a)
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.	GRS 18 Item 19(b)
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.	GRS 18 Item 19(c)
	d. Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.	GRS 18 Item 19(d)
	22. Logs and Registers. Guard logs and registers not covered elsewhere in this schedule.		
	a. Central guard office master logs.	Destroy 2 years after final entry.	GRS 18 Item 20(a)
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.	GRS 18 Item 20(b)
	23. Security Clearance Administrative Subject Files. Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 Item 21

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>24. Personnel Security Clearance Files. Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.</p>		
	<p>a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.</p>	<p>Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.</p>	GRS 18 Item 22(a)
	<p>b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.</p>	<p>Destroy in accordance with the investigating agency instructions.</p>	GRS 18 Item 22(b)
	<p>c. Index to the Personnel Security Case Files.</p>	<p>Destroy with related case file.</p>	GRS 18 Item 22(c)
	<p>25. Personnel Security Clearance Status Files. Lists or rosters showing the current security clearance status of individuals.</p>	<p>Destroy when superseded or obsolete.</p>	GRS 18 Item 23
	<p>26. Security Violations Files. Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.</p>		
	<p>a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecution determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.</p>	<p>Destroy 5 years after close of case.</p>	GRS 18 Item 24(a)
	<p>b. All other files, exclusive of documents placed in official personnel folders.</p>	<p>Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.</p>	GRS 18 Item 24(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>27. Classified Information Nondisclosure Agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p>		
	<p>a. If maintained separately from the individual's official personnel folder.</p>	Destroy when 70 years old.	GRS 18 Item 25(a)
	<p>b. If maintained in the individual's official personnel folder.</p>	Apply the disposition for the official personnel folder.	GRS 18 Item 25(b)
	<p>28. Mandatory Review For Declassification Requests Files. Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p>		
	<p>a. Correspondence and supporting documents. (EXCLUDES the official file copy of the records if filed herein, and sanitizing instructions, if applicable).</p>		
	<p>(1) Granting access to all the requested records.</p>	Destroy 2 years after date of reply.	GRS 14 Item 31(a)(1)
	<p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p>		
	<p>(a) Request not appealed.</p>	Destroy 2 years after date of reply.	GRS 14 Item 31(a)(2)(a)
	<p>(b) Request appealed.</p>	Destroy as authorized under Item 32.	GRS 14 Item 31(b)(2)(b)
	<p>(3) Denying access to all or part of the records requested.</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(a) Request not appealed.	Destroy 5 years after date of reply.	GRS 14 Item 31(a)(3)(a)
	(b) Request appealed.	Destroy as authorized under Item 32.	GRS 14 Item 31(a)(3)(b)
	b. Official file copy of requested records.	Dispose of in accordance with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.	GRS 14 Item 31(b)
	c. Sanitizing instructions.	Destroy when superseded, or when requested documents are declassified or destroyed.	GRS 14 Item 31(c)
	29. Mandatory Review for Declassification Appeals Files. Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	a. Correspondence and supporting documents.(EXCLUDES the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency.	GRS 14 Item 32(a)
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request. whichever is later.	GRS 14 Item 32(b)
	30. Mandatory Review for Declassification Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.		
	a. Registers or listing.	Destroy 5 years after date.	GRS 14 Item 33(a)
	b. Other files.	Destroy 5 years after final action by the agency.	GRS 14 Item 33(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	31. Mandatory Review for Declassification Reports Files. Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.	Destroy when 2 years old.	GRS 14 Item 34
	32. Mandatory Review for Declassification Administrative Files. Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.	Destroy when 2 years old.	GRS 14 Item 35
	33. Erroneous Release Files. Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.		
	a. Files that include the official file copy of the released records.	Follow the disposition instructions approved for the released official file copy, or Destroy 6 years after the erroneous release, whichever is later.	GRS 14 Item 36(a)
	b. Files that do not include the official file copy of the released records.	Destroy 6 years after the erroneous release.	GRS 14 Item 36(b)
1650	CIVIL AVIATION SECURITY		
	1. General Correspondence Files. Correspondence, reports, and related materials accumulated in the administration and direction of programs for the prevention of criminal acts against air transportation.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Files of the Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, airport security, air security guards, collection and dissemination of information concerning threats against air commerce, and the research, development, and maintenance of deterrent systems for the prevention of criminal acts against air transportation, including test data on detection devices and X-ray baggage inspection equipment. Includes studies and reports of significant accomplishments.	PERMANENT. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.	NC-237-75-1 Item 1 Approved 7/26/74
	b. All others.	Destroy when 2 years old.	NC-237-75-1 Item 1 Approved 7/26/74
	2. Civil aviation security rulemaking Project Files. Case files reflecting the development of new or amended Federal Aviation Regulations, and grants or denials of exemption petitions.		
	a. Initial supplementary, final projects reports, internal coordination correspondence, executive summary, and other items determined to be significant by project officer.	PERMANENT. Transfer to FRC 5 years after completion of final action and as volume warrants. Offer to NARA when 15 years old.	NC1-237-77-3 Item 37 Approved 12/2/77
	b. All other material.	Destroy 5 years after completion of final action.	NC1-237-77-3 Item 37 Approved 12/2/77
	3. Operations liaison Files. Documents relating to the collection, evaluation and dissemination of Civil Aviation Security Information such as hijacking, sabotage, terrorism, bomb threats, attempts to board with concealed weapons, and related incidents. Included are statistical and summary data, reports, and related indices.		
	a. Original Records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-5 Item 1 Approved 6/6/77
	b. Microfilm of original records.	Destroy microfilm when 50 years old.	NC1-237-77-5 Item 1 Approved 6/6/77
	4. Air carrier/airport program review Files. Documents relating to air carrier/airport security enforcement programs submitted by air carriers/airport operators to FAA for approval.	Destroy when superseded by new program document.	Nonrecord

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. Air carrier, airport and individual violation Files. Case files relating to investigations of air carrier and airport violations, and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security including investigations, reports, statistical data and summaries.		
	a. Offices of primary interest for case files. These are as follows: Principal Security Inspectors for designated air carrier violations, Civil Aviation Security Field Offices for airport violations at airports under their jurisdiction, and Civil Aviation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction.		
	(1) Case files relating to violations which result in Administrative Enforcement Actions.	Destroy 1 year after the year in which the case is closed in the EIS. (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(2) Case files relating to violations which result in Legal Enforcement Action.		
	(a) Official case file.	Transfer to the office of Assistant Chief Counsel. These case files become legal enforcement case files and are retained, transferred and destroyed in accordance with series 2150/1 of this order.	N1-237-92-5 Item 1 Approved 10/13/94
	(b) Official case file copies maintained by the Civil Aviation Security Office of Primary Interest.	Destroy 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(3) Case files resulting in "no action".	Destroy 30 days after (or no more than 90 days) the date the case is closed in the EIS. (Refer to series 2150/4 of this order.)	N1-237-92-5 Item 1 Approved 10/13/94
	(4) All other closed case files.	Destroy when no longer needed for reference.	N1-237-92-5 Item 1 Approved 10/13/94
1700	ADMINISTRATIVE SERVICES		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. General Correspondence Files. Administrative correspondence, reports, forms and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.		
	a. Agency office of primary interest.	Destroy when 2 years old.	NC1-237-77-3 Item 9 Approved 12/2/77
	b. Offices and units responsible for performance of administrative support services.	Destroy when 2 years old.	II-NNA-1017 Item 96 Approved 7/13/54
	2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 11 Item 6(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 11 Item 6(b)
	3. Directory Files. Correspondence, forms and other records relating to the compilation of telephone listings and directories.	Destroy 2 months after issuance of directory.	GRS 11 Item 3
	4. Employee locator Files.	Destroy upon separation of employee from activity.	Nonrecord
1710	PUBLICATIONS		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. Internal publications Files. Each FAA internal publication, advisory circular, regulation, and similar material, with supporting case file, if any, maintained by the issuing or controlling office.		
	a. Record copy.	PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 10 years old.	NC1-237-77-3 Item 10 Approved 12/2/77
	b. All other copies.	Destroy when no longer needed for administrative purposes.	NC1-237-77-3 Item 10 Approved 12/2/77
	c. All related case files.	Transfer closed case files to FRC when 4 years old. Destroy when 10 years old.	NC1-237-77-3 Item 10 Approved 12/2/77
	2. Publication planning Files. Editorial matter relating to the publication of a manuscript, including drafts, galley and page proofs, and similar materials.	Destroy 2 years after issuance of related production.	GRS 13 Item 2
	3. Publications Control Files. Documents used to record actions in processing publications.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13 Item 3
1720 PRINTING AND DISTRIBUTION			
	1. Administrative Correspondence Files. Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.	Destroy when 2 years old.	GRS 13 Item 1
	2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 13 Item 7(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 13 Item 7(b)
	3. Project Files. Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.		
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.	GRS 13 Item 2(a)
	b. Files pertaining to planning and other technical matters.	Destroy when 3 years old.	GRS 13 Item 2(b)
	4. JCP Reports Files. Reports to Congress and related records.		
	a. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.	GRS 13 Item 5(a)
	b. Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.	GRS 13 Item 5(b)
	5. Control Files. Control registers pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13 Item 3
	6. Mailing Lists.		
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.	GRS 13 Item 4(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Card lists.	Destroy individual cards when cancelled or revised.	GRS 13 Item 4(b)
	7. Internal Management Files. Records relating to internal management and operation of the unit.	Destroy when 2 years old.	GRS 13 Item 6
	8. Requisition on the Public Printer. Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.	GRS 3 item 6(a)
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.	GRS 3 Item 6(b)
	9. Printing Reports Files. Reports to Joint Committee on Printing regarding operation of FAA printing plants and inventories of printing, binding, and related equipment.	Destroy when 3 years old.	GRS 13 Item 5(a)
	10. Inventory and Stock Control Files. Documents reflecting supply status of publications and blank forms.	Destroy when 1 year old.	GRS 13 Item 3
	11. Distribution Schedule Files. Schedules, shipping instructions, and related papers used to determine printing quantities for FAA publications and forms.	Destroy when 2 year old.	GRS 13 item 1
1730 VISUAL, EXHIBITS, AND GRAPHICS			
	1. Visual Services Files. Original art work, illustrations, slides, handbills, flyers, letterhead, charts and graphics, negatives, and other visual aids, handbills, fliers, letterhead, graphs.	Destroy when no longer needed for further reproduction.	GRS 21 Item 6, 7, 8
	2. Visual Services Work Order Files. Documents relating to requests for visual services and of work performed.	Destroy when 1 year old.	GRS 23 Item 1
1740 AUDIO-VISUALS			
	1. Black & White and Color Photographic Prints.		
	a. Agency-generated, sponsored, or gathered prints of historical and modern aircraft, airports, air traffic control facilities and equipment, civilian and military aviation activities, and major Federal Aviation Administration (FAA) officials, programs, and events.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 1(a) Approved 11/6/95

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Transitory photographic files. Agency-generated, sponsored, or gathered prints of insignificant and routine activities such as coverage of FAA awards ceremonies, retirements, campaign activities and training programs common to most government agencies.	Destroy when 1 year old.	GRS 21 Item 1(b)
	c. Photographic work order files. Documents relating to requests for photographic services, and of work performed.	Destroy when 1 year old.	GRS 21 Item 1
	2. Black & White Negatives and Contact Sheets.		
	a. Black and white photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related log or finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 2(a) Approved 11/6/95
	b. Transitory black and white negatives and contact sheets files. Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)	Destroy when 1 year old.	GRS 21 Item 1
	3. Color Negatives and Contact Sheets.		
	a. Color photographic negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically significant subject matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 3(a) Approved 11/6/95
	b. Transitory color negatives and contact sheets files. Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter. (see 1b)	Destroy when 1 year old.	GRS 21 Item 1
	4. Color Slides.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Color photographic slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically significant subject matter. (see 1a)	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 4(a) Approved 11/6/95
	b. Transitory color slide files. Agency-generated, sponsored, or gathered color slides pertaining to historically insignificant or routine subject matter. (see 1b)	Destroy when 1 year old.	GRS 21 Item 1
	5. Motion Picture Films and Video Recordings.		
	a. Motion Picture Films and Video Recordings. Agency-generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical FAA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate), plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 5(a) Approved 11/6/95
	b. Films acquired from outside sources for personnel and management training.	Destroy 1 year after completion of training program.	GRS 21 Item 9
	c. Video or Motion Picture Routine Surveillance footage.	Destroy when 6 months old.	GRS 21 Item 11 and Item 18
	d. Routine scientific, medical, or, engineering footage	Destroy When 2 years old.	GRS 21 Item 12
	e. Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184.	Destroy when no longer needed.	Nonrecord
	f. Programs acquired from outside sources for personnel and management training.	Destroy 1 year after completion of training program.	GRS 21 Item 14
	g. Rehearsal or practice tapes.	Destroy immediately.	GRS 21 Item 16
	h. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy 1 year after completion of training program.	GRS 21 Item 17
	i. Routine scientific, medical or engineering recordings.	Destroy when 2 years old.	GRS 21 Item 19

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	j. Recordings that document routine meetings and award presentations.	Destroy when no longer needed.	GRS 21 Item 20
	k. Duplicate dubbing and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed.	Nonrecord
	6. Magnetic Audiotape Recordings.		
	a. Magnetic audiotape recordings. Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges that document historical FAA personalities, speeches, conferences, and other significant events and activities. NOTE: For permanent magnetic audiotape recording, NARA wants the original or earliest generation plus a second copy.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 69(a) Approved 11/6/95
	b. Transitory magnetic audiotape recordings files. Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges pertaining to historically insignificant or routine subject matter.	Destroy when 1 year old or when no longer needed.	N1-237-95-6 Item 6(b) Approved 11/6/95
	7. Graphic Arts.		
	a. Two copies of agency generated, sponsored, or gathered posters distributed agencywide or to the public and outstanding artwork of unusual or outstanding merit. NOTE: For original artwork of unusual or outstanding merit, NARA wants, if possible, 2x2 color slide or 4x5 color transparency copies of the items. For additional guidance, contact NARA's Nontextual Archives Division.	PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.	N1-237-95-6 Item 7(a) Approved 11/6/95
	b. Viewgraphs	Destroy when 1 year old or when no longer needed.	GRS 21 Item 5
	c. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 6
	d. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 7

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	e. Line copies of graphs and charts.	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 8
	8. Audio (Sound) Recordings		
	a. Recordings of meetings made exclusively for note taking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use.	GRS 21 Item 22
	b. Dictation belts or tapes.	Destroy immediately after use.	GRS 21 Item 23
	c. Pre-mix sound elements created during the course of a motion picture, television, or radio production.	Destroy immediately after use.	GRS 21 Item 24
	d. Library sound recordings (e.g., effects, music).	Destroy when no longer needed.	Nonrecord
	e. Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when 6 months old.	GRS 21 Item 26
	f. Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed	Nonrecord
	9. Still Photography		
	a. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Destroy when 1 year old.	GRS 21 Item 1
	b. Personnel identification or passport photographs.	Destroy when 5 years old or when superseded or obsolete, whichever is later.	GRS 21 Item 2
	c. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	Destroy 1 year after completion of training program.	GRS 21 Item 3
	d. Duplicate items in excess of record elements required for preservation, duplication, and reference service by 36 CFR 1228.184.	Destroy when no longer needed.	Nonrecord
	10. Related Documentation		
	a. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 28

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Finding aids for identification, retrieval, or use of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 29
1750	LIBRARY SERVICES		OPR Action needed to request disposition authority.
1760	OFFICE SERVICES		OPR Action needed to request disposition authority.
	1. Office Equipment Service Files. Requests for office equipment maintenance service, such as typewriter repairs and telephone service.	Destroy 3 month after work is performed or requisition canceled.	GRS 11 Item 5
	2. Parking Permit Files. Documents relating to applications for an issuance of car parking permits.	Destroy credentials 3 months after return to issuing office.	GRS 11 Item 4(a)
	3. Messenger Service Files. Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.	GRS 12 Item 1
1770	MAIL MANAGEMENT		
	1. Post Office and Private Mail Company Records. Postal Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.		
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.	GRS 12 Item 5(a)
	b. Application for registration and certification of declared value mail.	Destroy when 1 year old.	GRS 12 Item 5(b)
	c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Destroy when 1 year old.	GRS 12 Item 5(c)
	2. Mail Production Files. Production reports of mail handled and work performed and related complications.	Destroy when 1 year old.	GRS 12 Item 6(d)
	3. Remittance Record Files. Record of remittances (cash, check, money orders) and other valuables enclosed in incoming mail.	Destroy when 1 year old.	GRS 12 Item 6(e)

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. Mail Control Files. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 1770(1), and those used as indexes to correspondence files.	Destroy when 1 year old.	GRS 12 Item 6(a)
	a. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.	GRS 12 Item 6(b)
	b. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.	GRS 12 Item 6(c)
	c. Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.	GRS 12 Item 6(d)
	d. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.	GRS 12 Item 6(e)
	e. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.	GRS 12 Item 6(f)
	f. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 12 Item 6(g)
	g. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.	GRS 12 Item 6(h)
	5. Postal Irregularities File. Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.	GRS 12 Item 8
1780	CONFERENCE ROOMS		OPR Action needed to request disposition authority..
1800	PROGRAM MANAGEMENT AND APPRAISAL		OPR Action needed to request disposition authority..

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1810	SYSTEM ACQUISITION		OPR Action needed to request disposition authority..
1811	ACQUISITION MANAGEMENT		OPR Action needed to request disposition authority.
1812	SYSTEMS ACQUISITION MANAGEMENT- SYSTEMS REQUIREMENTS		OPR Action needed to request disposition authority.
1813	SYSTEMS ACQUISITION MANAGEMENT - ACQUISITION AUTHORIZATION		OPR Action needed to request disposition authority.
1820	MANAGEMENT GUIDELINES		OPR Action needed to request disposition authority.
1830	TELECOMMUNICATIONS MANAGEMENT		
	1. Communication General Files.		
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.	GRS 12 Item 2(a)
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old	GRS 12 Item 2(b)
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.	GRS 12 Item 2(c)
	2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 12 Item 9(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed.	GRS 12 Item 9(b)
	3. Telephone Use (Call Detail) Records. Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by Item 2500, Accountable Officers' Accounts Records.	Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS 12 Item 4
	4. Telecommunications voucher files.		
	a. Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.	GRS 12 Item 2(d)(1)
	b. Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.	GRS 12 Item 2(d)(2)
	c. Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.	GRS 12 Item 2(e)
	5. Telecommunications Operational Files.		
	a. Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.	GRS 12 Item 3(a)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	Destroy when 2 years old.	GRS 12 Item 3(b)
	6. Directory Service Files. Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.	GRS 11 Item 3
1840	APPRAISAL		OPR Action needed to request disposition authority.
1850	MANAGEMENT AND PRODUCTIVITY IMPROVEMENT		OPR Action needed to request disposition authority.
1860	SYSTEM PLANNING AND DEVELOPMENT		OPR Action needed to request disposition authority.
1880	MANAGEMENT INFORMATION		
	1. Microform Inspection Records.		
	a. Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.	Destroy 1 year after the records are transferred to the legal custody of the National Archives.	GRS 16 Item 10(a)
	b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	Destroy when 2 years old, or when superseded, whichever is later.	GRS 16 Item 10(b)
	2. IRM Triennial Review Files. Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Includes associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Destroy when 7 years old.	GRS 16 Item 11
	3. Information Collection Budget Files. Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Destroy when 7 years old.	GRS 16 Item 12

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. Documents Published in the Federal Register.		
	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e)(3); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.	Destroy when 1 year old.	GRS 16 Item 13(a)
	b. Files documenting the processing of semiannual regulatory agenda.	Destroy when 2 years old.	GRS 16 Item 13(b)
	5. Internal Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement.		
	6. Policy, procedure, and guidance Files. Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.	Destroy when superseded.	GRS 16 Item 14(a)
	7. Management control plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.	Destroy when superseded.	GRS 16 Item 14(b)
	8. Risk analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.	Destroy after next review cycle.	GRS 16 Item 14(c)
	a. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress.	Destroy after next reporting cycle.	GRS 16 Item 14(d)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.	Destroy 1 year after report is complete.	GRS 16 Item 14(e)
	9. Review Files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.		
	a. Office with responsibility for coordinating Internal Control functions.	Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.	GRS 16 Item 14(f)(1)
	b. Copies maintained by other offices as internal reviews.	Cut off when no further corrective action is necessary Destroy 1 year after cutoff.	GRS 16 Item 14(f)(2)
1900	EMERGENCY READINESS AND OPERATIONS		
	1. Defense Readiness Planning Files. Records documenting the administration of defense readiness and civil defense plans and programs, including consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans; duplicates of each plan and directive issued with related significant background papers; and related correspondence.	Destroy when 5 years old.	NC1-237-77-3 Item 11 Approved 12/2/77
	2. Emergency Plan Files. Copies of emergency plans and directives, other than those described in (1) above.	Destroy when superseded or obsolete.	Nonrecord
	3. Operation Tests Files. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	Destroy when 3 years old.	GRS 18 Item 28

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. Emergency Planning Administrative Correspondence Files. Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 Item 26
1910	EMERGENCY OPERATIONS ORDERS AND PLANS		
	1. Emergency Planning Administrative Correspondence Files. Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	Destroy when 2 years old.	GRS 18 Item 26
	2. Emergency Planning Case Files. Case files accumulated by offices responsible for the preparation and issuance of plans and directives. Files consist of a copy of each plan or directive issued, and related background documents, EXCLUDING 1 record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.	GRS 18 Item 27
	3. Emergency Operations Tests Files. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	Destroy when 3 years old.	GRS 18 Item 28
	4. National Defense Executive Reserve (NDER) Case Files. Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies. Files include qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.		
	a. Case files on reservists.	Destroy 5 years after termination from NDER program.	GRS 18 Item 29(a)
	b. Case files on individuals whose applications were rejected or withdrawn.	Destroy when 5 years old.	GRS 18 Item 29(b)
1920	CIVIL AVIATION EMERGENCY READINESS		OPR Action needed to request disposition authority.

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1930	RADIOLOGICAL EMERGENCY OPERATIONS		OPR Action needed to request disposition authority.
1940	EMERGENCY RESOURCE MANAGEMENT		OPR Action needed to request disposition authority.
1950	EMERGENCY OPERATIONS TESTS AND EXERCISES		OPR Action needed to request disposition authority.
1990	NATIONAL COMMAND AND CONTROL SYSTEM		OPR Action needed to request disposition authority.