

CHAPTER 8. AIRPORTS, LAUNCHING, AND LANDING FACILITIES

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5000	AIRPORTS - GENERAL		
	The records described below relate to the administration of programs promoting the development of a national system of public airports. These include airports systems planning; administration of the Federal Aid Airport Program; conveyance of land for public airport purpose; providing standards for design, construction, maintenance, and ground safety at civil airports; and related activities.		
	1. General Correspondence Files. Routine correspondence, reports, and related materials relating to the planning, coordination, and establishment of a national system of civil airports; developing a national airport plan; granting Federal funds to airport sponsors; transfer of public lands for airport purposes; review of claims for repair of public airports damaged by Federal agencies; enforcing compliance with laws and regulations affecting airports constructed with Federal funds; compilation of airport data; and development of standards for airport planning, design, construction, and maintenance; but EXCLUDING files described elsewhere in this paragraph.		
	a. Office of the Associate Administrator for Airports.	Transfer to FRC when 4 years old. Destroy when 20 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	b. Regional Airports Divisions.	Transfer to FRC when 4 years old. Destroy when 20 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	c. Airports District Offices.	Destroy when 4 years old.	NC1-237-77-3 Item 39 Approved 12/2/77
	2. Military Utilization of Civil Airports Files. Routine correspondence, reports, and other documents relating to military and joint civil-military use of public airports, not filed in airport project files (item 5100).		
	a. Office of the Associate Administrator for Airports.	Transfer to FRC when 10 years old. Destroy when 20 years old.	NC1-237-77-3 Item 40 Approved 12/2/77
	b. Regional Airports Divisions.	Destroy 5 years after restoration and claims related to military use at the individual location have been settled.	NC1-237-77-3 Item 40 Approved 12/2/77
	c. Airports District Offices.	Destroy 5 years after restoration and claims related to military use at the individual location have been settled.	NC1-237-77-3 Item 40 Approved 12/2/77
	3. Special Airport Program and Project Files. Correspondence, reports, and related data pertaining to special subjects such as fog intensity diversion operations and air marking, maintained by airports district offices.		
		Destroy when 10 years old.	II-NNA-912 Item 10 Approved 6/11/54

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	4. State Files. Case files, arranged by state, maintained by airport district offices, relating to airports under their jurisdiction. Includes correspondence; construction progress reports; inspection and test reports on aircraft, runways, and buildings; flight landing and take-off patterns with related instructions; photographs and blueprints of airport structures and facilities; and related materials.		
	a. Case files without zoning ordinances.	Destroy closed case files when 4 years old.	237-78-4 Item 1 Approved 6/30/78
	b. Case files with zoning ordinances.	Destroy when superseded.	237-78-4 Item 1 Approved 6/30/78
5010 FACILITY RECORDS			
	1. Airport Master Files. Documents relating to facilities at civil airports in the United States and its possessions, including FAA Form 5010-1, Airport Master Record, FAA Form 5010-2, Landing Facility Information Request, or equivalents, and related materials.		
	a. Case files maintained by Office of Airports Programs.	Transfer closed case files to Defense Mapping Agency Aerospace Center after airport (other than those with Federal agreements) is in abandonment status for 3 years, for scheduling by Defense Mapping Agency.	NC1-237-77-3 Item 41 Approved 12/2/77
	b. Regional Airport Divisions.	Destroy FAA Form 5010-1 and related correspondence and reports when superseded by current form. Destroy instructions pertaining to the preparation of FAA Form 5010-1 when superseded or canceled.	NC1-237-77-3 Item 41 Approved 12/2/77
	c. Airports District Offices.	Destroy 3 years after airport is abandoned, or no longer required for current operations.	NC1-237-77-3 Item 41 Approved 12/2/77
	d. All others.	Destroy FAA Form 5010-1 when superseded or no longer required for current operations, whichever is earlier.	II-NNA-1017 Item 31 Approved 7/13/54

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	2. Airport Facility Statistical Files. Statistical summaries and studies prepared from machine tabulations of airport facilities data.		
	a. Master location list of airports and special studies and summaries.	Destroy when superseded.	NC1-237-77-3 Item 42 Approved 12/2/77
	b. Periodic tabulations summarized or published in FAA publications.	Destroy when 1 year old.	II-NNA-1268 Item 22(c) Approved 8/4/54
	3. Airport Identification Files. Files containing summary data on airports and airport facilities.	Destroy files on airports (other than Federal agreement airports) 3 years after being placed in abandonment status.	NC1-237-77-3 Item 43 Approved 12/2/77
5030 SYSTEM PLANNING			
	1. Airport Traffic Files. Card files showing enplaned airline traffic, by airport; total employees, departures of passengers, mail, express, and freight, by city; and traffic load, by airlines.	Destroy when 10 years old.	II-NNA-1268 Item 20 Approved 8/4/54
	2. Airports Economic Studies and Publications Files. Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.		
	a. Record copy of publications and background material for unpublished studies.	Destroy when 10 years old.	NC1-237-77-3 Item 44 Approved 12/2/77
	b. Background material of publications.	Destroy when 10 years old.	NC1-237-77-3 Item 44 Approved 12/2/77
	3. City Summary and Economic Analysis Files.	Destroy when 10 years old.	NC1-237-77-3 Item 45 Approved 12/2/77
5040 AVIATION REQUIREMENTS			OPR Action needed to request disposition authority.
5050 ENVIRONMENTAL PLANNING			

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. Draft and Final Section 102(2)(C) Environmental Impact Statements (EIS), Finding of No Significant Impact FONSI), and Section 4(f) Project Files. Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents and project files for noise compatibility planning under the Aviation Safety and Noise Abatement Act and Federal Aviation Regulations Part 150.		
	a. Office of Airport Planning and Programming.		
	(1) Approved EIS or FONSI proposed actions.	Transfer closed files to FRC 3 years after FAA has approved the EIS or FONSI for proposed action. Destroy when 13 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(2) Controversial projects.	Transfer closed files to FRC 3 years after all litigation has been resolved. Destroy when 13 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(3) EIS or FONSI prepared for future projects that will be evaluated and are intended to have a written reevaluation action applied.	Transfer closed files to FRC after administrative actions have been taken on the last projects. Destroy when 10 years old.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	(4) FAR Part 150 files.	Transfer to FRC 10 years after the Noise Compatibility Program (NCP) has been approved. FRC to Destroy 10 years after receipt.	NC1-237-77-3 Item 46(a) Approved 12/2/77
	b. Regional Airports Divisions/Airports District Offices.		
	(1) Constructed or completed EIS or FONSI projects.	Transfer closed files to FRC when the project or projects for which the EIS or FONSI was prepared are constructed or completed, including Federal funding. Destroy when 10 years old.	NC1-237-77-3 Item 46(b) Approved 12/2/77
	(2) EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended.	Transfer to FRC after the last project is federally funded and completed. Destroy when 10 years old.	NC1-237-77-3 Item 46(b) Approved 12/2/77

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5060	DESIGN AND PLANNING OF AIRPORTS		OPR Action needed to request disposition authority.
5070	INTERGOVERNMENTAL RELATIONS		OPR Action needed to request disposition authority.
5090	NATIONAL INTEGRATED AIRPORTS SYSTEM PLAN		
	National Airport Plan Data Files. Documents, such as state data sheets and related forms, used in the development of national airport plans and requirements.		
	a. Office of the Associate Administrator for Airports.	Destruction not authorized.	Revalidation required
	b. Regional Airports Division Offices.	Destruction not authorized.	Revalidation required
	c. Airports District Offices.	Destruction not authorized.	Revalidation required
5100	FEDERAL-AID AIRPORT PROGRAM/AIRPORT DEVELOPMENT AID PROGRAM/AIRPORT IMPROVEMENT PROGRAM		
	1. Airport Project Case Files. Case files on airport projects affected by agreements with the Federal Government under the Airport Development Aid Program (ADAP) and the Federal-Aid Airport Program (FAAP), consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents.		
	a. Office of the Associate Administrator for Airports.	Transfer closed case files to FRC when financially completed. Destroy when 5 years old.	NC1-237-79-3 Item 5 Approved 11/14/79
	b. Regional Airports Division/Airports District Offices.	Maintain 1 copy of project case files in either the regional Airports Division or Airports District Offices. Transfer to FRC when financially completed. Destroy when 20 years old.	NC1-237-79-3 Item 5 Approved 11/14/79

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Airport Project Plan Files. Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices.		
	a. Preliminary plans.	Destroy upon receipt of approved construction plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	b. Approved construction plan.	Destroy upon receipt of as constructed plans.	NC1-237-79-3 Item 6 Approved 11/14/79
	c. As-constructed plans.		
	(1) Plans not microfilmed.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	(2) If microfilmed:		
	(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.	NC1-237-79-3 Item 6 Approved 11/14/79
	(b) Microfilm of original records.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-79-3 Item 6 Approved 11/14/79
	3. Airport Drawings/Layout Plans. Documents maintained by region/airports district offices showing boundaries and facilities at FAAP/ADAP funded airports.		
	a. Plans not microfilmed.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77
	b. If microfilmed:		
	c. Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77

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	d. Microfilm of original records.	Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project.	NC1-237-77-4 Item 1(b)(2) Approved 4/7/77
	4. Airport Project Specification Files. Specifications for the design and construction of ADAP projects maintained by the regional airport divisions or airports district offices.	Destroy when project is financially completed.	NC1-237-77-4 Item 4 Approved 4/7/77
	5. ADAP Program Control Records. Program control records consisting of ledger forms maintained by Headquarters and Regional Airports Offices.		
	a. Headquarters.	Destroy 1 year after financial completion of all projects in a program.	N1-237-86-2 Item 1 Approved 4/16/86
	b. Regions.	Destroy 3 years after financial completion of all projects in a program.	N1-237-86-2 Item 1 Approved 4/16/86
	6. Unprogrammed Airport Project Files. Correspondence relating to proposed projects for which no funds were allocated.	Destroy when 3 years old.	NN-173-174 Item 2 Approved 3/29/73
	7. Headquarters FAAP/ADAP Fund Control Records. Documents relating to the financial status of airport grant-in-aid projects, including the control and apportionment of funds to regions.		
	a. Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP.	Destroy 50 years after financial completion of program.	NC1-237-79-3 Item 8 Approved 11/14/79
	b. Request for changes in allotment and sub-allotment.	Destroy 3 years after program is completed.	NC1-237-79-3 Item 8 Approved 11/14/79
5150	SURPLUS AIRPORT PROPERTY DISPOSAL PROGRAM		
	1. Surplus Airport Property Files. Case files relating to the disposal of surplus Government airports and airport facilities and equipment, containing declarations, surveys, deeds, agreements, leases, charts, compliance reports, and related correspondence.		

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	a. Office of the Associate Administrator for Airports.	Transfer closed case files to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 48 Approved 12/2/77
	b. Regional Airports Divisions.	Screen annually and Destroy material of expired temporary value, such as duplicate copies, transmittals, and expired leases. Transfer skeleton file of basic documents and compliance enforcement records to FRC when the volume warrants. Destroy when land reverts to the Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 48 Approved 12/2/77
	c. Airports District Offices.		
	(1) Surplus real property files	Destroy 6 years after final payment for items over \$25,000. Destroy 3 years after final payment for items of \$25,000 or less.	GRS 4 Item 3
	(2) Donable surplus personal property files.	Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4
	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.		
	c. 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 4 Item 5

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	d. 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 4 Item 5
5170	TRANSFER OF LANDS UNDER SEC. 16 AND SEC. 23 OF THE AIRPORT/AIRWAY DEVELOPMENT ACT OF 1970.		
	Federal Airport Act Section 16 and 23 files. Case files relating to transfers of Federal land to public agencies for use in connection with public airports.	Transfer to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.	NC1-237-77-3 Item 49 Approved 12/2/77
5190	COMPLIANCE ENFORCEMENT ACTIVITIES		
	Compliance Enforcement Files. Case files relating to activities concerned with effecting compliance with laws, regulations, and agreements regarding airports sponsored under DLAND and DCLA programs (AP-4).	Transfer to FRC when volume warrants. Destroy when there is no longer any Federal obligations under programs administered by DOT and/or FAA.	NC1-237-77-3 Item 49 Approved 12/2/77
5200	AIRPORT SAFETY		
	Airport Obstruction Files. Correspondence and reports pertaining to hazards to air navigation maintained by airport district offices.	Destroy when 5 years old.	II-NNA-1017 Item 33 Approved 7/13/54
5210	AIRPORT SAFETY OPERATIONS		OPR Action needed to request disposition authority.
5220	AIRPORT SAFETY EQUIPMENT AND FACILITIES		OPR Action needed to request disposition authority.
5230	AIRPORT GROUND SAFETY		OPR Action needed to request disposition authority.
5250	TERMINAL AREA COORDINATION OF AIRPORT/AIRSPACE MATTERS		OPR Action needed to request disposition authority.
5260	CAB ROUTE PROCEEDINGS		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
5270	INTERNATIONAL AIRPORTS PROGRAM		OPR Action needed to request disposition authority.
5280	AIRPORT CERTIFICATION		
	General Files. Correspondence, records, reports, etc., pertaining to program administration. Includes arrangement for airport inspections (but not the substance of the inspection), explanation and advice on certification matters in general (but not on the certification determination of a specific airport), fiscal programs, personnel management, etc. Also excludes program policy and guidance.		
	a. Office of Associate Administrator of Airports.	Transfer to FRC when 4 years old. Destroy when 20 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
	b. Regional Airports Divisions.	Transfer to FRC when 4 years old. Destroy when 20 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
	c. Airport District Offices.	Destroy when 4 years old.	NC1-237-83-1 Item 4 Approved 11/30/83
5300	AIRPORT DESIGN, CONSTRUCTION, AND MAINTENANCE		
	1. General Technical Correspondence Files. Documents relating to airport engineering, designing, paving, turfing, drainage, landscaping, architecture, zoning, and related subjects.		
	a. Regional Airports Divisions.	Destroy 5 years after notice of deactivation of airport.	NC1-237-77-3 Item 51 Approved 12/2/77
	b. Airports District Offices.	Destroy when 3 years old.	II-NNA-912 Item 9 Approved 6/11/54
	2. Airport Management Files. Documents reflecting advisory and inspection activities with regard to airport management, planning, operations, and maintenance.	Place files in inactive status every three years. Destroy 8 years after being placed in inactive status.	II-NNA-912 Item 5 Approved 6/11/54
	3. Airport Site Investigation Files. Documents relating to the selection, investigation, and approval of airport sites, and to agreements between FAA and the Federal Highway Administration with regard to the use of highways in or adjacent to airports, maintained by airport district offices.	Destroy closed files when 10 years old.	II-NNA-912 Item 14 Approved 6/11/54

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	4. Drawings, Tracings, and Sketches. Aeronautical Navigational Chart (ANC) drawings, duplicate copies of tracings, drawings and sketches and preliminary drawings, all submitted to FAA by airport sponsors seeking Federal aid to build airports.	Destroy 5 years after notice of deactivation of airports.	NC1-237-77-3 Item 52 Approved 12/2/77
	5. Wind Rose Charts. Charts showing wind trends for four- to eight-year periods prior to compilation, prepared from material received from the Weather Bureau.		
	a. Record copy.	Destroy 5 years after notice of deactivation of airport.	NC1-237-77-3 Item 53 Approved 12/2/77
	b. All others.	Destroy when no longer needed for administrative operations.	Nonrecord
5310	AIRPORT MASTER PLANNING		OPR Action needed to request disposition authority.
5320	AIRPORT DESIGN		OPR Action needed to request disposition authority.
5325	INFLUENCE OF AIRCRAFT PERFORMANCE		OPR Action needed to request disposition authority.
5330	AIRPORT LAYOUT AND CONFIGURATION		OPR Action needed to request disposition authority.
5335	RUNWAY, TAXIWAY, AND APRON CHARACTERISTICS		OPR Action needed to request disposition authority.
5340	AIRPORT VISUAL AIDS		OPR Action needed to request disposition authority.
5345	AIRPORT LIGHTING SPECIFICATIONS		
	1. Airport Lighting Specification Files. History file of specifications for airport lighting installations and equipment.	Destroy 5 years after a specification becomes obsolete and the last installation made under the spec is dismantled.	NN-173-174 Item 4 Approved 3/29/73

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Lighting Equipment Approval Files. Correspondence, reports, test data, and related documents pertaining to approvals of manufacturer's lighting equipment.	Destroy 5 years after related equipment becomes obsolete and the last installation made under the approval is dismantled.	NN-173-174 Item 5 Approved 3/29/73
5355	AIRPORT TERMINAL AREA FACILITIES		
	Terminal Facilities Data Files. Correspondence and reports maintained by regional airports divisions, relating to gate and loading positions, and passenger and loading facilities.	Destroy when 5 years old.	II-NNA-1017 Item 28 Approved 7/13/54
5360	AIRPORT BUILDINGS		OPR Action needed to request disposition authority.
5370	AIRPORT CONSTRUCTION		OPR Action needed to request disposition authority.
5380	AIRPORT MAINTENANCE		OPR Action needed to request disposition authority.
5390	HELIPORTS		OPR Action needed to request disposition authority.
5395	SEAPLANE FACILITIES		OPR Action needed to request disposition authority.
5400	FEDERALLY-OWNED OR OPERATED AIRPORTS		OPR Action needed to request disposition authority.
5410	WAKE		OPR Action needed to request disposition authority.
5420	GUAM		OPR Action needed to request disposition authority.
5430	DULLES INTERNATIONAL		OPR Action needed to request disposition authority.
5440	METROPOLITAN WASHINGTON AIRPORT		OPR Action needed to request disposition authority.

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5450	FAA HEADQUARTERS HELIPAD		OPR Action needed to request disposition authority.
5500	PASSENGER FACILITY CHARGE PROGRAM		OPR Action needed to request disposition authority.
5600	COMMERCIAL SPACE LAUNCH SITE OPERATIONS		OPR Action needed to request disposition authority.
5610	COMMERCIAL SPACE SYSTEM PLANNING		OPR Action needed to request disposition authority.
5620	COMMERCIAL SPACE ENVIRONMENTAL PLANNING		OPR Action needed to request disposition authority.
5630	NATIONAL LAUNCH SITE SYSTEM PLANNING		OPR Action needed to request disposition authority.
5640	LAUNCH SITE DESIGN, CONSTRUCTION, AND MAINTENANCE		OPR Action needed to request disposition authority.
5650	LAUNCH SITE LICENSING		OPR Action needed to request disposition authority.
5660	LAUNCH SITE OPERATIONS		OPR Action needed to request disposition authority.
5670	LAUNCH SITE COMPLIANCE MONITORING		OPR Action needed to request disposition authority.
5900	PLANNING GRANT PROGRAM	Withdrawn.	