

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-1</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>10/16/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or 'withdrawn' in column 10	
3 MINOR SUBDIVISION Aviation Management Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Kashreka Ivey	4 TELEPHONE NUMBER 202 208 3697	DATE <i>10-21-08</i>	ARCHIVIST OF THE UNITED STATES <i>Michael J. Kuff</i>
5 AGENCY INFORMATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE <i>10-09-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura Bonnell</i>		TITLE Acting Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Aviation Safety Communique	N/A	

# SF 115 Supplementary Cover Sheet

## Summary:

This Action establishes one new Office of the Secretary series entitled:

**“Aviation Safety Communique (SAFEKOM)”**

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## Reason for submission:

- (1) This action provides the disposition of records managed in the Aviation Safety Communique (SAFEKOM), a previous unscheduled system, used for aviation mishap reporting for the Department of the Interior (DOI) agencies and the U.S. Forest Service.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule

**7558.5 Aviation Safety Communiqué (SAFECOM).** The Aviation Safety Communiqué (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of the Interior (DOI) agencies and the U.S. Forest Service. Categories of reports include airspace, incidents, hazards, maintenance, management and mishap prevention. The system uses the SAFECOM Form AMD-34 or FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or aircraft that has the potential to cause an aviation-related mishap. Data is stored in a central database that is shared on an interagency basis. The database is used as a tool to help identify, document, track and correct safety related issues. Data is also used to perform aircraft mishap trend analysis and develop statistical data for use in the Interior Aircraft Accident Prevention Program.

This disposition schedule only applies to Department of the Interior related data maintained in the SAFECOM system.

Disposition: Temporary. Cut off at the end of the fiscal year following aircraft disposal or removal of related equipment from use by the Department of the Interior's aviation program; or after completion of an appropriate investigation and preparation of required reports. Destroy data 10 years after the cut off date.