

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-2</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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	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 Terry Bellehu	4 TELEPHONE NUMBER 202-208-4473	DATE <i>6/5/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 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 to <input type="checkbox"/> has been requested			
DATE <i>9-30-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawn Boswell</i>		TITLE OS Records Officer, IMB Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7558-4 Inter Agency Aviation Training System (IAT)	N/A	
(See attached List of Records Description and Requester's Disposition Authority)			

**7558.4 Master Data Files of Inter-Agency Aviation Training System (IAT).** IAT is a system developed for the establishment of aviation training standards and records for natural resource and firefighting employees of the Department of the Interior, U S Forest Service and their cooperators. The system provides standardized required aviation training, tracks student training records, instructor qualifications, and training schedules. Interagency aviation qualification, certification and documentation are other functions that are integral parts of the system.

**Disposition: Temporary.** Cut-off at the end of the fiscal year. Destroy 7 years after cut-off or when no longer needed, whichever is later.

## SF 115 Supplementary Cover Sheet

### Summary:

This action establishes one new Office of the Secretary Series entitled  
“Inter-Agency Aviation Training System”

### Reason for submission:

- 1) This action provides for the disposition of records maintained in the Inter-Agency Aviation Training System (IAT) - a previously unscheduled system that standardizes training, tracks students & instructors, schedules classrooms, conferences on behalf of AMD, all DOI bureaus Forest Service, Vendors and the Public
  
- 2) This action also incorporates the series in to the numbering pattern of the Office of the Secretary's new record schedule

### Contact Information:

Kristine Damsgaard  
208-433-5090

**Inter-Agency Aviation Training System (IAT).** is a system developed for the establishment of aviation training standards for Natural Resource Agency personnel. The system provides standardized training, tracks students & instructors, schedules classrooms and conferences. Interagency aviation qualification, certification and documentation are other functions that are integral parts of the system

Disposition: Temporary. Cut-off at the end of the fiscal year. Destroy 45 years after cut-off or when no longer needed, whichever is later.

*Superseded  
3/30/04 v6*