

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 Federal Aviation Administration

2 MAJOR SUBDIVISION
 Office of Aviation Medicine

3 MINOR SUBDIVISION
 AAM-810

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
 Barbara Slavik 202-267-8760

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-237-01-2

DATE RECEIVED
 5/7/2001

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
 8-6-02 John W. Paul

6 AGENCY CERTIFICATION

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 1 page(s) are not now 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,

is not required; is attached; or has been requested

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
 4/6/01 Katrina A. Thomas Agency Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Agency NR NAWMD NAWMLW		

June 18, 2002

Chapter 12. Aviation Medicine Records

Aviation Medicine Records. These records relate to the development of standards, rules and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examinations, and certification of airmen; research in medicine affecting civil aviation; and the antidrug and alcohol misuse prevention programs.

9200 Industry Antidrug and Alcohol Misuse Prevention Records

- ①
1. Industry Random Testing Rate Calculation consisting of Alcohol and Drug Management Information System (MIS) reports (FAA Forms 9000-2 and 9000-3), calculation documents, lists of companies randomly selected to submit MIS reports, information pertaining to test results, and the random selection methodology.

Disposition: Cut off files at the end of fiscal year. Transfer to the Federal Records Center 5 years after cut-off. Destroy 10 years after cutoff.

9200-1 Antidrug Plan/Alcohol Misuse Prevention Program Certifications and Registrations

- ②
1. Antidrug Plan/Alcohol Misuse Prevention Program certification, registration, and antidrug plan approval files. Certification statements, amendments, correspondence related to certification or registration, certification statement approvals and disapprovals, terminations, involuntary terminations, and antidrug plan approval and disapproval letters.

Disposition.

- a. Destroy 6 months after certification, approval, or registration is terminated
- b. Destroy involuntary terminations 1 year after termination date
- c. Destroy disapprovals 6 months after disapproval date.

9200-2 Investigation and Inspection Records

- ③
1. Investigation and inspection records. Documents and information relating to investigations and inspections such as letters of investigation, letters of correction, letters of warning, related correspondence and supporting documentation, Enforcement Investigative Reports resulting in administrative action, and FAA form 2150-5.

Disposition:

- a. Field Offices. Close files when remedial action is taken. Cut off closed files at the end of fiscal year. Transfer cut-off files to Program Analysis Branch, AAM-810, Drug Abatement Division, 1 year after cut off. Transfer files received from the field to the Federal Records Center (FRC) 1 year after receipt. Destroy 10 years after files are closed.
- b. Headquarters. Close headquarters initiated files after remedial action is completed. Cut off files at the end of fiscal year. Transfer cut-off files to FRC 2 years after remedial action is completed. Destroy 10 years after cut-off.

2. Legal Actions. See FAA Order 1350.15 C, paragraph 2150.1.b.

④ 3. General Correspondence Files Routine correspondence, inspection schedules and associated materials, data related to numbers of inspections conducted and results, and reports pertaining to the administration and operation of antidrug and alcohol misuse prevention program's inspections and investigations.

Disposition:

- a. Headquarters: Cut off files at the end of fiscal year. Destroy 5 years after creation date
- b. Field Offices: Cut off files at the end of fiscal year. Destroy 5 years after creation date.

⑤ **9200-3 Positive Drug and Alcohol Test Results and Refusals to Submit to Testing Forwarded to the Federal Air Surgeon.** Destroy in headquarters when necessary follow up is completed.

9200-4 Word Processing and Electronic Records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping 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.

⑥ 1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy

Disposition:

Destroy/delete within 180 days after the record keeping copy has been produced.

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2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition:

Destroy/delete when dissemination, revision, or updating is completed.

(Proposed Rev November 26, 2001, Jim Cassidy, NWML, NARA approved)

(Note: Assigned new primary no. by Katrina Thomas, APF-100, on June 17, 2002.)

810/disord4