**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
AIR TRAFFIC

3 MINOR SUBDIVISION
AIR TRAFFIC EVALUATIONS AND INVESTIGATIONS STAFF-

4 NAME OF PERSON WITH WHOM TO CONFER
MARY ANN BOURGEOIS, ATZ-400

5 TELEPHONE
202-267-5652

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 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,

7 DATE
5/23/02

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
SEE ATTACHED DESCRIPTION OF ITEMS

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 ( REV 3-91)
Prescribed by NARA
36 CFR 1228

   a. Digital voice recordings.

      *Destroy* when 45 days old.

   b. Analog voice recordings.

      *Destroy* when 15 days old.

   c. En route facilities utilizing System Analysis Recording tapes as their radar retention media (regardless of the type of voice recorder system being used).

      *Destroy* when 15 days old.

   d. David J. Hurley Air Traffic Control System Command Center’s voice recordings.

      *Destroy* when 15 days old.

   e. Data pertaining to incidents and accidents.

      *Destroy* as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification Investigation and Reporting).


   *Destroy* when 15 days old, except when filed as part of Incident Records or other case records.

3. Pre-Flight Briefing Logs (FAA Order 1350.15C, Item 7230.2.f)

   *Destroy* when 15 days old.

4. Aircraft Flight Contact Records (FAA Order 1350.15C, Item 7230.2.g). *Supercedes II-NN1-1306 Item 20.*

   *Destroy* when 15 days old, except when filed as part of Incident Records or other case files.
5. Air Traffic Control Computer Printouts (FAA Order 1350.15C, Item 7230.2.h)

   a. General printouts.

       **Destroy** when 15 days old.

   b. When part of AMIS unknown intercept report.

       __Action needed to request disposition authority.__

   c. Printouts requiring special handling.

       **Destroy** as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting).

6. NAS Computer Magnetic Tapes (FAA Order 1350.15C, Item 7230.2.i)

   a. Data extraction recordings.

       **Destroy** when 45 days old.

   b. En route facilities utilizing System Analysis Recording tapes as their radar retention media.

       **Destroy** when 15 days old.

   c. Data pertaining to incidents and accidents.

       **Destroy** as specified in FAA Order 7210.3 (Facility Operation and Administration), FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting), and FAA Order 8020.11 and/or FAA Order 7210.56 (Air Traffic Quality Assurance).