

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-237-02-5	
1 FROM (Agency or establishment) FEDERAL AVIATION ADMINISTRATION		DATE RECEIVED 5-29-2002	
2 MAJOR SUBDIVISION AIR TRAFFIC		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION AIR TRAFFIC EVALUATIONS AND INVESTIGATIONS STAFF- AAT-20			
4 NAME OF PERSON WITH WHOM TO CONFER MARY ANN BOURGEOIS, ATZ-400	5 TELEPHONE 202-267-5652	DATE 11-10-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 28 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 <i>5/23/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katrina A. Thomas</i>	TITLE FAA RECORDS OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED DESCRIPTION OF ITEMS		

cc Agency, NR

1. Voice Recorders (FAA Order 1350.15C, Item 7230.2.d). *Supercedes NN-165-133-Item 1.*

- 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).

2. Flight Plans (FAA Order 1350.15C, Item 7230.2.e). *Supercedes II-NNA-1306 Item 21.*

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).