### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**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 BOURGEOS, 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,
   - [ ] is not required,
   - [ ] is attached; or
   - [ ] has been requested.

7 **DATE** 5/23/02

8 **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

SEE ATTACHED DESCRIPTION OF ITEMS

---

**STANDARD FORM 115 (REV 3-91)**

Prescribed by NARA
36 CFR 1228

**115-109 NSN 7540-00-634-4064**
PREVIOUS EDITION NOT USABLE

   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-NNA-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).