

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-237-03-2	
1. FROM (Agency or establishment) FEDERAL AVIATION ADMINISTRATION		DATE RECEIVED 7-28-03	
2. MAJOR SUBDIVISION AIR TRAFFIC SERVICES, AIRWAY FACILITIES		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION AVIATION SYSTEM STANDARDS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER MARGARET FEE, AVN RECORDS COORDINATOR	5. TELEPHONE 405-954-9826	DATE 6-29-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 43 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 7/23/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherine C. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
8200	<b>FLIGHT INSPECTION</b>  1. <b>General Correspondence Files.</b> Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.  a. Agency office of primary interest  (1) General correspondence as noted above  (2) Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes  b. Aviation System Standards and region Flight Standards offices  2. <b>Flight Inspection Performance Files.</b> Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.	<u>See next page</u>  Destroy when 6 years old  Destroy when 3 years old.  Destroy when 5 years old.	  NC1-237-77-3 Item 27 Approved 12/2/77  NC1-237-77-3 Item 27 Approved 12/2/77  NC1-237-77-3 Item 27 Approved 12/2/77

*NOTE These disposition instructions supersede those found in schedule NCI-237-77-3 Item 29 (and FAA Order 1350 15C, Item 8200 3)*

**1. Flight Inspection Report Files.** Reports of flight inspection of aids to air navigation and related data All flight inspection field offices shall forward original flight inspection reports and recordings to the Aviation Systems Standards Office located in Oklahoma City, Oklahoma, for processing and storage.

**A. Flight Inspection Reports.** Processed copies of final reports

- (1) Official record version maintained by Aviation System Standards Office  
These are maintained on paper.

TEMPORARY. Cut-off at end of calendar year Retire to off-site storage after 2 years. Destroy 5 years following the decommissioning of the facility.

- (2) Duplicate copies.

TEMPORARY. Destroy images and associated indexes 5 years following the decommissioning of the facility.

**B. Flight Inspection Recordings and Associated Data.** Associated data may include inspection worksheets, polar plots of coverage patterns, error curve graphs, correspondence, horizon profiles, site drawings, topographic charts, instrument approach/departure procedure charts, photographs, data sheets, aircraft logbooks, audio recordings, and data logger files.

- (1) Site evaluation records.

TEMPORARY. Destroy 2 years from date of the evaluation.

- (2) Commissioning, re-categorization, or reconfiguration inspection records

(a) If NOT followed by a re-categorization or reconfiguration inspection

TEMPORARY Destroy 5 years following the decommissioning of the facility.

- (b) If followed by a re-categorization or reconfiguration inspection.

TEMPORARY. Destroy immediately following replacement of the previous inspection records with the most recent re-categorization and reconfiguration inspection records.

- (3) After accident flight inspections.

TEMPORARY. Destroy 5 years following an after accident inspection (applicable to each inspection if more than one after accident inspection)

- (4) Periodic, special, and surveillance flight inspection records.

TEMPORARY. Retain the 2 most recent inspections that satisfy periodic requirements (one of which should be a monitor inspection (ILS, MLS, etc ) or an orbit (TACAN, VORTAC, VOR) if applicable to the facility), destroy all others.

- ~~(5) Shipboard TACAN records.~~

~~TEMPORARY. Destroy when 2 years old.~~

- ~~(6) Recordings and associated data not covered elsewhere.~~

~~TEMPORARY. Destroy 5 years following the decommissioning of the facility.~~

**2. Electronic Mail and Word Processing System Copies.** 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 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.

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

TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced

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**B.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

TEMPORARY. Delete when dissemination, revision, or updating is complete.