INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-237-03-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-0237-2020-0008 supersedes all items.

Date Reported: 11/24/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   FEDERAL Aviation ADMINISTRATION

2. MAJOR SUBDIVISION
   AIR TRAFFIC SERVICES, AIRWAY FACILITIES

3. MINOR SUBDIVISION
   AVIATION SYSTEM STANDARDS

4. NAME OF PERSON WITH WHOM TO CONFER
   MARGARET FEE, AVN RECORDS COORDINATOR

5. TELEPHONE
   405-954-9828

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.

6. DATE
   7/23/03

6. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

6. TITLE
   Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8200</td>
<td>FLIGHT INSPECTION</td>
</tr>
<tr>
<td>1.</td>
<td>General Correspondence Files. Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.</td>
</tr>
<tr>
<td>a.</td>
<td>Agency office of primary interest</td>
</tr>
<tr>
<td>(1)</td>
<td>General correspondence as noted above</td>
</tr>
<tr>
<td></td>
<td>Destroy when 6 years old</td>
</tr>
<tr>
<td></td>
<td>NC1-237-77-3 Item 27 Approved 12/2/77</td>
</tr>
<tr>
<td>(2)</td>
<td>Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes</td>
</tr>
<tr>
<td>b.</td>
<td>Aviation System Standards and region Flight Standards offices</td>
</tr>
<tr>
<td></td>
<td>Destroy when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>NC1-237-77-3 Item 27 Approved 12/2/77</td>
</tr>
<tr>
<td>2.</td>
<td>Flight Inspection Performance Files. 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.</td>
</tr>
<tr>
<td></td>
<td>Destroy when 5 years old.</td>
</tr>
<tr>
<td></td>
<td>NC1-237-77-3 Item 27 Approved 12/2/77</td>
</tr>
</tbody>
</table>

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

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

ADMINISTRATION/IPSG ELECTRONIC FORM
NOTE These disposition instructions supersede those found in schedule NC1-237-77-3 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
| REQUEST FOR RECORDS DISPOSITION-CONTINUATION | Job Number  
|                                           | N1-237-03-02 |
|                                           | Page 4 of 4 |

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</td>
</tr>
<tr>
<td></td>
<td>TEMPORARY. Delete when dissemination, revision, or updating is complete.</td>
</tr>
</tbody>
</table>