

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-237-05-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-16-2005</i>	
1 FROM (Agency or establishment) <i>DOT/</i> FEDERAL AVIATION ADMINISTRATION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION AIR TRAFFIC ORGANIZATION SYSTEM OPERATIONS SERVICES			
3. MINOR SUBDIVISION SYSTEM OPERATIONS LITIGATION			
4. NAME OF PERSON WITH WHOM TO CONFER JEFFERY A. MYERS	5. TELEPHONE NUMBER 202.267.8025	DATE <i>6/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>M. Vanston</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 <u>1</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/25/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>KATRINA A. THOMAS</i>	TITLE FAA RECORDS OFFICER	
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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
<i>cc Agency, NARA, NWMD, NWMF, NWCS, NWCT</i>			

1. September 11, 2001 (9/11) Records. (Item 8020.5)

These records represent the full consolidation of documents created and/or maintained by the Federal Aviation Administration (FAA) relating to the events of September 11, 2001. They consist of information related to the actual terrorist attacks from both internal and external sources, the FAA's involvement in the monitoring of United Airlines 175 and 93 and American Airlines 11 and 77, and the Federal Government's subsequent actions in the aftermath of the 9/11 events. These records were gathered from various FAA offices including administrative headquarters organizations and regional air traffic control facilities.

The following is a brief, categorical synopsis of the records covered by this schedule and is by no means all-inclusive: correspondence, electronic mail print-outs, forms, orders, general notices, Notices to Airmen, transcripts, flight strips, accident packages, memoranda, letters, maps, charts, graphs, radar plots, handwritten notes, waivers, advisories, flight requests, computer printouts, news articles (from newspapers, the Internet, etc.), military and police reports, press releases, radar data, computer data, and voice recordings and re-recordings.

- a. Original records and audio re-recordings.

Disposition: **PERMANENT.** Transfer to the National Archives and Records Administration.

- b. Scanned images of original records. These are electronic copies maintained by the FAA as back-up to images posted to its website. They include both redacted and unredacted versions of the original records.

Disposition: **TEMPORARY.** Cut off when associated images are removed from the FAA website. Delete within 60 days of cutoff.

Note: *The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234.32 during their entire retention period*

2. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created in 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.

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

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

Disposition: **TEMPORARY.** Delete when dissemination, revision, or updating is complete.