

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-237-05-5</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>7-28-2005</i>		
1 FROM (Agency or establishment) 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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Civil Aerospace Medical Institute					
3 MINOR SUBDIVISION					
4. NAME OF PERSON WITH WHOM TO CONFER Jerry K Bowen		5 TELEPHONE NUMBER 405-954-9017	DATE <i>7/27/05</i>	ARCHIVIST OF THE UNITED STATES <i>Mr Bowen</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>7/27/05</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Nathanael Thomas</i>		TITLE <i>FAA RECORDS OFFICER</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	SEE ATTACHED				
<i>cc Agency NR NARMA</i>					

7 ITEM NO	8 DESCRIPTION OF ITEM	PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
1.	<p>8500 AEROMEDICAL CERTIFICATION</p> <p>The Aerospace Medical Certification Files. An international and national repository of airman medical records and an automated system for the collection and dissemination of medical data for the aerospace medical certification program for processing medical applications and issuing or denying medical certification as outlined in chapter 8-68 of DOT Order AM11003F These records include pathology files, clear files, electrocardiogram files, and medical examination locator files Pathology Files consist of applications for medical certificates and related records and documents evidencing the history and medical status of any disabilities or diseases Clear Files consist of reports of medical examination of airmen containing no significant pathology and are arranged numerically by number reflecting year and sequence of receipt Electrocardiogram Files consist of ECG tracings and microfilm and microfiche of original tracings generated in medical examinations of airline transport pilots maintained by the Civil Aerospace Medical Institute Medical Examination Locator Files consist of records containing file locator information on airmen by name, date of birth, medical identification number (MID), and pathology number (PI)</p> <p>A. Original records or microfilm of original records</p> <p>1. Records that have not been digitally imaged.</p> <p>2. Records that have been digitally imaged.</p> <p>B. Document Imaging Workflow System (DIWS) or its equivalent. This electronic information system serves as the official system of records for medical certification System contains images of original records and an associated database <i>***Note: The FAA agrees to maintain these records in accordance with 36 CFR 1234 30 and 1234 32 for their entire 50-year retention period</i></p> <p>C. Outputs of DIWS (or its equivalent). Includes copies of records in the system and ad hoc reports (This item does not include Privacy Act Request responses and Freedom of Information Act responses These records are covered by Items 1270 and 1280 in this manual)</p>	<p>Cut off when case closed Destroy 50 years after cutoff</p> <p>Destroy original record or microfilm after determining electronic image (see Item B) is an adequate substitute for the original and no longer needed for agency business</p> <p>Cut off when case closed Destroy case file images and associated data 50 years after cutoff or when no longer needed for agency business, whichever is later</p> <p>Destroy when no longer needed for agency business</p>	<p>N1-237-86-6 Item 1(a), N1-237-86-6 Item 2(a), N1-237-86-6 Item 2(b), N1-237-77-7 Item 11, N1-237-79-2 Item 3</p>