REQUEST FOR RECORDS DISPOSITION AUTHORITY

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<th>TO:</th>
<th>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION</th>
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<td>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</td>
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1. FROM (Agency or establishment)

   Federal Aviation Administration

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

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 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, is not required.

   [Signature]

   DATE: 7/27/05

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   SEE ATTACHED
<table>
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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
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<tr>
<td>8500</td>
<td>AEROMEDICAL CERTIFICATION</td>
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1. 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 AMI 1003F 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 examinations 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).

A. Original records or microfilm of original records

1. Records that have not been digitally imaged.

- Cut off when case closed Destroy 50 years after cutoff

2. Records that have been digitally imaged.

- 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

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.

***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

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.)

- Destroy when no longer needed for agency business