REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	**JOB NUMBER** *N1-237-06-1*

Date received *12-12-2005*

1 FROM (Agency or establishment) DOT/Federal Aviation Administration	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION Flight Standards Service, Civil Aviation Registry	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER Harol Everett, AFS-700 D. Janet Stewart, AFS-140	5 TELEPHONE NUMBER (405) 954-3822 (202) 267-3360	DATE *1/29/06*	ARCHIVIST OF THE UNITED STATES *Allen Weinst—*

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 __4__ 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 ☐ is attached, or ☐ has been requested

DATE *12/5/05*	SIGNATURE OF AGENCY REPRESENTATIVE	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

Cc Agency, NR NWME

115-109 PREVIOUS EDITION NOT USABLE **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

FAA Series 8060: AIRMAN RECORDS

(1) Registry Modernization System: Airman Certification Records. (FAA Item 8060.1)

   A. INPUTS. (FAA Item 8060.1.a)

   (1) Airman Certification Files. (FAA Item 8060.1.a.1) Records required to maintain the U.S. Civil Airmen Register as provided in Title 49 United States Code Section 44703, 44709 and 44710. Files include: certification applications, temporary airman certificates, knowledge test results, notices of disapprovals, enforcement actions, correspondence regarding requests for replacement certificates and changes to the record, and Student Pilot Certification Files.

   a. Original paper records. **(FAA Item 8060.1.a.1.a)**

   Disposition: Destroy when the copy (e.g., microfilm or digital image) is determined to be an adequate substitute for the original. *(NOTE: This authority supercedes NARA Job No. NC1-237-77-3 Item 20.)*

   b. Microfilm copies of the original records and pertinent indices. **(FAA Item 8060.1.a.1.b)**

   1. Not digitized. **(FAA Item 8060.1.a.1.b.1)**

   Disposition: Cut off microfilm annually. Destroy microfilm and indices when 60 years old or when no longer needed, whichever is later, except for indices pertaining to microform copies of Enforcement Records. Indices pertaining to microform copies of Enforcement Records shall be destroyed in accordance with paragraph 2150 Item 5 of this order. *(NOTE: This authority supercedes NARA Job No. NC1-237-92-2 Item 1.)*

   2. Digitized. **(FAA Item 8060.1.a.1.b.2)**

   Disposition: Destroy microfilm and indices when the digital copy is determined to be an adequate substitute for the original.

c. Digital image copies and pertinent indices. **(FAA Item 8060.1.a.1.c)**

> *Disposition*: Cut off annually. Destroy 60 years after cutoff or when no longer needed, whichever is later, except for records of and indices pertaining to Enforcement Records. Enforcement Records and related indices shall be destroyed in accordance with paragraph 2150 Item 5 of this order.

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

d. Born-digital records. **(FAA Item 8060.1.a.1.d)**

> *Disposition*: Cut off annually. Destroy 60 years after cutoff or when no longer needed, whichever is later.

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

B. MASTER FILES. **(FAA Item 8060.1.b)**

(1) Comprehensive Airmen Information System (CAIS). **(FAA Item 8060.1.b.1)** The records in this data file contain key information derived from Airmen Certification Documents including: airman identification information (name, social security number, birth date, height, weight, hair and eye colors, gender, nationality, and place of birth); airman's mailing, physical, and e-mail addresses; certificate type, level and number; ratings; limitations; date certificate issued; names of test administrators and flight instructors; and information about enforcement actions.

> *Disposition*: Delete records when the information in them is at least 60 years old or when no longer needed, whichever is longer.

C. OUTPUTS. **(FAA Item 8060.1.c)** This system is used to create various reports for reference and tracking purposes by employees as well as certificates and copies of documents to be mailed to airmen.

> *Disposition*: Destroy when no longer needed to conduct agency business

D. DOCUMENTATION. **(FAA Item 8060.1.d)** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) related to this master file or data base.

> *Disposition*: Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. *(NOTE: This disposition instruction is authorized by GRS 20 Item 11.a.)*

(2) Student Pilot Certification Files. (FAA Item 8060.2) These records are filed with Airman Certification Files.

> *Disposition*: See Item 8060.1.a.1 for disposition instructions. *(NOTE· This authority supercedes NARA Job No. II-NNA-867 Item 3.)*

(3) Foreign License Verification Files. (FAA Item 8060.6) Includes application for Verification of Authenticity of Foreign License, Rating, and Medical Certification (Form AFS-760-Exam-02 or its equivalent), correspondence with CAAs, and a copy of the FAA's verification letter to applicant.

> *Disposition*: Cut off files at end of calendar year in which foreign license verified. Destroy 6 months after cutoff.

(NOTE: FAA Order 1350.15C, Item 8060.1.a(3) will change to Item 8060.7. The description will change to, "Routine correspondence of Airmen Registry not having a direct bearing on an airman's case such as transmittals and duplicate requests " The disposition instructions for these records as authorized by NC1-237-77-3 Item 20 remain in effect.)

FAA Item 2150.5: ENFORCEMENT RECORDS

(4) Enforcement Records. Copies of enforcement records and associated indices maintained by the Airmen Certification Branch.

A. Electronic records and indices. **(FAA Item 2150.5.a)**

> *Disposition*: Destroy suspension and civil penalties records and associated indices 5 years after case is closed in EIS.

(NOTE: FAA Order 1350.15C Item 2150.5 will change to Item 2150.5.b. The title of this item will change to, "Microform copies." The disposition instructions for these records as authorized by N1-237-94-4 Item 5 remain in effect)

GENERAL

(5) 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: 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: Delete when dissemination, revision, or updating is complete.