

REQUEST FOR RECORDS DISPOSITION AUTHORITY		701-237-06-2	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 8-23-2006	
1 FROM (Agency or establishment) Department of Transportation		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 Federal Aviation Administration			
3 MINOR SUBDIVISION Assistant Administrator for Regional and Center Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Allan Goldsher	5 TELEPHONE 781.238.7375	DATE 10/31/07	ARCHIVIST OF THE UNITED STATES Allen Weinstein
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.			
DATE 8/9/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Melana C. 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Aviation and Space Education Records (Items supersede NARA Job No. II-NNA-1102, Item 11. <u>Historical Records (1250/1)</u> Program and organizational reports, memoranda, scrapbooks, and other records documenting history, organization, re-organization, and mission accomplishments of Aviation and Space Education program on national level. <u>Permanent.</u> Cut off when no longer needed. Retire to FRC in Waltham, MA, five years after cut-off. Transfer to NARA 15 years after cut-off.	FAA 1350.15C/1250 7/12/1954.)	
2.	<u>Correspondence Files (1250/2)</u> a. <u>Program correspondence.</u> Paper and electronic records documenting high-level regional and national activities and events, including relations with other agencies and state and	change made per FAA concurrence, 1-17-2007	
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228	

8/21/07 copies sent to Agency, NIR

local governments. Includes correspondence relating to major historical events.

Permanent. Cut off at end of administrative year. Retire to FRC in Waltham, MA three years after cut-off. Transfer to NARA 10 years after cut-off.

~~b. Routine Correspondence Files. Correspondence and related records documenting routine administrative and housekeeping activities relating to the Aviation and Space Education program.~~

~~Temporary. Cut off at end of fiscal year. Destroy two years after cutoff.~~ use GRS 23 item 1

~~c. Routine requests for information (received in paper or by e-mail)~~

~~Temporary. Destroy when three months old or when no longer needed, whichever is sooner.~~
use GRS 23 item 7a

3. Records of Aviation and Space Education Meetings with Internal and External Stakeholders
(1250/3)

Records of external meetings (state Councils, ACE Camps, etc.), and of internal meetings (with Lines of Business, Advisory Boards, etc.) consisting of agendas, minutes, etc.

Temporary. Cut off at end of fiscal year in which meeting took place. Destroy three years after cutoff.

4. Partnerships (1250/4)

a. Case files relating to partnerships established on a national level, with organizations such as Association of Black Airline Pilots, International Black Aerospace Council, 99's (Women's Flying Organization), National Coalition for Aviation Education, etc. Includes MOU's, correspondence signed by FAA Administrator, etc.

Permanent. Retire to FRC in Waltham, MA upon inactivation. Transfer to NARA 10 years after inactivation.

b. Case files relating to regional partnerships, with schools, state and local pilots' associations and similar organizations.

Temporary. Cut-off upon inactivation. Retire to FRC 3 years after cut-off.
Destroy 10 years after cut-off.

5. Outreach Activity Data and Reports(1251)

Ongoing reporting system of all Aviation and Space Education outreach activities, including counselors, number of students reached, educators, etc. System documents number of people affected by the variety of AvSed activities, over 20 types of which are included in the system's fields. Can sort by activity, and can generate reports by division, by region, or by activity. (National database is hosted by ANE-40, which has the records management responsibilities.)

a. Master Files and associated documentation.

Permanent. Copy at end of fiscal year and transfer to NARA in accordance with 36 CFR 1228.270

and related NARA instructions and guidance.

b. Inputs. Data input to database from regional programs or other sources.

Temporary. Delete when input verified.

c. Outputs. Reports generated from database, on periodic basis or upon request.

Temporary. Destroy when no longer needed for reference. (Reports incorporated into other series, such as annual historical reports, should be scheduled under the appropriate series disposition.)

6. Aviation and Space Education Programs (1252)

a. National Aviation and Space Education Programs

Records documenting national programs created by Aviation and Space Education, as well as national or Federal agency alliances in which AVSED plays a major role. Included are the National Aviation and Space Education Alliance, the International Art Contest, the AirBear Program, the Wright Brothers 100th Anniversary, and similar programs.

Permanent. Cut off at end of administrative year. Transfer to FRC in Waltham, MA 5 years after cutoff. Transfer to NARA 25 years after cutoff.

b. Regional Aviation and Space Education Programs

i. Program records documenting the establishment and operation of a variety of regional aviation education programs, including Adopt-a-School, School Counseling, ACE (Aviation Career Education) Camps, Expos, State Councils, Runway Safety, etc. These programs provide methods by which FAA does public outreach; works on educational diversity issues; partners with military and other Federal agencies to assist in educational efforts; works with state, local, and private sector groups on aviation issues; and fulfills the mission of Aviation Education.

Permanent. Cut off when superseded or at end of program. Retire to FRC in Waltham, MA two years after cut-off. Transfer to NARA when 15 years old.

ii. Routine administrative and correspondence files created for the operation of the regional programs.

Temporary. Cut off at end of administrative year. Destroy when five years old.

7. FAA Employee Volunteer Folders (1253)

Individual folders on FAA employees who volunteer to participate in variety of Aviation and Space Education programs, such as school counseling.

Temporary. Cut off when no longer involved in program. Destroy two years after cut-off.