

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>NI-237-09-2</u>	
1. FROM (Agency or establishment) <u>DOT, Federal Aviation Administration (FAA)</u>		Date Received <u>7/23/09</u>	
2. MAJOR SUB DIVISION <u>Air Traffic Organization (AJO)</u> <u>Technical Operations (AJW)</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Aviation System Standards (AJW-3)</u>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Elizabeth Abbott</u>	5. TELEPHONE <u>(405) 954-8379</u>	DATE <u>10-5-08</u> ARCHIVIST OF THE UNITED STATES <u>Michael G. Kuyf</u>	
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 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>7/8/09</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>		TITLE <u>FAA RECORDS OFFICER</u>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Superseding
1	<p>Flight Operations Management Records. Flight Operations Management includes how a flight inspection mission is organized and coordinated. Flight Operations Management System (FOMS) is the primary application to publish flight inspection requirements, mission execution, and historical data and is the electronic component of these types of records.</p>		
	<p>a. Master Files for Flight Operations Management System (FOMS) and its future equivalent systems. This system provides an application to manage and execute flight inspection operations. FOMS provides access to flight inspection scheduling information, and inspection history information. This includes data related to Daily Flight Logs and Flight Dispatch records Flight Dispatch Records consist of aircraft tail number, crew, date, weather, NOTAMS, Temporary Flight Restrictions, weight and balance data, crew duty day and flight times. Other information in the system includes Ident, Airport, Flight Inspection Field Office, Service Area, State, Operation Control Center Status, Completion Date, Willcall, Begin Day, End Day, Program Code, Daily Flight Log Code, Type Check, Country, Owner Code, Requested Date, and Original Chart Date.</p>	<p>TEMPORARY. Cutoff at the end of each Calendar Year. Destroy/Delete 10 years after cutoff.</p>	New Item
	<p>b. Daily Flight Log. Paper. Received by Flight Inspection Central Operations (FICO) for input into FOMS includes mail or fax when direct access to the system is not available.</p>	<p>TEMPORARY. Cutoff at the end of the Calendar Year in which data input into FOMS. Destroy 3 years after cutoff.</p>	New Item
	<p>c. System Documentation for the Flight Operations Management System (FOMS).</p>	<p>TEMPORARY. Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20 Item 11(a)(1)</p>	