INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-237-09-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-0237-2020-0008 supersedes all items.

Date Reported: 11/24/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1-237-09-2</td>
<td>7/23/09</td>
</tr>
</tbody>
</table>

1. FROM (Agency or establishment)
DOT, Federal Aviation Administration (FAA)

2. MAJOR SUB DIVISION
Air Traffic Organization (AJO)  
Technical Operations (AJW)

3. MINOR SUBDIVISION
Aviation System Standards (AJW)

4. NAME OF PERSON WITH WHOM TO CONFER
Elizabeth Abbott  
(405) 954-8379

5. TELEPHONE

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,

- [ ] is not required  
- [X] is attached; or  
- [ ] has been requested.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV. 3-91)  
PRESCRIBED BY NARA 36 CFR 1228
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title And Description Of Records</th>
<th>Disposition</th>
<th>Superseding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Flight Operations Management Records.</strong> 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.</td>
<td><strong>TEMPORARY.</strong> Cutoff at the end of each Calendar Year. Destroy/Delete 10 years after cutoff.</td>
<td>New Item</td>
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<tr>
<td></td>
<td>a. <strong>Master Files for Flight Operations Management System (FOMS) and its future equivalent systems.</strong> 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.</td>
<td><strong>TEMPORARY.</strong> Cutoff at the end of the Calendar Year in which data input into FOMS. Destroy 3 years after cutoff.</td>
<td>New Item</td>
</tr>
<tr>
<td></td>
<td>b. <strong>Daily Flight Log. Paper.</strong> Received by Flight Inspection Central Operations (FICO) for input into FOMS includes mail or fax when direct access to the system is not available.</td>
<td><strong>TEMPORARY.</strong> 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)</td>
<td>New Item</td>
</tr>
<tr>
<td></td>
<td>c. <strong>System Documentation for the Flight Operations Management System (FOMS).</strong></td>
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