

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 NI-237-09-4	
1 FROM (Agency or establishment) DOT, Federal Aviation Administration (FAA)		Date Received 7/23/09	
2. MAJOR SUB DIVISION Air Traffic Organization (AJO) Technical Operations (AJW)		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Aviation System Standards (AJW-3)			
4 NAME OF PERSON WITH WHOM TO CONFER Elizabeth Abbott	5 TELEPHONE (405) 954-8379	DATE 10-19-09	ARCHIVIST OF THE UNITED STATES Michael J. Kuyf
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 7/8/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE FITA 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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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 sheets		

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Superseding
1	Aircraft Fuel Reconciliation Records. These records consist of purchase invoices and receipts as well as the master files kept within the Aircraft Fuel Expense Reconciliation (AFER) System and the related reports from this system		
	a. Fuel Receipts and Invoices. Paper Related to fuel purchased for the purposes of Flight Inspection	TEMPORARY. Cutoff at the end of each FY Destroy 6 years and 3 months after final payment	New Item
	b. Defense Finance and Accounting Service (DFAS) Email Information. Paper printouts of information sent through monthly emails to document the purchase of fuel made through Department of Defense fuel purchasing agreements and contracts	TEMPORARY. Cutoff at the end of each FY in which final payment is made Destroy 6 years and 3 months after cut off	New Item
	c. Fuel Transaction Reports. Reports of fuel usage, fuel cost, and agency fuel inquiry for flight inspection May also include matched and unmatched invoice tracking as well as other reports necessary to aid in payment and tracking of fuel costs	TEMPORARY. Cutoff at the end of each FY Destroy 6 years and 3 months after final payment	New Item
	d. Master Files for Aircraft Fuel Expense Reconciliation (AFER) System or future equivalent. All data kept in the AFER System or its future equivalent system Data includes tail number, vendor name, ticket date, fuel type, quantity, estimated cost, ticket number, cost center, SubObj Class, Aircraft data (such as tail number, serial number, model, home base, activity code, aircraft type, cost center, tank capacity), fuel costing data (such as activity code, description, Military jet rate, Military Average rate, Defense Logistic Agency jet rate, Defense Logistic Agency average rate, commercial jet rate, commercial average rate)	TEMPORARY. Cutoff at the end of each FY Destroy 6 years and 3 months after final payment	New Item
	e. System documentation.	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)	