REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)
    Federal Aviation Administration

2 MAJOR SUBDIVISION
    ARC/AGL-60

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
    John Swaney (Acting)

5 TELEPHONE NUMBER
    816-329-2444

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 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  8/14/09

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE  Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See Attachment

9 GRHS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
    (NARA USE ONLY)
| 1 | ARC Application Catalog Database  
The purpose of the ARC Application Catalog Database is to track ARC's application information including its name, description, URL, Name of region, system owner, technical Lead, C&A date, and business process information.  
a. Master File: ARC Application Catalog(1000- Admin)  
The database contains name and description of all ARC applications by each region and it tracks application dependencies such as Data Sources, System owner, Point of Contacts and business process information. Input is directly by application owner, technical lead or a regional IT manager. Information includes name, acronym, and description, technical point of contact and system owner information.  
TEMPORARY. Cut off at the end of fiscal year. Destroy 1 year after cut off.  
b. ARC Application Catalog Spreadsheet Excel generated report containing each application’s information  
Disposition Temporary; Cut off end of fiscal year in which when updated or superseded Destroy after 1 year after cut off | New Item | New Item |