Request for Records Disposition Authority

(See Instruction on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration**
8601 Adelphi Road, College Park, MD 20740-6001

Job Number

NI-237-09-9

Date Received 8/26/2009

1 From (Agency or establishment)

DOT, Federal Aviation Administration (FAA)

2 Major Subdivision

FAA Logistics Center (AML)

3 Minor Subdivision

Information Systems Group, AML-40

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request, Including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer	5 Telephone (include area code)	Date	Archivist of the United States
Janelle E Roth	405-954-1024	30 Nov 09	

6 **Agency Certification**

I hereby certify that I am authorized to act for their agency in the maters pertaining to the disposition of its records and that the records proposed for the 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 the Title 8 of the GAO Manual for Guidance of Federal Agencies

☑ is not required   ☐ is attached   ☐ has been requested

Signature of Agency Representative	Title FAA RECORDS OFFICER	Date (mm/dd/yyyy) 8/25/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Reference attached document for information		

115-109   NSN 7500-00-634-4064

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Standard Form 115 (Rev 3/91)
Previous Edition Not Usable
Prescribed by NARA 36 CFR 1228

4500 Logistics

Material management records for inventory items managed by the FAA Logistics Center (FAALC) located at the Mike Monroney Aeronautical Center (MMAC) in Oklahoma City, Oklahoma   Several electronic systems and applications are used for purposes of managing these records

1   <u>Logistics Information System</u> (LIS) is a system through which supply support is provided for FAA aircraft and air traffic control equipment for the National Airspace System (NAS), Regions and Center Operations (ARC), Air Traffic Organization (ATO), Department of Defense (DoD), and international customers

   LIS contains the following sub-applications   1) Online Requisitioning allows authorized ordering offices to order operations and maintenance material from the FAALC   Orders are submitted online where they are validated, processed and status shown   2) Production Control manages scheduling of repair work, controls shop floor activities, and maintains associated cost data at the FAALC   3) Utilization Screening and Disposition (USD) expedites the declaration and reutilization of FAA excess materials   4) Project Materiel Management System (PMMS) provides online materiel support for the FAA programs to install or modify air traffic control and air navigation facilities   5) Name and Address Change Request (N/A) allows users to submit name and/or address changes to the FAALC for processing   6) Management Information System (MIS) provides automated capabilities for overnight retrieval and batch reporting of current, and up to previous five years, of FAALC transaction history information   7) Cataloging (CAT) allows research, maintenance, and inquiry of the FAALC cataloging database and related master inventory data   8) Inventory Management (IM) functions maintain all materiel management data on inventory items   IM provides inquiry capabilities and statistical data for inventory management, which includes acquisition and/or replenishment of depot stock, budget projections, excess stock information, contact point for ordering and special project information, and individual item control analysis   9) Project Materiel Ship/Receive (PMSR) provides shipping information and receipt of materiel   10) Field Spares Inventory (FSI) maintains excess field assets located outside the FAALC available for requisitioning   11) Requisition Status System captures asset status of requisitioned materiel from field locations   12) Centralized Cataloging provides a means by which agency requirements for uniform item identification data will be met through the central assignment and control of stock numbers   The catalog file maintains basic item identification data on personal property procured and/or used by the FAA   The system allows users to request the assignment of National Stock Numbers (NSNs) 13) Automated Procurement System (APS) generates a procurement and/or purchase request in LIS and batch interfaces with the Purchase Request Information System (PRISM)   The Office of Operational Services (AMZ) then approves and awards the procurement documentation and is interfaced back to LIS for transaction generation

       a   Master Database   Statistical data including acquisition/replenishment of depot stock, budget projections, excess stock information, contact point for ordering, special project information, and individual item control analysis

           Disposition   Cut off individual data/activity records at the end of the fiscal year in which the contract is terminated or procurement activity is closed   Delete/destroy 7 years after the cut off date

       b   Ad Hoc Reports and Printouts

           Disposition   Delete when no longer needed for administrative, legal, audit, or other operational purposes   GRS 20 Item 16

       c   System Documentation

           Disposition   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)

2   Warehouse Management System (WMS) is an application that manages operations of the FAA Logistics Center's parts and tools warehouse

    a   Master Database   Data for Receiving, Put Away, Inventory Management, Location Counting, Task Interweaving, Order Allocation, Order Picking, Replenishment, Packing, and Shipping

Disposition   Cut off individual data records at the end of each fiscal year in which last activity was completed   Destroy individual data records upon destruction of the corresponding paper files or in 3 years, whichever is later

    b   Ad Hoc Reports and Printouts

Disposition   Delete when no longer needed for administrative, legal, audit, or other operational purposes   (GRS 20, Item 16)

    c   System Documentation

Disposition   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))

3   Returns is an application that provides a centralized process for field customers to print shipping labels, track packages to the FAA Logistics Center and inspection, and for FAALC personnel (such as inspectors, shop technicians and customer care agents) to view inbound shipments Associated due-in information for all transaction codes (T/C) 80's, T/C 76's, T/C 53D, and T/C 47D's, to include Exchange and Repair (E&R) and Customer Service Action (CSA) due-ins   Repair and Return (R&R) record of inbound shipment   Individual record content includes the Supply Support Code (SSC), customer address, National Stock Number (NSN), voucher number, serial number returned, customer description of problem, shipping carrier and carrier tracking number for inbound shipment This provides centralized access for field customers to print shipping labels, track packages to the FAALC and through the inspection process, and for FAALC personnel (such as inspectors, shop technicians and customer care agents) to view inbound shipments

    a   Master Database

Disposition   Cut off individual data records at the end of each fiscal year in which last activity is completed   Destroy individual data records upon destruction of the corresponding paper files or in 3 years, whichever is later

    b   Ad Hoc Reports and Printouts

Disposition   Delete when no longer needed for administrative, legal, audit, or other operational purposes   (GRS 20, Item 16)

    b   System Documentation

Disposition   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))