

# Request for Record 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

1 From (Agency or establishment)

Date Received  
8/26/2009

DOT, Federal Aviation Administration (FAA)

2 Major Subdivision

FAA Logistics Center (AML)

**Notification to Agency**  
In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Information Systems Group, AML-40

4 Name of Person with whom to confer

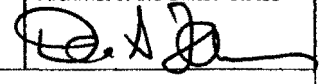
5 Telephone (include area code)

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 matters 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

Date (mm/dd/yyyy)

 Janelle E Roth

FAA RECORDS OFFICE

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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

## 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 Logistics Information System (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))