


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-237-09-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 08-26-2009	
1. FROM (Agency or establishment) Federal Aviation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ajay Sharma (ALO-300)	5. TELEPHONE NUMBER (202) 267 9789	DATE 6/4/09 25 Nov 09	ARCHIVIST OF THE UNITED STATES 
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 8/25/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature of Katrina Thomas]		TITLE Records Officer FAA
7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Real Estate Management System (REMS)</u>. (Real Property – 4660) Purpose is to track the Real Estate Inventory for Department Of Transportation (DOT). This tool runs reports for clients like the Office of Management and Budget (OMB) that are interested in DOT's Real Estate inventory. It contains more than 150 data elements on Real Property location, description, usage, lease information etc The information is entered or used by about 400 users nationwide on a daily basis. This tool provides all Real Estate related reports containing summary and details on Real Property location, description, usage, lease information</p> <p>a. Master file database :</p> <p>The database consists of the nationwide inventory of real property Assets that include land parcels, buildings and other structures and are either directly owned by DOT or leased through other parties like GSA. Data elements include location of property, usage, property description, lease information and a variety of other related elements.</p> <p>Disposition: Temporary; Cut off end of FY in which asset is retired. Each record for an Asset is in use until it is flagged as 'Retired Asset' Migrate data for all assets still in use when system is superseded or obsolete. Destroy after system is superseded or obsolete</p> <p>b. Reports – includes FAA copies of reports generated to disseminate information to the Department of Transportation .</p>	New Item	

Disposition TEMPORARY. DELETE when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 5)