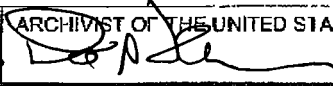



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>01-237-09-16</u>	
1 FROM (Agency or establishment) <u>DOT, Federal Aviation Administration (FAA)</u>		Date Received <u>9/2/09</u>	
2 MAJOR SUB DIVISION <u>Air Traffic Organization (AJO)</u> <u>Technical Operations (AJW)</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <u>Aviation System Standards (AJW-3)</u>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>Elizabeth Abbott</u>	5 TELEPHONE <u>(405) 954-8379</u>	DATE <u>9/2/09</u>	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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <u>9/1/09</u>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <u>FAA RECORDS OFFICER</u>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>See attached sheets</u>		

01-237-09-14

02

Item No.	Title And Description Of Records (All Records Series Are Temporary Except Where Indicated)	Disposition	Superseding
1	<p>Automated Distribution System (ADS) Report Files. The purpose of this system is to provide reports on inventory, shelf stock, purchase orders, subscriptions, backorders, receipts, condemnation reports, and ad hoc reports that support the distribution of FAA Aeronautical charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts</p>		
	<p>a. Master Files for the Automated Distribution System (ADS) and its future equivalent systems. This system provides an application to manage and execute the distribution of FAA Aeronautical charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.</p> <p>Provides the ability to digitally input orders and subscriptions, store information on chart agents, government and public customers, and manage receipts, backorders, and condemnation reports. Data is entered by FAA employees from faxes, emails, and phone calls. Reports include Print Order Report, Print Order Worksheet, Receipts Report, Condemnation Report, Physical Inventory Report, Daily New Items Journal Report, etc.</p> <p>Data includes customer information; i.e. name, address, and payment information. It also captures what product is being ordered, date received, date order is filled, date shipped, date received, and the tracking number of each shipment.</p>	<p>TEMPORARY. Cutoff at the end of the Fiscal Year in which the order is completed Destroy 3 years after cutoff.</p>	
	<p>b) Backorder Report – Shows which products are on backorder by customer. Report can be generated for any designated time period.</p>	<p>TEMPORARY. Last report is overwritten when new report is generated. Destroy paper copies when superseded by new report.</p> <p>GRS 2014</p>	GRS 2014
	<p>c) Inventory Sales Report - Tracks 12-month sales volume for each product.</p>	<p>TEMPORARY. Last report is overwritten when new report is generated. Destroy paper copies when superseded by new report.</p>	GRS 2014
	<p>d) Inventory Receipt Report. Provides quantities of products received in the warehouse. Used to determine unit costs figures for planning purposes.</p>	<p>TEMPORARY. Cutoff when superseded by new report. Destroy 3 years after cutoff.</p> <p>Receipts are not superseded They are retained by edition for each sku and are used for future ordering.</p>	GRS 2014

NI-237-09-16
P3

	e) Flexx ARS. Provides total inventory issued Used to determine unit cost figures. Matches cost of production to units produced in a given period of time, capturing actual costs associated with printing.	TEMPORARY. Cutoff at the end of the Fiscal Year in which the inventory report is finalized Destroy 5 years after cutoff	
	f) 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)	

