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| 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 <i>NI-237-09-17</i> | |
| 1 FROM (Agency or establishment) DOT, Federal Aviation Administration (FAA) | | Date Received <i>9/2/2009</i> | |
| 2 MAJOR SUB DIVISION Air Traffic Organization (AJO) Technical Operations (AJW) | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION Aviation System Standards (AJW-3) | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Elizabeth Abbott | 5 TELEPHONE (405) 954-8379 | DATE <i>9/2/09</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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 checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE <i>8/31/09</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | | TITLE <i>FAA RECORDS OFFICER</i> |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached sheets | 9 GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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01-237-09-17

p 242

| Item No. | Title And Description Of Records (All Records Series Are Temporary Except Where Indicated) | Disposition | Superseding |
|----------|---|--|-------------|
| 1 | <p>Automated Reproduction System (ARS) Report Files. The purpose of this system is to provide reports on material costs (paper, film, etc) that support the printing of FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts</p> | | |
| | <p>a. Master Files for the Automated Reproduction System (ARS) and its future equivalent systems. This system provides an application to manage the costs of printing FAA Aeronautical Charts, NOAA Nautical Charts, and NGA Aeronautical and Nautical Charts.</p> <p>Provides the ability to manually input information about quantities and costs of current material inventory. Also reports store quantities, costs, descriptions and entry dates of new purchases of these materials. Data is entered by FAA employees from print orders received from another office within the National Aeronautical Charting Group. Only one report is generated on a quarterly basis: Quarterly Material Inventory Report</p> | <p>TEMPORARY. Cutoff at the end of the Fiscal Year. Destroy 3 years after cutoff.</p> | |
| | <p>b. Automated Reproduction System (ARS) Reports</p> | <p>TEMPORARY. Cut off at the end of each month. Destroy when superseded by new report. GRS 20/4</p> | |
| | <p>c. System Documentation.</p> | <p>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)</p> | |