

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-237-0920	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-16-2009	
1 FROM (Agency or establishment) Federal Aviation Administration (FAA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Aviation Safety (AVS)			
3. MINOR SUBDIVISION Flight Standards Service, Flight Standards Certification and Surveillance Div., AFS-900			
4. NAME OF PERSON WITH WHOM TO CONFER Mark Mazor D. Janet Stewart-Phillips	5 TELEPHONE NUMBER 305-716-3410 202-267-3360	DATE 9/16/09	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>2</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"/> x is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/15/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FAA RECORDS OFFICER
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Certification Project Management Tool (PMT) (8000.13) The automated certification Project Management Tool (PMT) is used by the FAA Certification Project Team (CPT) to schedule certification tasks, coordinate work assignments, manage work flow, document completion and compliance, monitor the status of the certification process, and to collect and store information for planning post-certification surveillance Data includes, form names and numbers of forms used for data input, if appropriate, beginning and ending dates for the data, team members, air carrier being certified, the location of where the project is taking place, and the type of equipment (aircraft) associated with the project. Also contains PDF images of the 14 CFR part 121 certificates. Disposition: <i>Temporary</i> Cut off at the end of the FY in which 14 CFR part 121 certificate is surrendered or revoked. Destroy 5 years after cut off.	New item	