REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
Federal Aviation Administration (FAA)

MAJOR SUBDIVISION
Office of Aviation Safety (AVS)

MINOR SUBDIVISION Flight Standards Service,
Flight Standards Certification and Surveillance Div., AFS-900

NAME OF PERSON WITH WHOM TO CONFER
Mark Mazor
D. Janet Stewart-Phillips

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 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,

DATE
9/15/09

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
FAA Records Officer

ITEM NO DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
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: 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

DATE

ARCHIVIST OF THE UNITED STATES

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

TELEPHONE NUMBER
305-716-3410
202-267-3360

DATE

ARCHIVIST OF THE UNITED STATES

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

171-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228