

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>11-237-09-21</u>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <u>NI-237-09-21</u> <u>9/16/2009</u>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, Regulatory Support Division, AFS-600			
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Robert A. DeLoof D. Janet Stewart-Phillips	405-954-2495 202 267-3360	<u>9/16/09</u>	<u>[Signature]</u>
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>3</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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<u>9/15/09</u>	<u>[Signature]</u>	<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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Vital Information System (VIS) and Program Tracking and Reporting Subsystem (PTRS) (8000.9) The purpose of these systems is to collect and maintain data from regulated entities. The systems monitor and track surveillance and other activities of Aviation safety Inspectors. (ASIs). Data is collected and maintained in local databases and uploaded to related national databases. The systems provide automated capability to identify, analyze, and take corrective action on trends affecting aviation safety, enable better forecasting, planning of work programs, scheduling of human resources and transmittal of data within FAA entities. This system is manipulated using OASIS. OASIS data is scheduled separately.	New Item	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	<p>FAA Order 1380.54 establishes the organizational and procedural framework for implementing and maintaining VIS and NVIS [National VIS], FAA Order 1380 51, Program Tracking and Reporting Subsystem (PTRS), establishes the organizational and procedural framework for implementing and maintaining PTRS and NPTRS [National PTRS] NVIS and NPTRS are the FAA's systems of record for this information</p> <p>a. VIS data</p> <p>1) National</p> <p>NVIS provides the data-base link to the National Program Tracking and Reporting Subsystem (NPTRS) that enables the Flight Standards Service to manage human resources and the regional and field office surveillance work programs effectively</p> <p>NVIS provides a broad description of air operator and air agency operational data for the Flight Standards Service Information includes the environmental ancillary files that identify the following data by the field office's identifier code. the air carrier/air agency name, designator code, airport identifier, the air carrier's or air agency's operating certificate, maintenance and operations facilities (as applicable), and contractor information. NVIS is available to all Flight Standards offices</p> <p>Disposition. Temporary. Cut off at the end of the FY data covers. Delete immediately after cut off</p> <p>2) Local</p> <p>Data in the local database is a duplicate of the National data for each locality</p> <p>Disposition Temporary Cut off at the end of the FY data covers Delete immediately after cut off</p>	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	<p>b. PTRS data</p> <p>1) National Information is input from FAA Form 8000.36.</p> <p>Disposition Temporary. Cut off at the end of the FY data covers Delete 10 years after cut off</p> <p>2) Local</p> <p>Data in the local database is a duplicate of the National data for each locality.</p> <p>Disposition Temporary Cut off at the end of the FY data covers Delete 5 years after cut off</p> <p>c. FAA Form 8000.36.</p> <p>Input form for VIS/PTRS received from individuals who do not have access to the web application</p> <p>Disposition. Temporary Cut off at the end of the FY in which information is entered into VIS/PTRS and verified for correct Destroy immediately after cut off.</p>	<p>GAS 20 (2)(a)4</p>