Schedule Number: N1-237-09-21

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

N1-237-09-21 / 1/a is superseded by DAA-0237-2022-0005-0001.
N1-237-09-21 / 1/b is superseded by DAA-0237-2022-0005-0002.

Date Reported: 11/07/2022
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 (OVS)

MINOR SUBDIVISION
Flight Standards Service, Regulatory Support Division,
AFS-600

NAME OF PERSON WITH WHOM TO CONFER
Robert A. DeLoof
D. Janet Stewart-Phillips

TELEPHONE NUMBER
405-954-2495
202 267-3360

DATE ARCHIVIST OF THE UNITED STATES

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
9/15/10

SIGNATURE OF AGENCY REPRESENTATIVE

FAA RECORDS OFFICE

ITEM NO
1

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
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.

ACTION TAKEN
New Item
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.

**a. VIS data**

1) National

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. 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.


2) Local

Data in the local database is a duplicate of the National data for each locality.

### b. PTRS data

1) National
   Information is input from FAA Form 8000.36.

   Disposition  Temporary. Cut off at the end of the FY data covers  Delete 10 years after cut off

2) Local
   Data in the local database is a duplicate of the National data for each locality.

   Disposition  Temporary  Cut off at the end of the FY data covers  Delete 5 years after cut off

c. FAA Form 8000.36.

   Input form for VIS/PTRS received from individuals who do not have access to the web application

   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.