**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
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<tr>
<th>JOB NUMBER</th>
<th>Date received</th>
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<tbody>
<tr>
<td>N1-237-09-26</td>
<td>9-28-2009 (PD)</td>
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**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1 **FROM (Agency or establishment):** Federal Aviation Administration (FAA)

2 **MAJOR SUBDIVISION:** Office of Aviation Safety (AVS)

**MINOR SUBDIVISION:** Flight Standards Service, Organizational Resources & Program Management Division, Administrative Resources Branch, AFS-110

4 **NAME OF PERSON WITH WHOM TO CONFER:**
Timothy Brooks  
D. Janet Stewart-Phillips

5 **TELEPHONE NUMBER:**
202-267-3816  
202-267-3360

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**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,

<table>
<thead>
<tr>
<th>DATE</th>
<th>ARCHIVIST OF THE UNITED STATES</th>
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<td>9/28/09</td>
<td>Timothy Brooks</td>
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8 **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

1 **Aviation Safety Inspector Credential Program Records**

See attached

9 **GRS OR SUPERSEDED JOB CITATION:**

New Item

10 **ACTION TAKEN (NARA USE ONLY):**

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA 36 CFR 1228
Item 1: Aviation Safety Inspector Credential Program Records

The program is known as the 110A. The purpose of this system is to monitor, track, validate, edit, produce and report on Aviation Safety Inspector Credentials, in accordance with FAA Order 8000.38G, Aviation Safety Inspector Credential Program. This system is security sensitive and contains Personally Identifiable Information (PII).

a. 110A Program Master File Database (data entry via web)

The 110A database system serves as the centralized repository for all 110A credential holders for the Office of Aviation Safety workforce. It uses a web-based interface which allows authorized users to submit information online. The type of information collected and stored in the system about the individual are name, date of birth, social security number, gender, weight/height, hair and eye color, applicant’s picture (facing forward), and applicant and manager’s digital signatures, routing symbol, location and training courses taken. This system contains digital photographs and signatures, PDF documents, and web content.

Temporary. Cut off at the end of the fiscal year in which credential expires, is not renewed, retained or re-issued, or information is obsolete. Migrate data when system is updated or replaced. Delete 50 years after cut off.

b. Signed Appendices (Hard Copy) filed by credential number

1 Responsibilities And Procedures For Receipt Of Aviation Safety Inspector Credentials – (8000.36G Appendix A)

Temporary Cut off at the end of the fiscal year in which credential expires, is not renewed, retained or re-issued in accordance with Order 8000 38G. Destroy 30 years after cut off.

2 Acknowledgement Letter For Possession Of FAA 110A Credentials – (8000.36G Appendix B)

Temporary Cut off at the end of the fiscal year in which credential expires, is not renewed, retained or re-issued in accordance with Order 8000 38G. Destroy 30 years after cut off.

e. Credential (FAA Form 110A) issued to employee

Holders of Aviation Safety Inspector Credentials surrender their credential

- Upon termination of employment, including resignation, retirement, expiration of appointment,
- Upon expiration of the credential;
- Upon reassignment to a position which does not meet the eligibility requirements
- Upon the request of FAA management

Retired Employees may request to keep invalidated credentials

Disposition Temporary. Credentials (FAA Form 110A) destroyed upon receipt. For retired employees who request to keep credentials, the credential is invalidated and made into a plaque.