

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-237-09-26	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9-28-2009 (PDF) 10/9/2009 (original sign)	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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)			
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	DATE 2/17/2010	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>4</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 9/28/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Aviation Safety Inspector Credential Program Records See attached	New Item	

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number	Page 2 of 2
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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 on-line. The type of information collected and stored in the system about the individual are name, date of birth, social security number, gender, weigh/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. 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 – (8000.36 G 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