

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-237-10-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/23/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Organizational Office of Aerospace Medicine (AAM), Medical Certification Division, AAM-300, Civil Aeronautical Medical Institute (CAMI)			
4. NAME OF PERSON WITH WHOM TO CONFER Dr. Warren Silberman	5 TELEPHONE NUMBER 405-954-7653	DATE <i>10/23/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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> 1 </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 <i>10/14/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>FMA RECORDS OFFICER</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Compliance and Enforcement Tracking Subsystem (CETS) SEE ATTACHED		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
1	<p>Compliance and Enforcement Tracking Subsystem (CETS)</p> <p>The purpose of this system is to track compliance with drug and alcohol abuse by regulated entities. The Drug Abatement Division uses Compliance and Enforcement Tracking Subsystem (CETS) to automate capabilities for tracking, scheduling, and managing inspections, investigations, and other enforcement related activities. The system uses a web-based interfaced accessed by Drug Abatement Employees only.</p> <p>a Master file</p> <p>The master file information includes company profiles, certificate and registration information, enforcement investigation record number (case number), type of inspection, violation type, and type of drugs or alcohol levels, inspector name, starting and ending dates of an investigation, and investigation status. Also includes actions taken including administrative sanctions and civil penalties Information does include individual personal information which is protected under the rules governing personally identifiable information.</p> <p>TEMPORARY. Cut off at the end of the fiscal year in which all action taken is completed. Destroy 50 years after cut off.</p> <p><i>Note: The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234. 32 for their entire retention period</i></p> <p>b. Inputs</p> <p>1). Hard copy U.S Department of Transportation Drug and Alcohol Testing MIS Data Collection Form received by the airlines report the results of drug tests by mail, fax or phone as mandated by Part 120.113 (d)(5) and Part 120 221(c)(2)</p> <p>Disposition. Temporary Cut off at the end of the fiscal year in which data is entered and verified into the system. Destroy when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records (GRS 20, Item 2a, (4))</p> <p>2) Electronic. Direct entry</p> <p>c. Outputs. The system generates documents maintained by Legal Counsel which are scheduled separately under N1-237-92-4.</p> <p>d System Documentation</p> <p>TEMPORARY Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later GRS 20 Item 11(a)(1)</p>	New Item