

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-237-10-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/9/2009</i>	
1 FROM (Agency or establishment) Federal Aviation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Robert A. DeLoof D. Janet Stewart-Phillips	5 TELEPHONE NUMBER 405-954-2495 202-267-3360	DATE <i>10/10/09</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>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 <i>10/6/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>FAA 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Service Difficulty Reporting System (SDR) (8010.f) The purpose of this system is to document receipt and rapidly disseminate reports of conditions adversely affecting continued airworthiness of aeronautical products through Service Difficulty Reports (SDRs) and Malfunction and Defect Reports. This system is also used to identify and disseminate trends and problems and alert appropriate segments of the aviation community and the FAA. General Aviation Alerts are pulled from this data as well as Engineering & Manufacturing may use data to develop Airworthiness Directives. a. Hardcopy - FAA Form 8070-1 (SDR Form & FAA Form 8330-2 (M or D Reports) submitted by the general public and aviation related groups. Temporary. Cut off after data entry is entered and verified. Destroy 30 days after cut off.	<i>GRS 20, 2a(4)</i> NC-237-75-2 Item 2 Approved 11/15/74	

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	<p>b. Master file database. Information includes dates of report, carrier or manufacturer information, major equipment identify, description of service difficulty, part name, manufacturer part number, part condition, defect location, model numbers, serial numbers, report submitted by information, aircraft registration number, and part service information.</p> <p>Permanent. Cut off at the end of the fiscal year in which all activity is completed. Transfer to NARA 5 years after cut off.</p> <p>c. SDR Documentation. Includes System Administrator documentation, policy and procedures, data models, table definitions, code books, record layouts, user manuals, and data dictionaries.</p> <p>Permanent. Transfer a copy of the documentation to NARA with the files from the database. Transfer updates and changes with subsequent transfer of the files. <i>GRS 20 119(2)</i></p>	New Item