## 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

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

**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:** 10/9/2009

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 _3_ 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,

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

**DATE:** 10/9/2009

**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### 7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB CITATION 10 ACTION TAKEN (NARA USE ONLY)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>TITLE</th>
<th>ACTION TAKEN</th>
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| 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. | GRS 29.3a(4) | NC-237-75-2 Item 2 Approved 11/15/74 |

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
### REQUEST FOR RECORDS DISPOSITION-CONTINUATION

#### 7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB CITATION

<table>
<thead>
<tr>
<th>Item No</th>
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<th>GRS or Superseeded Job Citation</th>
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<td>b. Master file database.</td>
<td>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.</td>
<td><strong>New Item</strong></td>
</tr>
</tbody>
</table>

**Permanent.** Cut off at the end of the fiscal year in which all activity is completed. Transfer to NARA 5 years after cut off.

c. SDR Documentation. Includes System Administrator documentation, policy and procedures, data models, table definitions, code books, record layouts, user manuals, and data dictionaries.

**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. | **GRS 20 11 9(2)** |