REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-237-10-5

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
10/13/2009

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

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of Aviation Safety (AVS)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

MINOR SUBDIVISION Organizational
Quality, Integration and Process Division, AQS-100

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Lynda Bottos Ron Rhoades Ralph Spencer	202-493-4399 202-267-9221 202-267-5414	29 March 10	

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 ___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,

x is not required ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/13/09		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Quality Management System Information Technology Support (QMITS) See attached		

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED JOB CITATION

Item 1. **Quality Management System Information Technology Support (QMITS) tool**

The AVS QMITS is a transaction tool that aids personnel in performing their AVS Quality Management responsibilities. This system is a client-server software application that offers forms and workflows to support the implemented International Organization of Standardization (ISO) 9001:2000 reporting and action functions. The AVS organizational goals are the continuous improvement of the numerous aviation safety technical and business processes.

a. Master Database
Relational Database: Domino System. The master database handles the following processes, information is entered directly into the database:

The **Corrective Action Request Process** is used when root cause analysis is needed to ensure a service or product nonconformance does not recur. This information is the output from the corrective action process and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, track, monitor, assign, approve, reject, or transfer a request for Corrective Action on a systemic problem or issue. (QMITS User Guide)

Input/Content: information classifiers, verbal descriptions of system, technical or business process faults or incidents of nonconformance, determined to be systemic at a noted point in time; the description of the causes and resolution of the nonconformance; the organizations and names of individuals of those organizations who had a role in the corrective action activity.

The **Preventive Action Request Process** is used by AVS employees to note a potential nonconformance or undesirable potential situation that could affect an AVS product or service. This information is the output from the preventive action process and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, track, monitor, assign, approve, reject, or transfer a request for Preventive Action on a suspected problem or issue. It is used to prevent a potential problem. (QMITS User Guide)

Input/Content: information classifiers, verbal descriptions of system, technical or business process potential faults or nonconformance at a point in time, the description of the causes and resolution of the nonconformance; the organizations and names of individuals of those organizations who had a role in the preventive action activity.

The **Nonconforming Products and Services** process is used when there is no systemic problem and correcting the nonconformance without conducting a root cause analysis is appropriate and is an indication of the effectiveness of the QMS. (G-3) In QMITS, an automated workflow that helps employees to develop, assign, take action, verify, and track a nonconformance to prevent it from unintended use or delivery. (QMITS User Guide)

Input/Content: information classifiers, verbal descriptions of a system, technical or business process nonconformance at a point in time, the description of the correction of the nonconformance; the organizations and names of individuals of those organizations who had a role in the correction activity.

Stakeholder Feedback - The collection of information from various stakeholders about their respective perceptions on the quality of services and products delivered to them. The information is collected and used in the delivery of services and products, therefore there are arrows depicting the bi-directional flow of information. (G-3)

Input/Content: information classifiers, verbal descriptions of feedback about system, technical or business process and individuals who execute them; both positive and negative; the organizations and names of individuals of those organizations both internal and external to the FAA, who had a role in the activity.

Consistency and Standardization Initiative –this process provides a way for customers to appeal or request reconsideration of an aviation safety decision made by an AVS office in performing their regulatory and policy responsibilities. The goals of AVS CSI are to:

- Document aviation safety decisions,
- Promote early resolution of disagreements, and
- Promote consistency and fairness in applying FAA regulations and policies.

This process is one method of monitoring customer satisfaction. (QMITS User Guide)

Input/Content: information classifiers, verbal descriptions of appeals from individuals who have issues with FAA decisions; technical or business process descriptions and individuals who execute them; proprietary information from those regulated by the FAA; the organizations and names of individuals of those organizations both internal and external to the FAA, who had a role in the activity.

Delegation The act of a manager naming and authorizing another person to act in their behalf to dispose of CAR / PAR tasks for a period of time. QMITS provides a delegation function so that CARs or PARs are automatically routed to the named delegate during the specified period of time. (QMITS User Guide)

Input/Content: records of delegation actions by supervisory or management individuals for a period of time; with names of those who assume responsibility; the organizations and names of individuals of those who had a role in the activity.

TEMPORARY. Cut off at the end of the fiscal year in which all activity and actions have been completed. Destroy a minimum of 5 years but no more than 10 years after cut off.

~~b. Outputs~~

No standard ~~reporting functions~~. Data is exported and utilized to generate ad-hoc reports by office automation applications ~~(MS Excel)~~.

TEMPORARY. Destroy when superseded or no longer needed. (GRS 20, ~~Item 16~~)