REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)
Federal Aviation Administration

2 MAJOR SUBDIVISION
Air Traffic Organization

3 MINOR SUBDIVISION
Technical Operations Services, AJW-161

4. NAME OF PERSON WITH WHOM TO CONFER
Paresh Parekh

5. TELEPHONE NUMBER
202-267-8841

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 ____ 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 attested or ☐ has been requested

DATE 10/16/09

SIGNATURE OF AGENCY REPRESENTATIVE

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

The Automated Inventory Tracking System (AITS) is the system of record for personal property and project material asset management across the entire FAA. It is an enterprise-wide web-based application managing over $9 billion worth of assets and over 9 million (9,652,112) data records that are included in the AITS database.

Records are input directly into the system.

TEMPORARY. Cut off at the end of the fiscal year in which asset is no longer owned by the FAA. Data will be migrated when system is updated or replaced. Delete/Destroy 50 years after cut-off.

Note The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234.32 for their entire retention period.

9. GRS OR SUPERSEDED JOB CITATION
New Item

10. ACTION TAKEN
(NARA USE ONLY)