REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

FROM (Agency or establishment)
FAA

JOB NUMBER
01-237-10-7

Date received
10/23/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

NAME OF PERSON WITH WHOM TO CONFER
Ernesto Villacarlos

TELEPHONE NUMBER
202 267-8796

DATE ARCHIVIST

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 attached, or
☐ has been requested

DATE
10/23/09

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
FAA RECORDS OFFICER

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9 GRS OR SUPERSEDED JOB CITATION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

1 Compliance Activity Tracking System (CATS)

This system is a web-based application used to collect operational and financial summary and financial government payment information from 500 commercial service airports as required by FAA Authorization Order Act of 1994 Section 111. Section 111 of the Federal Aviation Administration Authorization Act of 1994, Public Law 103-305 (August 23, 1994).

New item
a. CATS Master data

Information includes: Aeronautical operating revenue such as landing fees, terminal rental fees and charges, apron fees, Fixed Base Operators revenue, cargo and hanger rentals, aviation fuel tax, fuel sales, security reimbursements, Non-aeronautical operating revenue such as land rental, food and beverage sales, retail stores, rental cars, parking, non-operational revenue and operating expense reports; expenditures on improvement projects; and indebtedness.

Temporary. Cutoff at end of FY information received and verified and all review or trend analysis activity is completed; Destroy 10 years after cutoff.

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

b. Inputs

1) Form 5100-126 is the Financial Governmental Payment Report
2) Form 5100-127 is the Operating and Financial Summary

Direct data entry has replaced hard copy submissions.

Temporary. Destroy any hard copy records after entry into the CATS system has been verified.

GRS 20

c. Outputs

Print-outs of reports for 5100-126 and 127.

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 Destroy when superseded or no longer needed.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