

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-237-10-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/20/09	
1 FROM (Agency or establishment) FAA		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 AIRPORTS, ARP-10			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ernesto Villacarlos	5 TELEPHONE NUMBER 202 267-8796	DATE 10/22/09	ARCHIVIST OF THE UNITED STATES [Signature]
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,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/22/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	<p><b>a. CATS Master data</b></p> <p>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.</p> <p><b>Temporary.</b> Cutoff at end of FY information received and verified and all review or trend analysis activity is completed; Destroy 10 years after cutoff</p> <p>Note <i>The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234.32 for their entire retention period</i></p> <p><b>b. Inputs</b></p> <p>1) Form 5100-126 is the Financial Governmental Payment Report</p> <p>2) Form 5100-127 is the Operating and Financial Summary</p> <p>Direct data entry has replaced hard copy submissions.</p> <p><b>Temporary</b> Destroy any hard copy records after entry into the CATS system has been verified <i>GRS 20</i></p> <p><b>c. Outputs</b></p> <p>Print-outs of reports for 5100-126 and 127.</p> <p><b>Temporary</b> Destroy when superseded or no longer needed. (GRS 20, Item 16)</p>	