

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>01-237-10-14</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/30/2009</i>	
1 FROM (Agency or establishment) Federal Aviation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Air Traffic Organization			
3 MINOR SUBDIVISION Technical Operations Services, AJW-28			
4. NAME OF PERSON WITH WHOM TO CONFER Faye Jordan	5 TELEPHONE NUMBER (202) 385-6608	DATE <i>11/10/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/26/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>FAA RECORDS OFFICER</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	CONFIGURATION MANAGEMENT This process manages changes in National Air Space (NAS) software, hardware and firmware changes to NAS equipment. This process is managed using a tool currently known as WebCM and stored by RepCON in an Oracle database. a. NAS Change Proposals (NCP) NCPs are currently authored, reviewed and approved by FAA employees and contractors using an automated change management tool, called WebCM. All inputs are stored electronically in an Oracle database. Metadata about FAA systems and their associated change management data is captured and stored by RepCON in an Oracle database.	NEW	

1) Hard copy – Paper

Temporary. Cut off at the end of the fiscal year when scanned and image verified. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction (GRS 20, Item 2a (4))

2) Scanned Images

Temporary. Cut off when systems described in the CM system are no longer under CM control. Destroy 20 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. MASTER FILES

Master file data includes, NCP case files information including reference data, review records, approval records, and implementation data captured by WebCM and RepCON, and stored in an Oracle database. Information includes system description, change requested, hardware, software information, and change status.

Temporary. Cut off when systems described in CM system are no longer under CM control. Destroy 20 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.

c. OUTPUTS

Data is extracted and reported only on an ad-hoc basis.

Disposition: TEMPORARY. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, **GRS 20, Item 16**