



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 01-237-10-15	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/13/2009	
1 FROM (Agency or establishment) Department of Transportation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Federal Aviation Administration			
3 MINOR SUBDIVISION Regions and Center Operations (ARC) Logistics Organization (ALO)			
4. NAME OF PERSON WITH WHOM TO CONFER Ajay Sharma, Manager, ALO-300	5 TELEPHONE NUMBER (202) 267-9789	DATE Direct 10 2/09/2009	ARCHIVIST OF THE UNITED STATES 
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 is 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 checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/13/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHED PAGE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Real Estate Tracking System (RETS)

The Real Estate Tracking System (RETS) is an automated stand-alone system used by the FAA Logistics Service Area offices to track workload of the real estate and utility teams. The teams are responsible for securing real estate acquisitions, including leases, purchases, easements, and utility contracts. It allows users to track and monitor work progress, workload distribution, and generate workload reports.

Data in RETS includes information on the type of project (e.g. new lease, expiring lease renewal, land purchase, utility contract, etc.), location, type of facility, etc., and project notes entered by specialists.

1) Inputs.

Inputs include verbal and written requests from customers, vendors and managers, and through electronic download of projects for expiring leases from the Real Estate Management System (REMS).

After data has been entered into RETS and verified, transfer any input documentation to the corresponding Real Estate Project file. Real Estate Project Files are unclassified and not covered by this disposal authority. *GRS 20*

2) Master Database Files.

Master files are comprised of individual project records with basic project information, project notes, and vendor contact information.

Disposition TEMPORARY. Cut off project records at the end of the fiscal year in which they are completed or cancelled. Delete/purge a minimum of 5 years or maximum of 20 years after cut off. FAA agrees to maintain electronic records in accordance with 36 CFR 1232.20 (3) for the full retention period. Data will be migrated as needed when system is superseded or replaced.

3) Outputs.

a) Individual Project Record and Notes

Disposition TEMPORARY. After project is completed, transfer a copy of the individual project record and project notes to the corresponding Real Estate Project file. Real Estate Project Files are unclassified and not covered by this disposal authority.

b) Convenience and Reference Reports

Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution (e.g. Cumulative report, RAMBO reports, contact report, etc.)

Disposition TEMPORARY. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (GRS 20 item 16)

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4) System Documentation.

System specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. Also includes user manual

Disposition: TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20, item 11a 1)