

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 01-237-10-16	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10/14/2009	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Aviation Safety			
3 MINOR SUBDIVISION Flight Standards Service, Northwest Mountain Region (ANM-200)			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Monroe D. Janet Stewart-Phillips	5 TELEPHONE NUMBER (503) 615-3259 (202) 267-3360	DATE 10/14/09	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 <u>2</u> 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 10/14/09	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Flight Safety Investigations LogBook (8000.14)  LogBook tracks the (1) investigations (aka Investigation log) and (2) certification activities (aka Certification Log) within the Office of Aviation Safety. It also provides office personnel with tools that assist reviewing and tracking activity. FAA gathers this information pursuant 14 CFR 91, 121, 135, 99, 145.  The system links to the local office database OASIS, which includes VIS and PTRS. Information that is updated in the OASIS program is automatically reflected in the various logbook reports. Data in these systems scheduled separately and is not part of this request for disposition.	New Item	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION
	<p><b>a. Master data file</b></p> <p>This system is a collection of surveillance data, vital information of operators, agencies and airmen, and accountability of job tasks.</p> <p>Disposition. <b>Temporary.</b> Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</p> <p><b>b. Management and Activity Reports</b></p> <p>A variety of management reports and a synthesis of an activity such as operator certifications (PTRS records, comments, notes, etc.). The information could be used as supporting documentation for legal enforcement actions.</p> <p>Disposition. <b>Temporary.</b> Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</p> <p><b>c. Snapshot data (local copy)</b></p> <p>Additionally, LogBook creates a "snapshot" of the prior year information. This creates a local copy of the PTRS and VIS information so that the prior year logbook information is still available for viewing and running historical reports.</p> <p>Disposition. <b>Temporary.</b> Cutoff at end of calendar year in which record created. Destroy 5 years after cutoff.</p>	