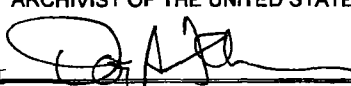



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-237-10-17	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/19/2010	
1 FROM (Agency or establishment) Federal Aviation Administration		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 AVS			
3 MINOR SUBDIVISION AIR/ANM			
4 NAME OF PERSON WITH WHOM TO CONFER Cindy Larsen, ANM-103	5 TELEPHONE NUMBER (425) 227-1432	DATE 8 July 2011	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>1</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/19/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FHA RECORDS OFFICER
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Lessons Learned From Transport Airplane Accidents Library SEE ATTACHED SHEET(S)		

## Lessons Learned From Transport Airplane Accidents Library

Digital library containing consolidated information on transport aircraft accidents. This library contains accident overviews, accident board findings, accident board recommendations, relevant regulations, airworthiness directives, and information on organizational factors, safety conditions and assumptions, accident precursors, resulting regulatory and/or policy changes, lessons learned, common themes, and lists of related accidents. The records, in a variety of digital formats, are described and linked in a database that contains the name, path, and metadata that associates the records with a specific accident, airplane life cycle, accident category, or other thematic grouping. The database also contains narrative information pertaining to each accident.

### a) Library Database Records

#### a(1) Library Database

Database records containing descriptive information and metadata for each library record including file name and location, accident, category, and other contextual information.

Retention PERMANENT Transfer a copy of the master file to NARA every five years when transferring the library documents. Consult with NARA to determine the applicable format standards at the time of transfer.

#### a(2) ~~Input documents~~ GRS 20/2a4 and GRS 20/2b

~~Draft working copies, raw data, input forms, and other materials used solely as source data for database entries.~~

~~Retention TEMPORARY Destroy after data has been input and documents are no longer needed for verification or validation of database entries.~~

#### a(3) ~~Database Reports~~ GRS 20/5

~~a(3)1 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.~~

~~Retention TEMPORARY Destroy when no longer needed.~~

~~a(3)2 Record and Case File Reports Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.~~

~~Retention Retain for the specified retention period of case file or records where reports are filed.~~

#### a(3) Database Documentation GRS 20 11/a2

~~Current system documentation such as data dictionaries, table structures, manuals, description of coded information and other system documentation.~~

~~Retention PERMANENT Transfer current copy of system documentation to NARA when transferring database.~~

### b) Library Records

Documents, photographs, illustrations, animations, and other records documenting transport aircraft accidents, accident investigation and findings, analysis, and resulting reactions. May consist of accident board findings, accident board recommendations, copies of relevant regulations, airworthiness directives, lists of related accidents, and other pertinent information illustrating the lessons learned from accidents.

Retention PERMANENT Transfer every five years. Consult with NARA to determine the applicable format standards at the time of transfer.