

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-237-11-1	
1 From (Agency or establishment) DOT/FEDERAL AVIATION ADMINISTRATION		Date Received 11/3/2010	
2 Major Subdivision AIRPORTS DIVISION		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disposition request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision Financial Analysis & Passenger Facility Charge, APP-510			
4 Name of Person with whom to confer Mr Joe Hebert, APP-510	5 Telephone (include area code) 202-267-8375	Date 8 Nov 2011	
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 now needed for the business of 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 <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Katrina A. Thomas, FAA Records Officer	Date (mm/dd/yyyy) 11/3/10
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Passenger Facility Charge (PFC) Program (see attached for further description/details)		

1 5500 Passenger Facility Charge (PFC) Program

These records represent the documents created and/or maintained by the Federal Aviation Administration (FAA), Airports Division relating to the Passenger Facility Charge (PFC) Program. Passenger Facility Charges are Federally-regulated, locally imposed fees used by public airport agencies to plan, design, and build airport infrastructure improvements.

The documents are required from public agencies applying for PFC collection and use authority from the FAA and for the tracking and closeout of PFC applications once approved by the FAA. Additionally, the FAA (Headquarters, Regional, and District offices) issues correspondence and decision documents to public agencies applying for FAA approval to collect and use PFC revenue and subsequent PFC decision oversight. The documents are necessary to ensure that public agencies comply with the PFC regulation and statute. When combined with the public agency submittals, these records form the basis for the FAA's approval and oversight of the PFC program. Regulation that this refers to is Title 14 Code of Federal Regulations, Part 158.

PRC Program project case files include public agency documents/submissions, quarterly reports/audits, correspondence, application forms and attachments, notices of intent, letters, reports, application and project data, checklists, and other formal documents issued through Airport's Headquarters, Regional, and District offices. The PFC application are considered closed when all financial activity including PFC collections and all project expenditures are final.

a Project case file - Original records To be maintained in paper; Receipt is combination of paper and electronic.

Disposition TEMPORARY Maintain 1 copy of the project case files with all documents noted above (both public agency and FAA issued). Cut off at the end of the FY in which the application is closed. Transfer to the Federal Records Center within 90 days after cut off. Destroy five years after cut off.

b FAA PRC Program Decision Documents - scanned images of original records (database uploads). These include electronic copies of FAA decision documents such as Records of Decision/Final Agency Decisions, Letters of Acknowledgement, Amendment letters, and Duration change letters – 43c

Disposition TEMPORARY Cut off at the end of the FY in which decision is finalized. Migrate data when database is updated or replaced. Delete/Destroy 20 years after cut off.

c Copies of documents used in the PFC decision process that are not received from or issued to public agencies. Internal FAA documents that may be in case file.

Disposition TEMPORARY Cut off at the end of the FY when decision is finalized. Decisional documents cannot be removed earlier than 60 days after the issuance of the PFC decision. Transfer to the Federal Records Center within 90 days after cut off. Destroy five years after cut off.