

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-237-12-1	
1 From (Agency or establishment) Federal Aviation Administration		Date Received 11/14/11	
2 Major Subdivision Office of Aviation Safety (AVS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Quality, Integration and Process Division, AQS-100		Date 25 Feb 2013	Archivist of the United States <i>[Signature]</i>
4 Name of Person with whom to confer Joyce Mulligan	5 Telephone (include area code) 202-493-4399		
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 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 <i>[Signature]</i>		Title FAA Records Officer	Date (mm/dd/yyyy) 11/02/2011
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	MQ1-AVS Internal Audit Program Records Repository Description Commercial Off-The-Shelf (COTS) Application customized for use as the AVS Internal Audit Automation To house the audit records consisting of organizational audit notifications, auditor qualification and assignments, audit activity plans and schedules and completed audit reports System Users Auditors Master File Audit records consisting of organizational audit notifications, auditor qualification and assignments, audit activity plans, schedules and completed audit reports " All of these are inputted into MQ1 and the records reside in MQ1 Input Lists of AVS system, technical and business processes, list of AVS organizations and their physical locations, AVS Internal Audit Program Managers support auditors and lead auditors The application is a tool for managing audit information Disposition Temporary Cutoff record at the end of the audit cycle Destroy record six years after cutoff		