Schedule Number: N1-237-95-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-237-95-003.

Date Reported: 08/27/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAA Administrator's Hotline (See Attached)</td>
<td></td>
<td>New Job</td>
</tr>
</tbody>
</table>

**DATE RECEIVED**

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

**FROM (Agency or establishment)**
Federal Aviation Administration

**MAJOR SUBDIVISION**
Office of the Administrator

**MINOR SUBDIVISION**
Administrator's Hotline

**NAME OF PERSON WITH WHOM TO CONFER**
Suzanne Holloway
Mary Couch

**TELEPHONE**
202-267-3852
202-267-9532

**DATE CERTIFICATION**
11/16/94

**SIGNATURE OF AGENCY REPRESENTATIVE**
Rita Westerfeld

**TITLE**
Agency Records Officer, Information Management Division, AIT-400

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**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**ARCHIVIST OF THE UNITED STATES**

5-8-95

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**DISPOSITION OF ITEMS**

ITEM 8 SUPERSEDED TAKEN (NARA NO. JOB CITATION USE ONLY)

FAA Administrator's Hotline (See Attached)
FAA ADMINISTRATOR'S HOTLINE

FAA Administrator's Hotline files. Contain call records, correspondence, reports, and related documents accumulated by staff in the course of operation.

a. Hotline Files

   (1) Paper Files
       Cutoff files annually.
       Destroy when 5 years old.

   (2) Electronic Files
       Destroy individual data records when paper files are destroyed.

b. Hotline System Documentation
   Update as needed. Destroy superseded documentation.

c. All other offices.
   Cutoff files annually.
   Destroy when 2 years old.

Background Information.

The FAA Administrator's Hotline is used by agency employees to report personnel concerns, inequities, or operational safety ideas that are not being addressed through other agency processes. It is not intended to be used when other channels for dealing with problems and solutions such as agency grievance procedures, discrimination complaints or other formal appeal processes exists. Nor is it to be used to bypass the exclusive representation provided by bargaining units recognized by the FAA. Access to the electronic system and the paper records is restricted to the Administrator's Hotline staff.

System Details:

Paper Files are from 1984. Total cubic volume: 78 Feet.
Annual accumulation: 9 cubic feet.

Electronic files are from 1984 in one continuous file.
Total number of records: 7,030
Current size of database: 2 million bytes.