REQUEST ⬤ AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Aviation Administration

3. MINOR SUBDIVISION

Flight standards activities

4. NAME OF PERSON WITH WHOM TO CONFER

H. Ulasek

5. TEL. EXT.

426-8735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10/11/74
(Date)

(Signature of Agency Representative)

Chief, Systems Support Division, AMS-100
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Service difficulty program files</u>, consisting of reports of malfunctions, failures and defects that might endanger the safe operation of aircraft, and related forms, summaries, microfilm, and data stored on magnetic tape.		
1	<u>Original reports</u> of the occurrence of malfunctions and defects submitted by air carriers, general aviation organizations, FAA inspectors, and the public.		
	Destroy after one year or when the report status is closed, whichever is later.		
2	<u>Reporting forms</u>, such as FAA Form 8070-1, Service Difficulty Report, and FAA Form 8330-2, Malfunction or Defect Report, prepared daily from information contained in original reports.		
	Destroy after one year or when the report status is closed, whichever is later.		
3	<u>Microfilm</u> of reporting forms and related documents.		
	Destroy after 5 years.		
4	<u>Master tape record</u>, containing data extracted from source documents.		
	Erase data when 5 years old, at 90 day intervals.		

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Promulgated 9-1-49 by
General Services Administration
The National Archives

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of ___2___ pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

5	Computer listings, consisting of scheduled and special interrogation listings.
	
	   Destroy after 5 years or when no longer
	   needed, whichever is earlier.		

6	Daily summaries of service difficulty reports.
	
	(a) Master copy maintained by Flight Standards Technical
	   Division.
	
	    Destroy after 2 years.
	
	(b) All others.
	
	    Destroy after one year.
	
	Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) systems data files, consisting of data created prior to the service difficulty data system, and stored on magnetic tape by the Flight Standards Technical Division.		

7	Master tape record.
	
	   Erase after microfilming and the film is
	   determined to be an adequate substitute.		

8	Microfilm of the taped data. Destroy after 5 years. The records described in items 1-6 are generated in the FAA service difficulty reporting program. The program is designed to provide for analysis and necessary corrective action data relating to malfunctions, failures and defects that might endanger safe operation of civil aircraft. The records have no further administrative value to FAA after the retention periods specified. The records in items 7 and 8 were created in data systems that have been discontinued. The data is to be transferred from magnetic tape to microfilm for temporary retention.		