

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 237 77 7	
DATE RECEIVED 7 JUL 1977	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>9-23-77</i> Date	<i>James B. Blodgett</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Aviation Administration

3. MINOR SUBDIVISION
Headquarters, Regions, Field

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Fae Screws

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. G. Gwinn</i> J. G. GWINN	E. TITLE Chief, Documentation Methods Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*1.	<p>ENVIRONMENTAL HEALTH RECORDS</p> <p><u>Employee health records case files.</u> Documents constituting the basic medical record of agency employees, including medical examination reports, laboratory findings, correspondence, and related papers, except pre-employment, disability retirement, and fitness for duty examinations, which become a part of the Official Personnel Folder upon separation, even though maintained separately from the Folder prior to separation.</p> <p>Files of employees transferring within the FAA shall be forwarded to the servicing personnel office to be forwarded with the Official Personnel Folder to the gaining organization. Files of employees who resign, retire, die or transfer to another agency, or files of other Federal (non-FAA) employees.</p> <p>Transfer to Federal Records Center two years after separation. Federal Records Center destroy twenty years after date of last entry.</p> <p>(Justification: The Occupational Safety and Health Act requires a 20-year retention, as currently-preceived safe exposures may subsequently be proven toxic (e.g., vinyl chloride).</p>	1350.15 9300 (1)	22 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<u>Employee health record cards.</u> DOT Form 3901.1, Individual Environmental Health Record, and equivalent.	1350.15 9300 (2)	GRS 1-19
*	Forward cards of employees transferring within the FAA to the medical official at the gaining organization. Destroy two years after last entry. SVX sc		
3	<u>Medical logs and registers.</u> Logs and registers of visits to dispensaries, first aid rooms, and health units.	1350.15 9300 (3)	GRS 1-20
*	(a) <u>Where information is summarized on statistical reports.</u> Sc Destroy one ^{three months} year after after last entry date. (b) <u>Where information is not otherwise summarized.</u> Destroy two years after last entry date.		
4	<u>Employee health statistical summaries and reports,</u> and related paperwork concerning employee health matters. Destroy after ^{when} two years old.	1350.15 9300 (4)	GRS 1-22
* 5	<u>Medical records of persons not appointed to FAA positions.</u> (unsuccessful applicants) Destroy three years after date of examination, provided that Federal Personnel Manual requirements are met.		
	<u>DISPENSARY SERVICES RECORDS</u>		
*6	<u>Medical records of non-FAA employees visiting FAA facilities</u> to receive first-aid or emergency treatment. Destroy five years after treatment date.		
	<u>FLIGHT SAFETY RECORDS</u>		
*7	<u>Medical Investigation of Aircraft Accidents Records.</u> Case files maintained by Civil Aeromedical Institute documenting the investigation of medical aspects of civil aviation accidents. Includes accident reports, autopsy and toxicological reports, and related correspondence. (a) <u>Case files involving investigation of fatal accidents.</u> Transfer closed files to Federal Records Center when five years old. Federal Records Center Destroy after ^{when} twenty-five years old. sc		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(b) <u>Case files involving investigation of non-fatal accidents.</u> Dispose of in accordance with 8020 (3)</p> <p>(c) <u>Card file on airmen involved in general aviation accidents of special medical interest.</u> Destroy after ^{when} fifty years <i>old</i>.</p>		
8	<p><u>AEROMEDICAL CERTIFICATION RECORDS</u></p> <p><u>Medical examination clear files.</u> Case files and related lists evidencing the physical status of airmen showing no significant physical defects.</p> <p>(a) <u>Case files.</u> Destroy after three years.</p>	1350.15 9200 (1)	37 104
*	<p>(b) <u>Microfilm copies of computer listings.</u> Destroy after ^{when} fifty years <i>old</i>.</p>		
9	<p><u>Physical examination pathology files.</u> Case files consisting of applications for medical certificates, reports of medical examinations, waivers of physical standards, related correspondence, and other documents evidencing the physical status of airmen having medical disabilities.</p> <p>(a) <u>Original records.</u> Destroy after microfilming and the film is determined to be an adequate substitute for the paper records.</p>		
*	<p>(b) <u>Microfilm of original records</u> Transfer inactive files to Federal Records Center after five years. Destroy fifty years after last inactive status.</p>		
*10	<p><u>X-ray files.</u> X-rays made in connection with the medical certification of airmen maintained by regional and center medical offices.</p> <p>(a) <u>Pathological</u> (further action required) Destroy after ^{when} seventy-five years <i>old</i>.</p> <p>(b) <u>Non-Pathological</u> Destroy after ^{when} two years <i>old</i>.</p>	1350.15 9200 (5)	

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*11	<p><u>Electrocardiogram files.</u> EKG tracings generated in medical examinations of airline transport pilots, maintained by the Civil Aeromedical Institute.</p> <p>(a) <u>Original tracings.</u> Destroy after microfilming and the film is determined to be an adequate substitute for the paper record.</p> <p>(b) <u>Microfilm copies.</u></p> <p>Destroy fifty years after last inactive status.</p> <p>MEDICAL EXAMINER RECORDS</p>		
12	<p><u>Designated examiner case files.</u> Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.</p> <p>* Transfer to Federal Records Center ten years after dedesignation. Federal Records Center Destroy twenty-five years after dedesignation.</p> <p><u>AVIATION MEDICINE RECORDS.</u> These records relate to the development of standards, rules, and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examination and certification of airmen; and research in medicine affecting civil aviation.</p>	1350.15 9210 (1)	
*13	<p><u>General correspondence files.</u> Correspondence, reports, and related records documenting the development of agency medical plans, policies, standards, and procedures, and the direction and evaluation of agency medical programs, and records relating to significant transactions of continuing interest.</p> <p>(a) <u>Correspondence of the Office of Aviation Medicine and the Civil Aeromedical Institute of historical nature</u> documenting the establishment, development, plans, policies, standards and procedures of agency medical programs.</p> <p><i>Alphabetically by subject.</i></p> <p>PERMANENT. Transfer to Federal Records Center <i>when both</i> after thirty years <i>old.</i> Offer to NARS <i>when both</i> after ten years <i>old.</i></p>	1350.15 9000 (1)	" "

1 1/2 cu. ft./yr.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*14	<p>(b) <u>General correspondence</u> of medical program activities documenting the administration and operation of FAA medical programs.</p> <p>Transfer to Federal Records Center ^{when} after four years ^{old}. Federal Records Center Destroy after twenty-five years old. ^{when twenty-nine years old.}</p> <p><u>Airspace, obstruction, airways/route files, flight procedures and NAVAID/communication files</u>, consisting of records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.</p> <p>Transfer to Federal Records Center ^{when} after three years ^{old}. Federal Records Center Destroy five years later. ^{when eight years old.}</p> <p>This certifies that the records described on this form-- items 8b, 9b, and 11b, shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504.</p> <p style="text-align: right;"><i>Fac screws 9-13-77 by SC per telecon</i></p>		