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 Items are either obsolete or have been superseded by newer NARA approved records schedules

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1 / 1 / a	T (Inactive)	Agency reported all records were destroyed. No more will be created.
2 / 2 / a	T (Inactive)	superseded by GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)
2 / 2 / b	T (Inactive)	superseded by GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)
2 / 2 / c	T (Inactive)	superseded by GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-237-84-4
DATE RECEIVED: 9-17-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
9/24/84 (Date) — 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/Centers

4 NAME OF PERSON WITH WHOM TO CONFER	5 TEL EXT
Phillip Leach	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 2 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	E TITLE
2/9/84	Phillip A Leach	Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	Occupational Health Survey Reports. Reports containing data such as, radiation measurements, sound level measurements and results, and air samplings. (1) Agency Office of Primary Interest. Transfer to Federal Records Center when five years old. Federal Records Center destroy when 15 years old. (a) If Microformed. 1. Original records. Microfilm in accordance with 101-11.507C (1) Destroy original records after microform has been determined to be an adequate substitute for paper records. Justification: The information contained in these reports is more extensive than the information contained in item 3900 (2) of the FAA Order 1350.15A. Additionally, information in these reports may be used for Occupational Workers Compensation Pay Claims. As the FAA converts their Instrument Landing Systems (ILS's) to Microwave Landing Systems (MLS's) and installing new Airport	Order 1350.15A Item 3900(3)	5 items

NO MASS DATA CHANGE SHEET REQUIRED.

115-107 Sent copies to Agency, NNF, all FRC's 11-16-84 CLO

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

Surveillance Radar (ASR) systems, we need to retain these files for longer periods because of the continuous radiation exposure. Attached is a sample of the type information in these reports.

Volume: Approximately three cubic feet annually.

Item No. 3900
2

Sample Job No.
Order 1350.15A
Item 3900(2)
(a) (b) (c)

(2) Safety and Health Inspection Files. Inspection Checklist, such as FAA Form 3900.1 or equivalent, and relative correspondence documenting results of safety, health, and fire hazard inspection and any corrective actions taken.

(a) Records of Negative findings. Destroy when five years old. DO NOT TRANSFER TO FRC

(b) Records of Deficiencies that are Corrected Locally. Destroy five years after corrective action is taken. DO NOT TRANSFER TO FRC

(c) Records of Deficiencies that are Submitted to Higher Authority for Resolution. Destroy five years after corrective action is taken. DO NOT TRANSFER TO FRC

Justification. The Occupation Safety Handbook, FAA Order 3900.19A, requires facilities to retain FAA Form 3900-1 or the equivalent narrative report for a period of five years.