

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-237-05-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2-4-2005</i>	
1 FROM (Agency or establishment) DOT/Federal Aviation Administration (FAA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Regulatory Support Division, AFS-600			
3 MINOR SUBDIVISION Aviation Data Systems Branch, AFS-620			
4. NAME OF PERSON WITH WHOM TO CONFER Chiquita Meier	5 TELEPHONE NUMBER (405) 954-6414	DATE <i>2/17/05</i>	ARCHIVIST OF THE UNITED STATES <i>Alla Warriner</i>
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>2</u> page(s) are not needed now for the business for 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, or <input type="checkbox"/> has been requested			
DATE <i>2/4/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Nathan C. Thomas</i>		TITLE <i>FAA Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	[See Attached]		
<i>cc Agency HR NAME DWCT</i>			

7. Item No.	8 Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
1	<p>ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING</p> <p>(Note: This system will be listed as Item 8020.^b in FAA Order 1350.15.)</p> <p>Accident/Incident Database System (AIDS). An automated database system that contains relevant information concerning aviation accidents/incidents</p> <p>a Database Contains significant accident/incident information associated with a specific accident or incident Records contain information in the following segments critical dates, location, general data, technical data, passenger, aircraft and engine information, operator and pilot information, and miscellaneous information</p> <p>PERMANENT. Cut off every December 31 and transfer to NARA annually (or before January 31) in accordance with 36 CFR 1228 270 and related NARA instructions and guidance NARA may destroy a previous version of the data after verification that a subsequent transfer contains the information in that version</p> <p>(1) Specific Pilot Identifier Pertains to the specific pilot name and certificate number fields maintained within the pilot information segment of the database</p> <p>Delete the operating pilot's name and certificate number fields at the end of the month following the month in which they complete a 5-year event-free timeframe The exception to this rule applies when a subsequent event has occurred with the same pilot within the 5-year period When this transpires, the specific pilot identifier in the first or any subsequent records will remain on file until a 5-year event-free period occurs</p> <p>b AIDS Inputs FAA Form 8020-23, FAA Accident/Incident Report (or its equivalent)</p> <p>(1) Original paper records Destroy after determining image is an adequate substitute for the original</p> <p>(2) Image file Delete when 3 years old</p>		

c AIDS Outputs Includes statistical and GAO reports (This item does not include Privacy Act Request responses and Freedom of Information Act responses. These records are covered by Items 1270 and 1280 in this manual)

Cut off at end of calendar year **Destroy** 3 years after cutoff

d AIDS Documentation Includes System Administrator documentation, policy and procedures, data models, table definitions, code books, record layouts, user manuals, and data dictionaries

PERMANENT Transfer a copy of the documentation to NARA with the files from the database. Transfer updates and changes with subsequent transfer of the files