

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-237-95-3</i>	DATE RECEIVED <i>6-6-95</i>
1. FROM (Agency or establishment) Federal Aviation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Administrator		DATE <i>9/5/95</i> ARCHIVIST OF THE UNITED STATES <i>James D. [Signature]</i>	
3 MINOR SUBDIVISION Administrator's Hotline			
4 NAME OF PERSON WITH WHOM TO CONFER Suzanne Holloway Mary Couch		5 TELEPHONE 202-267-3852 202-267-9532	
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 ___ page(s) are not now needed for the business of 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>6/1/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rita Westerfield</i>	TITLE Agency Records Officer	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FAA Administrator's Hotline (See Attached)	N1-237-95-1	

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 Destroy superseded documentation.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 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.