

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-237-77-003**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/22/2025

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 16/A/8 is superseded by DAA-0237-2023-0005-0001

Items 14/1a, 1b, 1c, 1d are superseded by DAA-0237-2023-0017-0016

Item 14/2 is superseded by DAA-0237-2023-0017-0001

Item 8/d is superseded by DAA-0237-2021-0013-0001

Item 21 is superseded by DAA-0237-2024-0001-0001

Item 72 obsolete

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

Ms. Fae Screws

5. TEL. EXT.

426-8735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

## LEAVE BLANK

DATE RECEIVED

2 MAR 1977

JOB NO.

NC 1 237 77 3

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-2-77 *James B. Rhoads*  
(Date) Archivist of the United States

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.

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	EXTERNAL RELATIONS RECORDS	1350.15	
✓ 1	<u>General Correspondence Files.</u> <sup>Routine</sup> Correspondence, reports, and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminating information to the public, but EXCLUDING files described elsewhere in this paragraph (of complete manual)	1200(1) (a)	
*	(a) <u>Agency office of primary interest.</u> Destroy <sup>when</sup> <del>after</del> two years old.		
	(b) All other offices -- destroy when one year old.		
	MANAGEMENT PROGRAM RECORDS	1350.15	
2	<u>Directives case files.</u> Official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operations of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents. <sup>RTB</sup> <sub>6/29/77</sub> <sup>when</sup> <sub>8-23-77</sub>	1320(1) (a)	
	(a) <u>Case files for national, regionwide, or centerwide directives containing <del>long-term or permanent material</del> (such as orders and handbooks; notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, associate administrator, or regional or center directors</u>		
*	<u>regardless of subject matter.</u> Permanent. Place in		

115-106

to NNF & agency 12/5/77  
to NNS - 12/5/77

1 copies to be sent to FRC's  
printed job is ready

21 items

STANDARD FORM 115  
Revised January 1973  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><del>inactive file when directive is superseded or canceled. Transfer inactive file to Federal Records Center after <sup>when</sup> <del>four years or earlier</del> Offer to NARS after 20 years <sup>when</sup> <del>later</del>.</del></p> <p><sup>no more than 4 yrs. old.</sup> <sup>when</sup> <sup>RTB</sup> <sup>6/28/77</sup> <sup>5 8/23/77</sup></p> <p><b>SECURITY RECORDS</b></p> <p><b>Identification Files.</b></p> <p>(a) <u>Identification cards</u>, such as Form DOT F 1600.1.3, or equivalent, building and visitors passes, and other credentials.</p> <p>Destroy upon return to issuing office.</p> <p>(b) <u>Applications and receipts for identification credentials</u>, such as FAA Form 1600.14, or equivalent, listings, and other accountable records. <u>igig</u></p> <p>★ Destroy upon return of identification <u>media</u> to issuing office.</p>	1350.15 1600(8) <u>igigigig</u>	
*4	<p><u>Personnel Security Files (PSF's)</u>. Files containing the original FAA reports of investigations on FAA employees or applicants for FAA employment, reports or investigative materials acquired from other agencies, and documents transferred from Official Investigative Case Files to the PSF. PSF's are included in the FAA's Investigative Record System (DOT/FAA 815). The investigative reports are used to evaluate security clearance eligibility, to resolve allegations of irregularities or misconduct of employees or other security/suitability matters, etc. <u>EXCLUDED</u> are investigative reports and related materials furnished to the FAA by the United States Civil Service Commission (USCSC) and those acquired from agencies other than the USCSC as a direct result of personnel security processing for which disposition instructions are provided <u>igigigig</u> in the Federal Personnel Manual and FAA Order 1600.1B, Personnel Security Program.</p> <p>(a) <u>FAA Applicants</u> <u>igigigig</u></p> <p>1. <u>Nonderogatory Cases</u></p> <p><u>a</u> If nonselected, destroy PSF one (1) year after date of nonselection.</p> <p><u>b</u> If hired, follow guidelines for FAA employees.</p> <p>2. <u>Derogatory Cases</u></p>	1350.15 1600(10)	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

3 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>a</u> If nonselected, <del>and</del> the PSF contains an FAA Report of Investigation (FAA Form 1600.32). <del>Retain and Destroy</del> the PSF five (5) years after date of non-selection.</p> <p style="text-align: right;">RTB 6/24/77 S 8/23/77</p> <p><u>b</u> If nonselected, and the PSF containing the results of a National Agency Check (NAC), NAC and Written Inquiries (NACI), Limited Suitability, Full Field Investigation, or FAA Report of Record Review, process in accordance with established procedures and directives. Order 1600.1B FAA Personnel Security Program, as may be amended.</p> <p style="text-align: right;">RTB 6/24/77 S 8/23/77</p> <p><u>c</u> If hired for either <del>in</del> sensitive or <del>on</del> sensitive position, retain the PSF and follow guidelines for FAA employees, below,</p> <p><u>(b) FAA Employees</u></p> <p>1. <u>Nonderogatory cases.</u> Destroy PSF's thirty days after <del>termination of employment</del>. <del>Retain</del> the Security Termination Statement, FAA Form 1600.25, one year from date of separation.</p> <p style="text-align: right;">DESTROY RTB 6/24/77 S 8/23/77</p> <p>2. <u>Derogatory cases.</u></p> <p><u>a</u> Retained by the servicing Air Transportation <del>Security or Investigations and Security Divisions</del> in the area of last employment. Destroy five years from the date of separation.</p> <p><u>b</u> Files on individuals <del>who</del> are involved in litigation, appeals, or other administrative proceedings at the <del>time</del> of separation or when such action commences following termination. Destroy five years after final administrative action.</p> <p>3. <u>Transfers.</u> Transfers to another DOT <del>Administration</del>. Forward <del>the PSF's</del> to ASE-200 for transmittal to the cognizant DOT Administration in accordance with FAA Order 1600.1B.</p>		
5	Personnel Security Clearance Control Files. Card files containing clearance information such as FAA Form 1600.43, or equivalent. Destroy seven years from date of separation as required by DOT Order 1630.2, <del>DOT</del> Personnel Security Program.	1350.15	1600(11)
*6	Official Investigative Case Files. <del>ig</del> These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters	11-237-75-	11



7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System.</p> <p>(a) <u>Office of Origin</u></p> <p>1. <u>Investigations of Applicants and Employees.</u> <del>EXCLUDES</del> employee "locate" investigations. Upon completion of investigation of administrative action, transfer <del>permanent contents from the official investigative case file to the employee's Personnel Security File (PSF) and destroy the PSF in accordance with the provisions of paragraph 4 above.</del> Permanent contents include original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials <sup>from the official investigative case file to the Employee's Personnel Security File (PSF) + destroy PSF in accordance with the provisions of par. 4 above.</sup> RTB 6/24/77 S 8/23/77</p> <p>2. <u>Investigations to Locate Employees or Airmen.</u> Destroy upon completion of administrative action or when they have served their purpose but not later than five years from the date of last inquiry or entry into the file. 5 yrs. from date of last entry, whichever is sooner. RTB 6/24/77 S 8/23/77</p> <p>3. <u>Airmen/Aircraft Record Searches.</u> Destroy those requested by other agencies upon completion of administrative or appeal actions or when they have served their purpose but not later than five years from the date of last entry into the file. RTB 6/24/77 S 8/23/77</p> <p>4. <u>Other Investigations Not Listed Above.</u> <del>EXCLUDES</del> "locate" investigations and aircraft/airmen record searches requested by other agencies. <sup>Destroy</sup> Retain for a period of five years following last completed action of litigation or five years from the date of last inquiry or entry into the file, and then destroy. RTB 6/24/77 S 8/23/77</p> <p>(b) <u>Lead Office.</u> Destroy investigative case file 60 days after referral to the Office of Origin.</p> <p>(c) <u>ASF information copies of Reports of Investigation received from an Office of Origin or Lead Office.</u> Destroy 90 days after completion of final action.</p> <p>Investigative <sup>Correspondence</sup> Administrative Files. The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, Official Investigative Case Files or PSF's but which have retrieval or reference value to the investigations. RTB 6/24/77 S 8/23/77</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
5 of 36

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*8	<p>program. Destroy contents three years from date of origin.</p> <p><u>Investigative Index Files.</u> Consist of FAA Forms 2816 or <del>Form 40</del> or other index cards which refer to a subject of investigation or FAA investigative reports, or are maintained in lieu of an FAA Report of Investigation or those used as a reference source to other materials indexed in the FAA's Investigative Record System.</p> <p>(a) <u>FAA Investigations of Applicants and Employees.</u> Destroy five years after destruction of the PSF.</p> <p>(b) <u>Other FAA Investigations.</u> Destroy those index cards that refer to FAA investigations on other than employees or applicants, or that are maintained in lieu of an FAA Report of Investigation twenty years after creation of the index card.</p> <p><i>Correspondence</i> S 8/23/77 (c) <u>Investigative Administrative-Card Files.</u> Destroy <del>five</del> five years after destruction of the related file material.</p> <p><i>Reports About</i> (d) <u>Stolen Aircraft and Aircraft Engaged in Illegal Activities.</u> Destroy five years after creation.</p> <p>RTB 6/24/77 S 8/18/77 <b>ADMINISTRATIVE SERVICES RECORDS</b></p>	1350.15 1600 (13)	
9	<p><i>Administrative</i> <u>General Correspondence Files.</u> <del>Correspondence, reports, forms,</del> and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.</p> <p>(a) <u>Agency Office of primary interest.</u> <del>Permanent. Transfer to Federal Records Center after four years. Offer to NARS after 10 years.</del></p> <p>RTB 8/18/77 S 8/23/77 Destroy when 2 yrs. old.</p> <p><b>PUBLICATIONS RECORDS</b></p>	1350.15 1700 (1)	
10	<p><u>Publications Files.</u> Official file copy of each FAA internal publication, advisory circular, regulation, and similar material with supporting case file, if any maintained by the issuing or controlling office.</p>	1350.15 1710 (1) (1)	
*	<p>Permanent. Place in inactive file when superseded or canceled. Transfer to the Federal Records Center after four years. Offer to NARS after 10 years.</p> <p>See attached sheet, 5 a <del>111111</del></p>		

- Item 10. Internal Publications Files. Each FAA internal publication, advisory circular, regulation, and similar material, with supporting case file, if any, maintained by the issuing or controlling office.  
(Arranged numerically) 5 cubic ft. per year *(record copy of each publication)*
- a. Record copy, each internal publication--PERMANENT. Place in inactive file when superseded or cancelled. Transfer to FRC 4 years later. Offer to NARS 10 years later.
  - b. All other copies, each internal publication--Destroy in agency when no longer needed for administrative purposes.
  - c. All related case files--Transfer to FRC when 4 years old. Destroy when 10 years old.

RTB  
10/13/77  
11-11-77

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11	<p><b>DEFENSE READINESS AND CIVIL DEFENSE RECORDS</b></p> <p><u>Defense readiness planning files.</u> Records documenting the administration of defense readiness and civil defense plans and programs, including consolidated or comprehensive reports reflecting Agencywide results of tests conducted under emergency plans; <sup>clippings</sup> record copies of each plan and directive issued with related significant background papers; and related correspondence.</p> <p><sup>When</sup> Destroy after 5 years old. RTB 6/28/77 S 8/23/77</p>	1350.15 1900(1)	
12	<p><b>AGENCY AIRCRAFT MANAGEMENT RECORDS.</b> The records described below are generated in activities pertinent to the development, utilization, and maintenance of the Agency's aircraft fleet, including rental aircraft. They relate to the allocation of FAA aircraft resources; the operation of Agency and rental aircraft; and the performance of related maintenance modification, standardization, and engineering functions.</p> <p><u>General correspondence files.</u> <sup>Routine</sup> Correspondence <sup>about</sup> reports and <sup>relating to</sup> studies, <sup>and related material</sup> maintained by the Agency office of primary interest <sup>relating to</sup> documenting its responsibilities for planning, development, direction and evaluation of national Agency aircraft management policies and programs.</p> <p><sup>RTB</sup> <sup>7/12/77</sup> <sup>S 8/23/77</sup></p> <p><sup>When</sup> Transfer to Federal Records Center after four years old. Federal Records Center destroy three years after receipt.</p>	1350.15 4000(1)	
13	<p><u>Aircraft Maintenance instruction files.</u> Manuals, circulars, memorandums, change orders, aircraft electronic equipment modifications, field maintenance bulletins, safety circulars, avionics test equipment modifications, and related aircraft and avionics maintenance directives, with supporting case files, if any.</p> <p>(a) <u>Record set maintained by the issuing or controlling office.</u> Place in inactive file when superseded or canceled. Transfer to Federal Records Center after four years. Federal Records Center to destroy six years after receipt.</p> <p>(b) <u>All others.</u> Destroy when superseded or canceled.</p> <p><b>FLIGHT SAFETY RECORDS.</b> The records described below relate to type, production, and airworthiness certification of aircraft; inspection and surveillance of flight operations</p>	1350.15 0004100(2)00	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 7 of 36
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14	<p>and maintenance activities of air carrier and general aviation aircraft; examination and certification of airmen, instructors, designated examiners, and air agencies; registration of aircraft and recordation of aircraft encumbrances; flight inspection; and the investigation of aircraft accidents, incidents, and violations.</p> <p><u>General Records</u></p> <p><i>Routine</i> (1) <u>General correspondence files.</u> Correspondence, reports, and related documents pertaining to the administration of programs for the safety of flight of civil aircraft by assuring the airworthiness of aircraft, the competence of airmen, the adequacy of flight operations and maintenance activities, and the evaluation of inflight facility performance but <b>EXCLUDING</b> files described elsewhere below.</p> <p>★ (a) <u>Agency Office of primary interest.</u> Transfer to Federal Records Center <del>after four years</del> <sup>when</sup> <del>old</del>, Federal Records Center to destroy <sup>when</sup> six years after receipt. <i>RTS 6/22/77</i></p> <p>★ (b) <u>Regional Flight standards offices; correspondence files relating to regional planning, direction, control, and evaluation of assigned programs.</u> Transfer to Federal Records Center <del>after four years</del> <sup>when</sup> <del>old</del>, Federal Records Center to destroy <sup>when</sup> six years after receipt.</p> <p>(c) <u>Regional flight standards offices; correspondence files other than those described else where in this paragraph.</u> Destroy <del>after five years</del> <sup>when</sup> <del>old</del>, <b>EXCEPT</b> that field narrative reports are to be destroyed <sup>when</sup> after two years <del>old</del>.</p> <p>(d) <u>Flight standards field offices.</u> Destroy <sup>when</sup> after two years <del>old</del>.</p> <p>★ (2) <u>General correspondence files (Engineering and Manufacturing activities).</u> Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.</p> <p><sup>when</sup> Destroy <del>after five years</del> <sup>old</sup>, <b>EXCEPT</b> files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under <del>Item 24 &amp; 25 below</del>, <b>TYPE SUBMITTANCE RECORD.</b></p> <p><b>VIOLATION INVESTIGATION AND REPORTING RECORDS</b></p>	1350.15 8000(1)	
15	<p><u>Violation report and investigation files.</u> Documents relating to the reporting and investigation of violations of rules, regulations, orders, and minimum standards for</p>	1350.15 8030(1)	

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
8 OF 36

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)RRRR	9. SAMPLE ORRRR JOB NO.	10. ACTION TAKEN
	<p>Flight safety, such as FAA Form 8030-2, Enforcement Investigative Report, and predecessor forms.</p> <p>(a) <u>Regional Flight Standards offices.</u> Destroy <sup>in agency</sup> after necessary two years. Follow-up + corrective action is completed. RTB 8/26/77 S</p> <p>(b) <u>Flight Standards field offices.</u> Destroy in agency when necessary follow-up + corrective action is completed.</p> <p><del>1 General Aviation and air carrier violations. Destroy when necessary followup and corrective action is completed.</del></p> <p><del>2 Engineering and manufacturing violations. Destroy when necessary followup and corrective action is completed.</del></p> <p>c) Flight Standards National Field Offices. Transfer to FRC when 6 years old. Destroy 4 years after receipt in FRC. RTB 8/26/77 S.</p> <p><b>REGULATORY RECORDS</b></p>		
* 16	<p><u>Flight Standards regulations files.</u> Case files relating to the development and formulation of Civil Air Regulations (CARs) and Federal Aviation Regulations (FARs), special conditions, airworthiness directives, Airworthiness and Operations Review Programs and related rulemaking activities, denials of petitions for rulemaking, grants or denials of exemption petitions, and amendments or denials of reconsideration of operations specifications.</p> <p>(a) <u>Agency office of primary interest.</u></p> <p><u>1 Civil Air Regulations (CARs).</u> Transfer to Federal Records Center ten years from the issued date of final rule or withdrawal notice. Federal Records Center to destroy five years after receipt.</p> <p><u>2 Federal Aviation Regulations (FARs).</u> Transfer to Federal Records Center ten years from the issued date of final rule or withdrawal notice. Federal Records Center to destroy five years after receipt.</p> <p><u>3 Special Conditions.</u> Transfer to the Federal Records Center two years from the issued date. Federal Records Center to destroy three years after receipt.</p> <p><u>4 Airworthiness Directives.</u> Transfer to the Federal Records Center ten years from the issued date. Federal Records Center to destroy five years after receipt.</p> <p><u>5 Airworthiness and Operations Review Programs and related rulemaking activities.</u> Transfer to the Federal Records Center two years from the issued date of final rule or withdrawal notice. Federal Records Center to destroy five years after receipt.</p>	1350.15 8040(1)	

Request for Records Disposition Authority—Continuation			JOB NO. RRRR	PAGE OF 9 of 36
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN	
	<p><u>6 Denials of petitions for rulemaking.</u> Transfer to the Federal Records Center two years from the denial date. Federal Records Center to destroy three years after receipt.</p> <p><u>7 Petitions for exemptions.</u> Transfer to Federal Records Center two years from the grant or denial date. Federal Records Center to destroy three years after receipt.</p> <p><u>8 Petitions for reconsideration of Operations Specifications.</u> Transfer to the Federal Records Center two years from the issued date of amendment or denial. Federal Records Center to destroy three years after receipt.</p> <p>(b) <u>Regional Flight Standards offices.</u> Destroy <sup>when</sup> after ten years <sup>old</sup>, EXCEPT that drafts and comments on proposed FAR's and CAR's are to be destroyed when no longer needed. RTB 6/29/77</p> <p>(c) <u>Flight Standards field offices.</u> Destroy <sup>when</sup> after <sup>eighteen months old</sup> RTB 6/30/77</p> <p><b>AIRCRAFT REGISTRATION AND RECORDATION RECORDS</b></p>			
17	<u>Aircraft registration and recordation files.</u> Case files containing a history of registered aircraft, including ownership information, lien status, and airworthiness data, and related correspondence and indexes.	1350.15 8050(1)		
*	Transfer to Federal Records Center <sup>when volume warrants.</sup> after ten years. Offer to NARS for review and permanent preservation after 25 years. Destroy when aircraft is no longer in existence. RTB 10/13/77		8-11-11-77	
18	<u>Engine, propeller, and location files.</u> Case files containing records of all engines, propellers, and locations (spare parts) against which liens have been recorded.	1350.15 8050(2)		
*	Transfer to Federal Records Center <sup>when volume warrants</sup> after ten years. Offer to NARS for review and permanent preservation after 25 years. Destroy when part is no longer in existence. RTB 10/13/77		8-11-11-77	
19	<u>Dealers' aircraft registration certificates files.</u> Case files recording histories of dealers' aircraft registration certificates, including applications and related correspondence.	1350.15 8050(3)		
*	Transfer to Federal Records Center <sup>when volume warrants.</sup> after ten years. Offer to NARS for review and permanent preservation after 25 years. Destroy when aircraft registration certificate terminates RTB 10/13/77 S 11/11/77		Destroy when aircraft is no longer in existence.	
	NOTE: Items 17, 18, and 19. We are unable to establish a destruction schedule since this material must be retained			

Request for Records Disposition Authority – Continuation			JOB NO.	PAGE OF <b>10 of 36</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
	as long as the aircraft and/or parts are in existence.			
	<b>AIRMAN RECORDS</b>			
20	<p><u>Airman certification files.</u> Files documenting the history of official actions in the issuance of certificates and ratings of airmen, and related correspondence.</p> <p style="text-align: right;">Registry.</p> <p>(a) <u>Aeronautical Center Airmen and Aircraft Registry</u></p> <p>1 <u>Original records.</u> Destroy <sup>in agency</sup> after microfilming and the film is determined to be an adequate substitute for the paper records, EXCEPT that routine correspondence not having a direct bearing on the case, such as transmittals and duplicate requests for fees, are to be destroyed after one year old. <sub>when</sub></p> <p>* 2 <u>Microfilm copies of the original records.</u> Destroy <del>igigigig</del> after sixty years <sub>old</sub> <sup>RTB 6/7/77</sup> <sub>when</sub></p>	1350.15 8060(1)		
	<b>AIRMAN WRITTEN TEST RECORDS</b>			
21	<p><u>Airman written test active files.</u> Master copies of current tests, and related revisions, comments, statistical analyses and significant background documents, maintained by the <del>Aeronautical Center Airmen and Aircraft Registry.</del> <sub>Flight Standards National Field Office.</sub> <sup>RTB 6/29/77</sup></p> <p>* <del>Transfer to airman written test historical file.</del></p>	1350.16 8080(1)		
22	<p><sup>Non-Active</sup> <del>Airman written test historical files.</del> Master copies of tests that have become inactive, with related test item, testing situation and applicant performance data and other materials transferred from the airman written test active files (item (21) above) <sub>ig</sub> Destroy after four years <sub>old</sub> <sub>when</sub></p>	1350.16 8080(2)		
23	<p><u>Airman written test application files.</u> Application forms <del>igigigig</del> and related answer sheets completed by applicants for airman certificates.</p> <p style="text-align: right;">Aeronautical Center Airmen + Aircraft Flight Standards National Field Office</p> <p>* (a) <u>Originals maintained by <del>Aeronautical Center Airmen and Aircraft Registry.</del></u> <sub>when</sub> Transfer to Federal Records Center after one year <sub>old</sub>. Records Center to destroy three years after receipt. <sub>RTB 6/29/77</sub></p> <p>(b) <u>Copies of completed answer sheets retained by offices administering the tests.</u> Destroy after 60 days, <sub>by</sub> burning, or other authorized means. <sub>when</sub> <sub>old</sub></p>	1350.15 (8080(3))	Registry.	



## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	11 01 36 ACTION TAKEN
24	<p>TYPE CERTIFICATION RECORDS.</p> <p><u>Aircraft engineering files.</u> Case files reflecting the complete case history of engineering investigation, testing and disposition (approved and disapproved) of requests for "Type Certificate" <sup>or Supplemental Type Certificate</sup> or amendments for aircraft, aircraft components, aircraft propellers, aircraft accessories and accessory kits, and aircraft engines. Consist of applications, correspondence, engineering data, drawings, and specifications related to the prototype; and project data, airworthiness certificates, directives, correspondence and publications related to subsequent modifications of the character required by regulations to be made the subject of engineering investigation for comparison with airworthiness standards for inclusion on the "Type Certificate."</p> <p>* (a) <u>Aircraft case files maintained by regional flight standards offices.</u> Transfer inactive files to Federal Records Center. Federal Records Center to destroy when aircraft no longer in existence</p> <p>(b) <u>Equipment case files maintained by regional flight standards offices.</u> Destroy <sup>in agency</sup> ten years after it is established that a specific type of equipment no longer exists.</p> <p>* <del>(c) <u>Special aircraft project files maintained by flight standards field offices.</u> Transfer inactive files to Federal Records Center. Federal Records Center to destroy when aircraft no longer in existence.</del> (no longer created)</p>	1350p15 8110(1)	
25	<p><u>Type certification technical data files.</u> Includes Alterations and Repair Technical Data, drawings, test reports, descriptive data and specifications comprising the type design for type certificated aircraft models.</p> <p>* Transfer data files pertaining to certificated models to the Federal Records Center when only a few aircraft remain in service; transfer technical data files pertaining to uncertificated, incomplete projects when the project becomes inactive. Federal Records Center to destroy when aircraft no longer in existence.</p> <p>NOTE: <u>Items 24(a) (c), and 25.</u> These files must be retained as long as the aircraft are in existence; <del>therefore, we are unable to establish a destruction schedule. They may be offered to NARS fifty years following receipt in the Federal Records Center for possible permanent preservation.</del></p> <p style="text-align: right;">RTB 9/24/77 S 8/24/77</p>	1350.15 8110(2)	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 12 of 36
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	ORIGINAL AIRWORTHINESS RECORDS		
26	<p><u>Field airworthiness certification and approval files.</u> Correspondence, applications, statements of conformity, copies of certificates, number assignment cards, and related documents maintained by flight standards field offices.</p> <p>(a) <u>Civil airworthiness files.</u> Destroy two years after certificate is issued</p> <p>* (b) <u>Military airworthiness files.</u> Destroy <sup>in agency</sup> <del>after</del> <sup>case files</sup> <del>two years</del> <sup>old.</sup> Statements of conformity and airworthiness certificates to be retained <del>permanently</del> <sup>until aircraft no longer exists,</sup> in issuing office. RTB 6/24/77</p> <p>* (c) <u>Export airworthiness files.</u> Destroy <sup>in agency</sup> <del>after</del> <sup>case files</sup> <del>two years</del> <sup>old.</sup> Statements of conformity and airworthiness certificates to be retained <del>permanently</del> <sup>until aircraft no longer exists,</sup> by issuing office. RTB 6/24/77</p> <p>NOTE: Item 26 (b) and (c) These records must be readily available in the certificating office as long as the aircraft is in existence.</p>	1350p15 8130(1)	
	FLIGHT INSPECTION RECORDS		
27	<p><u>General correspondence files.</u> <sup>Routine</sup> Correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.</p> <p>* (a) <u>Agency office of primary interest.</u> Destroy <sup>when</sup> <del>after</del> six years <sup>old,</sup> EXCEPT that correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes is to be destroyed <sup>when</sup> <del>after</del> three years <sup>old,</sup> RTB 6/30/77</p> <p>(b) <u>Flight Standards National Field Office and Regional Flight Standards Offices.</u> Destroy <sup>when</sup> <del>after</del> five years <sup>old,</sup> RTB 6/30/77</p>	1350p15 8200(1)	
28	<p><u>Flight inspection performance files.</u> Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.</p> <p>(a) <u>Flight Standards National Field Office, Flight Inspection Field Offices and Regional reports.</u> Destroy <sup>when</sup> <del>after</del> one year <sup>old,</sup> RTB 6/28/77</p> <p>(b) <u>Monthly Summaries.</u> Destroy <sup>when</sup> <del>after</del> five years <sup>old</sup> unless accrued <sup>in place of</sup> <del>for</del> annual summaries.</p>	1350.15 8200(2)	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(c) <u>Annual Summaries.</u> Destroy <del>after</del> <sup>when</sup> six years <del>old</del> . If annual summaries are not prepared, monthly or quarterly summaries will be retained to the six-year limit. RTB 6/28/77		13 of 36
29	<u>Flight inspection report files.</u> Reports of flight inspection of aids to air navigation, and related recorder charts, graphs, bearing error reports and correspondence.	1350.15 8200(3)	
	(a) <u>Flight inspection reports.</u>		
*	<p><u>1 Flight inspection field offices.</u> Destroy two years after evidence of microfilming is furnished to the originating office by the Flight Standards National Field Office. A reproduced copy of the original <del>as well as the original flight inspection report</del> constitutes legal documentation (Ref: 28 U.S. C. 1732)p RTB 6/28/77</p> <p><u>2 Flight Standards National Field Office (FSNFO)p</u> Destroy after microfilming, and copies have been determined to be adequate substitutes.</p>		
	(b) <u>Microfilm copies of flight inspection reports.</u>		
*	<p><u>1 Official record copy maintained by FSNFO.</u> Destroy five years after decommissioning of facility.</p> <p><u>2 All other microfilm copies.</u> Destroy <sup>when</sup> <del>after</del> two years <del>old</del>. RTB 6/28/77</p>		
*	<p><u>3 Flight Standards National Field Office (FSNFO)p</u> Transfer duplicate film copy of flight inspection reports to the Federal Records Center on yearly basis. Federal Records Center to destroy five years following decommissioning of facility.</p> <p>NOTE: <u>Item 29(b)3.</u> A film copy of flight inspection reports must be retained as long as the particular facility remains in commission (28 U.S. C. 1732)p A duplicate film copy is retained in the Federal Records Center in the event the original is destroyed or damaged by fire, natural disaster or other means.</p>		
	(c) <u>Flight inspection recorder charts and associated data maintained by flight inspection field officesp</u>		
	<u>1 Site evaluation records.</u> Destroy two years after the facility is commissioned or the site is rejectedp		
*	<u>2 Commissioning records.</u> Destroy five years after the facility is decommissioned.		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*	<p><u>3 Periodic, special and surveillance flight inspection records.</u> Retain one-year history of facility in working files, EXCEPT "after accident flight check data." Destroy "after accident flight check data" five years after anniversary date of accident.</p> <p><u>4 Shipboard TACAN records.</u> Destroy <sup>when</sup> <del>after</del> two years <del>old</del>. RTB 6/28/77</p> <p>(d) <u>SAFI raw data files.</u> Destroy <del>all but one copy of the</del> <sup>when superseded,</sup> <del>most recent cycle.</del> RTB 6/29/77</p> <p>(e) <u>Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.</u> Destroy five years after the related facility is decommissioned.</p>		14 of 36
*30	<p><u>Instrument approach procedure files (FAA Form 8260 series, or equivalent).</u></p> <p>Destroy when superseded, canceled, EXCEPT those <sup>procedure</sup> files in use at the time of an accident/incident which may result in litigation, <del>which files are to be destroyed 7 years after date of accident/incident,</del> RTB 7/19/77 8/24/77</p> <p>MAINTENANCE RECORDS</p>		
31	<u>Air carrier maintenance files.</u> Case files documenting the certification, inspection, and surveillance of maintenance activities of scheduled and non-scheduled air carriers.	1350.15 8300 (2) (a)	
*	<p>(a) <u>Regional flight standards offices.</u> Destroy <sup>when</sup> <del>after</del> ten years, <del>EXCEPT</del> that basic certificates, specifications, and authorizations are to be destroyed eight years after being superseded or canceled. Transfer to Federal Records Center after five years, EXCEPT that basic certificates, specifications, and authorizations are to be transferred five years after being superseded or canceled.</p> <p>(b) <u>Flight standards field offices.</u> Destroy after five years, EXCEPT that basic certificates, specifications, and authorizations are to be destroyed <del>after</del> five years after being superseded or canceled.</p>		
*32	<u>Systemsworthiness Analysis Program Reports.</u> Destroy after inspection is repeated in the same area, system or subsystem of an operator's program.		

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
	OPERATIONS RECORDS		
33	<u>Air carrier operations files.</u> Case files documenting the certification, inspection, and surveillance of operations of scheduled and nonscheduled air carriers.	1350.15 8400(1) (a)	
*	(a) <u>Regional flight standards offices.</u> Destroy after ten years, EXCEPT that basic certificates, specifications and authorizations are to be destroyed eight years after being superseded or canceled. Transfer to Federal Records Center after five years, EXCEPT that basic certificates, specifications, and authorizations are to be transferred five years after being superseded or canceled.		
	(b) <u>Flight standards field offices.</u> Destroy after five years, EXCEPT that basic certificates, specifications, and authorizations are to be destroyed five years after being superseded or canceled.		
34	<u>Airport traffic and taxi pattern files.</u>	1350.15 8400(10)	
*	(a) <u>Regional originating office copies.</u> Destroy ten years after being superseded or canceled.		
	(b) <u>Other regional office copies.</u> Destroy when superseded or canceled or no longer required.		
	(c) <u>Flight standards field office copies.</u> Destroy when superseded or canceled or no longer required.		
35	<u>Systemsworthiness Analysis Program Reports.</u> Destroy after inspection is repeated in the same area, system or subsystem of an operator's program.		
*			
	PUBLIC RELATIONS RECORDS		
36	<u>Informational release files.</u> Records documenting the public release of information concerning Agency activities and accomplishments, consisting of <sup>1) press releases,</sup> transcripts of press conferences, <sup>2) external publications,</sup> speeches, <sup>3) official</sup> television and radio scripts, <sup>4) biographies,</sup> graphic presentations and exhibits, and other <u>formally</u> <sup>5) similar material, and related indexes,</sup> presented publicity or informational material, and related indexes. For all: 1 1/2 cu. ft./yr. 1) and 4) arranged chronologically; 5), 6), + 7) arranged by subject; 2) arranged chronologically; 3) arr. by title.	1350.15 1210(1)	
	(a) <u>Releasing office (record set only).</u> Permanent. Transfer to Federal Records Center four years after close of file or sooner if inactive. Offer to NARS <del>after</del> 5 years later.		RTB 8/5/77 5/23/77

# 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.p ACTION TAKEN
37 RTB 7/13/77 S 8/23/77	<p>(b) <u>All other offices.</u> <sup>when no longer needed</sup> Destroy <del>after purpose served</del>.ppp for administrative purposes. RTB 6/28/77</p> <p>CIVIL AVIATION SECURITY RECORDS</p> <p>Civil Aviation security rulemaking project files. Case files reflecting the development of new or amended Federal Aviation Regulations, and grants or denials of exemption petitions <sup>approved by project number.</sup> 1 cu ft/yr.pppp PERMANENT (a) initial, supplementary, &amp; final project reports; internal coordination correspondence, executive summary, &amp; other items determined to be significant by project officer. Transfer to Federal Records Center five years <sup>after completion of final</sup> Federal <del>Records Center destroy after fifteen years.</del> action + as volume warrants. OFFER to NARS 15 yrs. later. b) All other material -- Destroy 5 years after completion of final action.</p> <p>MOTOR VEHICLE MANAGEMENT RECORDS</p>	1350t15 1650(2)	
38	<p><u>Motor vehicle management files.</u> Documents relating to the management, operation and maintenance of motor vehicles.</p>	1350t15 4670(1)	
*	<p>(a) <u>Motor vehicle accident files maintained by transportation offices.</u> Destroy three years after case is closedp</p>		
*	<p>(b) <u>Vehicle release and transfer files.</u> Destroy one year after vehicle leaves Agency custody.</p>		
*	<p>(c) <u>Motor vehicle operators files, including driver tests, authorization to use, safe driving awards, and related correspondence.</u> Destroy three months after separation of employee or three months after rescision of authorization to operate Government-owned vehicle, whichever is earlier.</p>		
	<p><u>AIRPORTS AND OTHER LANDING FACILITIES RECORDS.</u> The records described below relate to the administration of programs promoting the development of a national system of public airports. These include airports system planning; administration of the Federal-aid airport program; conveyance of land for public airport purposes; providing standards for design, construction, maintenance, and ground safety at civil airports; and related activities.</p>		
39	<p>GENERAL RECORDS</p> <p><u>General correspondence files.</u> <sup>Routine</sup> Correspondence, reports, and related materials <sup>documenting</sup> the planning, coordination, and establishment of a national system of civil airports; developing a national airport plan; granting</p>	1350.15 5000(1)	

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Federal funds to airport sponsors; transfer of public lands for airport purposes; review of claims for repair of public airports damaged by Federal agencies; enforcing compliance with laws and regulations affecting airports constructed with Federal funds; compilation of airport data; and development of standards for airport planning, design, construction, and maintenancep but EXCLUDING files described elsewhere in this paragraph.		17 of 36
*	(a) <u>Office of airports programs.</u> Destroy <sup>when</sup> <del>in</del> 20 years <sup>old.</sup> Transfer to Federal Records Center <sup>after</sup> four years <sup>old.</sup> RTB 6/30/77		
*	(b) <u>Regional headquarters airports offices.</u> Destroy <sup>when</sup> <del>in</del> 20 years <sup>old.</sup> Transfer to Federal Records Center <sup>after</sup> four years <sup>old.</sup> RTB 6/30/77		
	(c) <u>Airport district offices.</u> Destroy <sup>when</sup> <del>after</del> four years <sup>old.</sup>		
40	<u>Military utilization of civil airports files.</u> <sup>Routine</sup> Correspondence, reports, and other documents relating to military and joint civil-military use of public airports, not filed in airport project files. RTB 6/30/77	1350.15 5000(2)	
*	(a) <u>Office of Airports Programs.</u> Destroy <sup>when</sup> <del>in</del> 20 years <sup>old.</sup> Transfer to Federal Records Center <sup>after</sup> ten years <sup>old.</sup> RTB 6/30/77		
	(b) <u>Regional headquarters airports offices.</u> Destroy five years after restoration and claims related to military use at the individual location have been settledp		
	(c) <u>Airport district offices.</u> Destroy five years after restoration and claims related to military use at the individual location have been settledp		
	AIRPORT MASTER RECORDS		
41	<u>Airport Master files.</u> Documents relating to facilities at civil airports in the United States and its possessions, including FAA Form 5010-1, Airport Master Recordp FAA Form 5010-2, Landing Facility Information Requestp or equivalents, and related materials.	1350p15 5010(1)	
*	(a) <u>Case files maintained by office of airports programs.</u> <del> Destruction not authorized on active airports</del> Case files transferred to Defense Mapping Agency Aerospace Center after airport (other than those with Federal agreements) is in abandonment status for three years, <sup>for scheduling by</sup> Defense Mapping Agency. RTB 6/30/77		
	(b) <u>Regional headquarters airports offices.</u> Destroy FAA Form 5010-1 and related correspondence and reports when		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 36
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. RRRR ACTION TAKEN RRRR
	superseded by current form; destroy instructions pertaining to the preparation of FAA Form 5010-1 when superseded or canceledp		
*	(c) <u>Airport District offices.</u> Destroy three years after airport is abandoned, or no longer required for current operations.		
42	<u>Airport Facility statistical files.</u> Statistical summaries and studies prepared from machine tabulations of airport facilities data.	1350.15 5010(2)	
*	(a) Master location list of airports and special studies and summaries. Destroy when supersededp		
43	<u>Airport identification files.</u> Card files, consisting of FAA Form 2056, or equivalent, containing summary data on airports and airport facilities.	1350.15 5010(3)	
*	<del> Destruction not authorized on active airports. </del> Card files are destroyed on Airports (other than Federal agreement airports) in abandonment status, <del>for three years.</del> 3 yrs. after being placed RTB 6/28/77		
	AIRPORTS SYSTEM PLANNING RECORDS		
44	<u>Airports economic studies and publications files.</u> Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.	1350.15 5030(2)	
*	(a) <u>Record copy of publications and background material for unpublished studies.</u> Destroy <del>after</del> <sup>when</sup> ten years <del>or pppp</del> RTB 6/28/77		
*	(b) <u>Background material of publications.</u> Destroy <del>after</del> <sup>when</sup> ten years <del>cld.</del>		
45	<u>City Summary and economic analysis files.</u> Destroy <del>after</del> <sup>when</sup> ten years <del>cld.</del>	1350.15 5030(3)	
*	ENVIRONMENTAL PLANNING		
*46	<u>Draft and final section 102(2)(c) Environmental Impact Statements (EIS), Terminated Section 102(2)(c) and Section 16(c)(4) - Coordinated Negative Declarations (ND) and Section 4(f) Project Files.</u> Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents.		
	(a) <u>Office of Airports Programs.</u> 1) Three years after the Federal Aviation Administration has approved the EIS or ND		



Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>for a proposed action, the subject files may be sent to the Federal Records Center. <sup>2)</sup> Controversial projects may not be sent until three years after any litigation has been resolved. <sup>1)</sup> However, if the EIS or ND were prepared for future projects which will be evaluated and which are intended to have a prior finding action applied, the EIS or ND must be retained until administrative action has been taken on the last project. <sup>1) 2) and 3)</sup> The files may be destroyed ten years after the material has been received by the Federal Records Center. RTB 6/29/77</p> <p>(b) <u>Regional Airports Divisions/Airports District Offices</u></p> <p>1) When the project or projects for which the EIS or ND was prepared are constructed or completed, including Federal funding, the files may then be sent to the Federal Records Center. <sup>2)</sup> If the EIS or ND were prepared for future projects for which a prior finding affirmation action was intended, the files <sup>pertain to them</sup> must be retained in the region or district office until the last project is federally funded and completed, <sup>then transfer to FCC</sup> then destroy ten years after the material is received in the Federal Records Center. RTB 6/30/77</p> <p>FEDERAL-AID AIRPORT PROGRAM/AIRPORT DEVELOPMENT AID PROGRAM RECORDS</p>		
47	<p><u>Airport project program data files.</u> Documents relating to the development of annual, FAAP/ADAP programs, including field submissions, program revisions, and related materials, maintained by the Airports Service. [These are background support papers for establishment of a grant agreement between the Federal Government and State, city, or private airport.]</p> <p>* Destroy after twenty years. <sup>old</sup> Transfer to Federal Records Center after <sup>when</sup> ten years. RTB 6/30/77 pppp</p> <p>SURPLUS AIRPORT PROPERTY RECORDS</p>	1350p15 5100p(7)	
48	<p><u>Surplus airport property files.</u> Case files relating to the disposal of surplus Government airports and airport facilities and equipment containing declarations, surveys, deeds, agreements, leases, charts, compliance records, and related correspondence.</p> <p>* (a) <u>Office of airports programs.</u> <del>Permanent. Transfer to Federal Records Center when volume of grants is conveyed to the public agency or when the administration relieves the grantee of all accountability. Offer to NARS after ten years.</del> <sup>when volume of grants is conveyed</sup> Destroy when land reverts to Federal Government and all related Federal obligations are settled or cancelled.</p> <p>(b) <u>Regional headquarters airports offices.</u> Screen annually and destroy material of expired temporary value such as duplicate copies, transmittals, expired leases;</p>	1350p15 5150(1)	RTB 11/7/77 8-11-77

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	transfer skeleton file of basic documents and compliance enforcement records to the nearest Federal Records Center for permanent preservation when the <sup>Volume warrants</sup> Federal Government reassumes title to real and personal property conveyed to the sponsor, or the Administrator relieves the sponsor of all accountability. Offer to NARS after ten years. <del>Destroy when land reverts to Federal Government and all related Federal obligations are settled or cancelled</del> TRANSFER OF PUBLIC LANDS RECORDS RTB 11/7/77 S 11-11-77		
49	Section 16 and 23 files Case files relating to transfers of Federal land to public agencies for use in connection with public airports	1350t15 5170(1)	
*	(a) Office of Airports Programs. <del>Permanent. Transfer to Federal Records Center, ten years following conveyance to the public agency. Offer to NARS after ten years.</del> <sup>Transfer to</sup> <del>Destroy when land reverts to Federal Government and all related Federal obligations are settled or cancelled</del> COMPLIANCE ENFORCEMENT RECORDS RTB 11/7/77 S 11-11-77		
50	Compliance enforcement files Case files relating to activities concerned with effecting compliance with laws, regulations, and agreements regarding airports sponsored under DLAND and DCLA programs (AP-4)s	1350t15 5190(1)	
*	(a) Airports Service. <del>Permanent. Transfer to Federal Records Center when terms of the agreement are removed by release by the FAA in accordance with law or court action. Offer to NARS after ten years.</del> <sup>Volume warrants. Destroy when there is no longer any Federal obligation under programs administered by the Department of Transportation and/or FAA.</sup> DESIGN, CONSTRUCTION, AND MAINTENANCE RECORDS RTB 11/7/77 S 11-11-77		
51	General technical correspondence files Documents relating to airport engineering, design, pavings, turfing, drainage, landscaping, architecture, zoning, and related subjects. [Information is published as an advisory circular, an internal FAA publication is	1350t15 5300(1)	
*	(a) Regional headquarters airports offices. Destroy five years after notice of deactivation of airports. RTB 7/1/77		
52	Drawings, tracing, and sketches. <del>Detail drawings, layouts for buildings, flow charts, sketches of proposed airfields and related visuals, prepared by the Agency office of primary interest. Aeronautical-Navigational Chart (ANC) drawings; duplicate copies of tracings, drawings, sketches; + preliminary drawings, all submitted to FAA by airport sponsors seeking Federal aid to build airports.</del> (a) <del>Linen set and record copy of ANC drawings. Destroy five years after notice of deactivation of airport.</del> RTB 7/1/77 S 8/25/77	1350.15 5300(5) (a)	
*			
53	Wind rose charts Charts showing wind trends for four-to eight- year periods prior to compilation, prepared from material received from the Weather Bureau.	1350t15 5300(6)	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*	(a) <u>Record copy.</u> Destroy five years after notice of deactivation of airports  PLANNING GRANT PROGRAM		
*54	<u>Airport Master Planning and Systems Planning Project Files.</u> Case files on planning projects affected by agreements with the Federal Government under the Planning Grant Program (PGP) consisting of project applications, grant agreements, airport planning program action forms, grant payment forms, audit reports, correspondence, and related documents.  (a) <u>Office of Airports Programss</u> Transfer to Federal Records Center after financial completion of projects Destroy <del>after</del> ten years later. RTB <del>sssss</del> 6/28/77  (b) <u>Regional Airports Division/Airports District Office.</u> Maintain one copy of project files in either Regional Airports Division or Airports District Office. Transfer to Federal Records Center no sooner than five years after project completion. Destroy ten years after financial completion of PGP projects		
*55	<u>Completed Airport Master Plans and Systems Planss</u> Completed master plans and system plans prepared under the ssss Planning Grant Program, consisting of reports + plans prepared by ssss states + sent to FAA for review. RTB 7/1/77 S 8/25/77 (a) <u>Office of Airports Program.</u> Destroy when superseded or obsolete.  (b) <u>Regional Airports Dimision/Airports District Office.</u> Maintain one copy of final plans in Regional Airports Division and/or Airports District Office. Destroy when superseded or obsolete giving consideration to longevity of plan recommendations and environmental studies prepared as part of a plan or which references completed planss		
*56	<u>Unprogrammed Airport Master Planning and System Planning Project Files</u> Correspondence and other papers relating to PGP projects on which no funds were allocated.  Destroy <del>after</del> three years <del>old</del> s when RTB 6/28/77  CIVIL RIGHTS RECORDS		
*57	<u>Civil rights general filess</u> Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including	1350.15 3700 (1) (a) NC-174-147, Item 1	

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
22 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO	10. ACTION TAKEN
	<p>youth opportunity, upward mobility, Federal Womanp and fair housingpppIncludes status reports, EEO Counselor data and evaluations.</p> <p>a) status reports + evaluations-- PERMANENT, Offer to NARS when 10 years oldp 3/4p- 1 cu ft. By subject).</p> <p><del>Destroy after five years.</del></p> <p>b) All other records-- Destroy when 5 yrs. old. RTB 6/30/77 S 8/25/77</p> <p>ACQUISITION RECORDS</p>		
*58	<p><u>Canceled Bid Files.</u> Case files on bids for which no contract was awarded and bids subsequently canceledp</p> <p>Destroy one year after cancellation.</p> <p>The records described below relate to the management of Air Traffic, including the allocation and utilization of airspacep administration and operation of air navigation; flight assistancep and communications facilities; promulgation of air traffic regulations and procedures; operational telecommunications matters; and flight information and cartographyp</p> <p>PLANNING RECORDSp</p>		
*59	<p><u>Air Traffic Place Name Files,</u> consisting of working library of raw research data, special reports, correspondence used for future planning of the National Airspace System, as well as program background information.</p> <p>Destroy when five years oldp</p> <p>AIRSPACE ALLOCATION AND USE RECORDS</p>		
60	<p><u>Airspace docket files.</u> Consisting of official documents in terminal and en route airspace rulemaking actions containing petitions, notices, comments, and related correspondencep</p>	1350.15 7400(2)	NC-237-75-4, Item 4
*	<p>Transfer to Federal Records Center five years after close of case. Federal Records Center destroy five years later.</p> <p>Justification for changep Material in the docket file is published in the Federal Register which is permanently retainedp Actions can be restructured using the Federal Registerp</p>		
61	<p><u>Airspace rulemaking project files.</u> Consisting of case files relating to the designation alterations or revocation of navigable airspace by rule, regulation or order. (Arranged chronologically, thereafter by region, thereafter by number). ca. 1 cu ft./yr.</p>	1350.15 7400(3)	NC-237-75-4, Item 5

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
*	<del>RESTRICTED</del> <del>With Inclusive Dates or Retention Periods</del> <del>PROHIBITED AIRSPACE -- PERMANENT.</del> <del>a. Case files relating to</del> <sup>Transfer to Federal Records Center five years after close of case.</sup> <del>Offer to NARS when 10 years old</del> <sup>RTB 7/13/77 5 8/23/77</sup> <del>Transfer to Federal Records Center destroy five years later.</del>		
62	<del>b. All others -- Transfer to FRC 5 yrs. after close of case. Destroy 5 yrs. later.</del> <u>Airspace General Project Files.</u> Consisting of case files or staff studies relating to topics such as new types of airspace designations, research and procedures.	1350.15 7400(4)	
*	Destroy five years after close of project		
63	<u>Non-rulemaking files</u> Circulars and related data concerning non-rulemaking actions.	1350.15 7400(5) 4	
*	Destroy <sup>when</sup> after two years old.		
	OBSTRUCTION EVALUATION RECORDS		
64	<u>Obstruction evaluation case files.</u> Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace	1350.15 7460(2)	
	(a) <u>Files containing information on structures that do not exceed obstruction standards of FAR Part 77.</u> Destroy <sup>when</sup> after three years old. <sup>RTB 6/25/77</sup>		
*	(b) <u>Files containing information on structures that exceed obstructions standards of FAR Part 77 and which were circularized for comment and/or of a controversial nature.</u> <del>Permanent.</del> Transfer to Federal Records Center <sup>RTB 7/12/77 5 8/24/77</sup> after three years old. <sup>Offer to NARS after fifteen years.</sup> Destroy when structure is dismantled. <del>Justification for change. Files are subject to litigation at any future date.</del>		
*65	<u>OE Docket Files</u> Official dockets of petition to the Administrator, concerning determinations, comments, correspondence, and denials or grants of petitions <del>Permanent</del> Transfer to Federal Records Center after three years <sup>after close of file</sup> Offer to NARS after fifteen years later. <sup>RTB 11/9/77 2-1141-77</sup> Justification: Files are subject to litigation at any future date.		see attached sheet 23 a
*66	<u>ATC AUTOMATION PROGRAM</u> <sup>Routine</sup> (1) <u>General Correspondence files</u> <sup>RTB 6/30/77</sup> Correspondence, reports and documents pertaining to planning establishment of requirements, evaluation, development maintenance and testing of the NAS en route and terminal automation		

- Item 65. OE Docket Files. Official dockets of petitions to the Administrator, concerning determinations, comments, correspondence, and denials or grants of petitions.
- a. Records relating to proposed obstructions that are NOT constructed--  
Transfer to FRC 3 years after file is closed. Destroy 25 years later.
  - b. Records relating to proposed obstructions that ARE constructed--  
Transfer to FRC 3 years after notification of completion of construction.  
Destroy when obstruction no longer existst

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 24 23 22
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9.iii SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>systems maintained by office of primary interest. Included are documents on policies and procedures related to each model and version of the NAS automation systems.</p> <p>Destroy two years after superseded or after associated model is no longer subject to configuration management control.</p>		
*	<p>(2) <u>Configuration Management Files.</u> Correspondence relating to configuration decisions of proposed modifications to the NAS hardware and software systems.</p> <p>Destroy two years after rejection or withdrawal.</p>		
*	<p>(3) <u>Baseline Specifications of NAS System Models &amp; Versions.</u> Consisting of NAS management decisions under Configuration Management Control which specify hardware and software configurations for operational and support systems</p> <p>Transfer to Federal Records Center when model no longer subject to configuration management control. Federal Records Center destroy four years later</p>		
*	<p>(4) <u>System Maintenance Records,</u> relating to the reporting and resolution of hardware and software discrepancies.</p> <p>Destroy when associated model is no longer subject to configuration management control</p>		
*	<p>(5) <u>Operational and Support Systems Manuals.</u> User manuals not under configuration management (66 (2) above)</p> <p>Transfer to Federal Records Center when model no longer subject to configuration management control. Federal Records Center destroy four years later.</p>		
*	<p>(6) <u>Design Records of NAS System Models &amp; Versions.</u> Not under configuration management item 66 (2) above)</p> <p>Transfer to Federal Records Center when model no longer subject to configuration management control. Federal Records Center destroy four years later.</p> <p><u>RESEARCH AND DEVELOPMENT RECORDS.</u> These records are created in connection with technical and scientific research and development programs relating to the development of new systems, facilities, and devices and the improvement or refinement of existing systems, facilities, and devices including aircraft, aircraft engines and</p>		

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OFFR  
25 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
67	and equipment. They involve all phases of research and development, including planning and the establishment of requirements and preliminary characteristics, experimentation, design, engineering testing, and evaluation.		
	GENERAL RECORDS		
	(1) <u>General correspondence files.</u> <sup><i>Route administrative</i></sup> Correspondence, reports, and related records maintained by the Agency <sup><i>administering of</i></sup> office of primary interest relating to the planning, management, evaluation, and accomplishment of research and development programs, policies, and procedures.	1350.15 9500(1)	
*	Transfer to Federal Records Center <sup><i>when</i></sup> <del>after</del> five years <sup><i>old.</i></sup> Federal Records Center to destroy <sup><i>after</i></sup> <del>after</del> twenty years <sup><i>later,</i></sup> <i>RTB 7/13/77</i>		
	(2) <u>Technical boards and committees files.</u> Records on boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of research and development project phases. Consist of agenda minutes of meetings, and documents relating to the establishment, revision, or termination of projects; and papers reflecting the group's actions, recommendations, and accomplishments.	1350.15 9500(2)	
*	(a) <u>Official files of the committee or board maintained by the chairman, secretary, or other designee</u> Transfer <sup><i>after closing.</i></sup> closed files to Federal Records Center <del>after</del> two years. Federal Records Center destroy twenty five years later. <i>RTB 10/13/77</i>		
	(b) <u>Copies of committee or board files distributed to members.</u> Destroy when superseded or obsolete or upon termination of membership, whichever is earlier.		
	(3) <u>Research and development project files.</u> Case files maintained by laboratories and other activities and offices responsible for research and development functions reflecting a complete history of each project or task from initiation through research, development, design, and testing to completion. Consist of project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered essential to document design, modifications, and engineering development; technical and progress reports, notices of completion; and correspondence influencing the course of action taken on a project.	1350s15 9500(3)	



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
26 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*	<p><del>Transfer to top closed project file upon completion or termination; transfer closed file to Federal Records Center after three years.</del> <sup>after closing.</sup> Federal Records Center destroy twenty five years later, RTB 7/13/77</p>		
	<p>(4) <u>Laboratory notebooks.</u> Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.</p> <p>(a). <u>Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that their retention would not add significantly to the project file.</u> Destroy six months after completion or termination of related project.</p>	1350.15 9500(5)	
*	<p>(b) <u>All other notebooks.</u> Transfer to Federal Records Center <del>after</del> <sup>when</sup> five years old, Federal Records Center destroy twenty years later, RTB 7/13/77</p>		
*	<p>(5) <u>Technical report files.</u> Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task. (Arr. by report #). 3 cu ft/yr.</p>	1350.15 9500(6)	
*	<p>a. <u>PERMANENT.</u> Transfer to Federal Records Center <del>after</del> <sup>when</sup> five years old, <del>Federal Records Center destroy twenty years later.</del> <sup>offer to NARS</sup> RTB 7/19/77</p>	S 8/23/77	
*	<p>b. All other copies -- Destroy when no longer needed for reference.</p> <p>(6) <u>Drawing and specification files.</u> Official file copy of each drawing and specification showing final design and technical characteristics of items developed.</p>	1350.15 9500(7)	
*	<p>Transfer to Federal Records Center one year after superseded. Federal Records Center destroy twenty five years after superseded.</p>		
	<p>(7) <u>Progress report files.</u> Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.</p> <p>(a) <u>Reporting office copies.</u> Destroy one year after completion or cancellation of related projects.</p> <p>(b) <u>Feeder reports used for compilation of consolidated reports.</u> Destroy upon submission of consolidated report.</p>	1350.15 9500(8)	
*	<p>(c) <u>Consolidated reports, and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.</u> Transfer to Federal Records Center after five years. Federal Records Center destroy <del>after</del> twenty years later.</p>	RTB 7/19/77	

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
27 of 36

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
68	<p><u>FACILITIES AND EQUIPMENT.</u> The records described relate to the construction commissioning, installation, maintenance, inspection, and relocation of air navigation, air traffic control, and aeronautical communications systems, facilities, and equipment.</p> <p>GENERAL RECORDS</p> <p>(1) <u>General correspondence files.</u> <sup>Routine RTB 6/29/77</sup> Correspondence, reports and related documents accumulated in the administration and operation of programs for the survey, installation, construction, maintenance, and inspection of air navigation, air traffic control, and aeronautical communications facilities and equipment; and the determination of requirements for the procurement, manufacture, and distribution of equipment, but EXCLUDING files described elsewhere in this paragraph.</p> <p>* (a) <u>Correspondence files of the Agency office of primary interest, and that portion of files of regional headquarters offices relating to the development of policies and standards in the management of assigned programs.</u> Destroy <del>after</del> <sup>when</sup> five years <del>old</del>.</p> <p>(b) <u>Correspondence files of regional headquarters offices (other than that portion described in (a) above)</u> Destroy <del>after</del> <sup>when</sup> five years <del>old</del>.</p> <p>(c) <u>Correspondence files of systems maintenance field offices relating to the inspection, repair, and servicing of facilities and equipment.</u> Destroy <del>after</del> <sup>when</sup> two years <del>old</del>.</p> <p>(2) <u>Air marking program files.</u> Documents pertaining to providing visual ground markings to guide pilots of aircraft not equipped or unable to use electronic navigational aids. Arranged by subject. <sup>1/8 cup paper</sup></p> <p>* (a) <u>Agency office of primary interest.</u> Permanent. Transfer to Federal Records Center when inactive. Offer to NARS <del>after</del> 10 years <sup>later</sup>.</p> <p>(b) <u>Regional headquarters offices.</u> Destroy <del>after</del> <sup>when</sup> one year <del>old</del>.</p>	1350.15 6000(1)	
69	<p>PLANNING RECORDS</p> <p><u>Overseas planning files.</u> Correspondence, memorandums, reports, and related papers pertaining to the coordination</p>	1350.15 6010(1)	

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

~~25 of 36~~7.  
ITEM NO8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO10.  
ACTION TAKENRRRR

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of plans and policies for the establishment, development, improvement, and maintenance of air navigation facilities outside the continental United States. (Arr. by country, then chronologically), ca. 2 1/2 cu ft/yr  
 PERMANENT. Transfer to FRC when 5 yrs. old. Offer to NARS when 15 yrs. old, pppp

~~Destroy four years after completion of project/program.~~

RTB 8/18/77 S 8/23/77

\*70

F&E Project Files. Case files pertaining to F&E project assignments, fund allocations, adjustments to F&E programs, technical documentation, and project groupings and coding maintained by regional headquarters offices.

1350.15  
6020(4)

(a) Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent. Destroy one year after decommissioning of facility.

\*

(b) Instructions and implementation correspondence to and from Washington offices. Destroy two years after decommissioning of facility.

71

Project control files. Card files maintained by regional headquarters offices for each assigned F&E project reflecting project allotments, project costp and periodic status of physical progress.

1350.15  
6020(5)

(a) Monthly recordp Destroy one year after close of appropriation.

\*

(b) Final cost summary. Destroy 2 years after decommissioning of facility.

72

Civil Aeronautics Board Files. Statements to the Board as to the availability of aids to air navigation along existing or proposed routes, and computations and certifications regarding flight mileages on which to base air mail payments.

1350.15  
6020(7)

(no longer created)

\*

Permanent. Transfer to Federal Records when inactive. Offer to NARS after five years.

RTB 8/13/77  
S 8/23/77

## POLICIES AND STANDARDS RECORDS

73

Maintenance standardization files. Correspondence, memorandums, reports, and related papers pertaining to qualification and performance standards for facilities maintenance personnel; training of maintenance personnel, and analysis and modification of regional employee standards and procedures for use in classifying facilities and for computing personnel workloads; effective utilization

1350.15  
6030(1)

## Request for Records Disposition Authority—Continuation

JOB NORRRR  
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PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	tion of maintenance personnel, promotion of training for engineering personnel in schools, and field maintenance organization structure, maintained by the agency office of primary interest.		<b>29 of 36</b>
*	<del>Permanents Transfer to Federal Records Center after five years. Offer to NARS after 10 years.</del> Destroy when 5 yrs. old. <i>RTB 8/3/77</i>		
74	SYSTEM PERFORMANCE RECORDS  <u>Maintenance operations evaluation files.</u> Documents accumulated by agency office of primary interest in the review and evaluation of maintenance services rendered on facilities and equipment  (a) <u>Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.</u> Destroy after ten years  (b) <u>Facility technical inspection reports (6040-9 thru 15-series).</u> Destroy when 2 subsequent reports are on file or two years after decommissioning of facility involved.  (c) <u>Records of itineraries and assignments of inspectors.</u> Destroy after two years.	1350.15 6040(1)	
75	<u>Technical inspection and evaluation files.</u> Reports and related documents pertaining to facility inspection and evaluation, maintained by airway facilities field offices.	1350.15 6040(5)	
*	Destroy when two subsequent reports are on file or two years after decommissioning of facility involved		
76	FREQUENCY MANAGEMENT RECORDS  (1) <u>General correspondence files.</u> <i>Administrative</i> correspondence, memorandums, reports and related papers pertaining to the requirements of the agency for radio frequencies, and uniform practices governing the use thereof. Includes subjects on allocation, assignment, cancellation, modulation, and usage of frequencies, circuits, disaster communications services, and similar subjects related to radio frequencies.  Destroy <del>after</del> <i>when</i> seven years <i>old</i> <i>RTB 8/18/77</i>	1350.15 6050(1)	
*	(2) <u>Frequency Assignment Files.</u> Documents and correspondence pertaining to assignment policy and procedures and to the operation of facilities to which frequencies have been assigned, or are to be assigned.	1350.15 6050(2)	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(a) Interdepartmental Radio Advisory Committee (IRAC). IRAC frequency lists and preface manual of regulations and procedures and emergency readiness plan. Destroy upon receipt of revised copy</p> <p>(b) FAA frequency lists. Destroy upon receipt of revised copy</p> <p>(c) Miscellaneous frequency lists (Canadian, FAA, AEC). Destroy upon receipt of revised copy.</p> <p>(d) International Frequency Registration Board (IFRB) IFRB publications. Destroy upon receipt of revised copy</p> <p>(e) Frequency Assignment Subcommittee (FAS). FAS agendas. Destroy <del>after</del> <sup>when</sup> two years old. RTB 8/18/77</p> <p>(f) Radio Frequency Appendix and Classified Frequency Supplement. Destroy <del>after</del> <sup>when</sup> two years old. RTB 8/18/77</p> <p>(g) Completed OT-19 files. Destroy <del>after</del> <sup>when</sup> two years old. RTB 8/18/77</p> <p>(h) Station location files. <del>Destroy after seven years. Exception: Retain any document not superseded.</del> Destroy when superseded. RTB 8/3/77</p> <p>NOTE: 1350.15, Items 6050(4) and 6050(5) are deleted and material incorporated in 76(2) above</p>		
*	<p>(3) <u>Interdepartment Radio Advisory Committee (IRAC) files.</u> Case files reflecting agency membership on IRAC, which assigns radio frequencies to Federal agencies, containing agenda, applications for frequency assignments, and minutes of meeting.</p> <p>Destroy <del>after</del> <sup>when</sup> two years old. RTB 8/3/77</p>	1350.15 6050(3)	
* 77	<p>Teletype record books. GPO Number 50176, or equivalent <u>Transfer with equipment.</u> Destroy when equipment is removed from FAA inventory.</p>	1350.15 6500(1)	

## Request for Records Disposition Authority - Continuation

JOB NO. RRRR

PAGE OF

31 of 36

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN 31 of 36
	<u>INTERNATIONAL RELATIONS RECORDS.</u> The records described below relate to the coordination of international activities of the agency, development and coordination of FAA and U.S. positions on matters considered by international civil aviation organizations, providing secretariat services for the Interagency Group of International Aviation (IGIA), and management of agency foreign assistance programs		
78.	<u>General correspondence files</u> Correspondence, reports, agreements, studies, and other documents reflecting the planning, direction, coordination, and evaluation of international aviation programs of FAA, and the development of international aviation policy with other United States Government agencies, industry, foreign governments and international bodies, maintained by the Agency office of primary interest. (Arr. by subject.) Ca. 4 cu ft/yr.	1350.15 1240(1)	
*	<u>Permanent.</u> Transfer to Federal Records Center <sup>when p</sup> <del>after</del> four years <sup>RTB 7/19/77</sup> <del>Offer to NARS after 20 years later.</del>		
79.	<sup>(ACC)</sup> <u>Air Coordinating Committee and International Civil Aviation Organization files.</u> Documents produced and accumulated in connection with the development and presentation of the position of FAA and its predecessors on ACC matters to ACC panels, subcommittees, and sections and on ICAO matters, and to implementation of recommendations, including Minutes of Air Navigation <sup>(CCAs)</sup> <del>other committees</del> , papers, and correspondence. (Arr. by subject.) Ca. 2 cu ft/yr.	1350.15 1240(2)	
*	(a) <u>Offices responsible for coordinating on ACC and ICAO matters</u> Permanent <del>Transfer to Federal Records Center after five years.</del> Offer to NARS <sup>when 40</sup> <del>after 20 years.</del> <sup>RTB 7/19/77</sup> <del>ppp</del> <sup>cl</sup>		
	(b) <u>All others</u> Destroy <sup>when</sup> <del>after</del> one year old.		S 8/23/77
80.	<u>ACC liaison files.</u> Documents accumulated in the coordination and conduct of Agency participation in ACC activities and in briefing designated representatives prior to meetings of ACC.	1350.15 1240(3)	
	<del>(a) Minutes and numbered memoranda of the Air Coordinating Committee and its divisions and subcommittees</del> Destroy when no longer required for current operation. [ no longer created ]		
*	<sup>and ICAO</sup> <u>a (b) Air Coordinating Committee numbered papers and related indexes and correspondence</u> Permanent <sup>Offer</sup> <del>to NARS after 20 years old.</del> (Arr. <sup>ppp</sup> subject). Ca. 3 cu ft/yr.		
	<sup>when 40</sup> <del>RTB 7/19/77</del> S 8/23/77		

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(b) <u>Designations of Agency representatives to the Air Coordinating Committee</u> Destroy when superseded</p> <p><u>LAW AND LEGAL MATTERS RECORDS</u> The records described below are generated in accomplishing the legal work of the Agency, including the providing of legal counsel and advice on matters pertaining to Agency functions, the Administration of Agency legislative, enforcement, rules, drafting and interpretation, rules codification, <del>for</del> claims and contract appeals programs, and the conduct of litigation in which the Agency is involved or has an interest.</p>		32 of 36
81.	<p><u>General correspondence files.</u> Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere. (Arr. subject). <del>ca. 2 cu ft/yr.</del></p> <p>* <u>Permanent.</u> Transfer to Federal Records Center <sup>when</sup> after four years <del>old.</del> Offer to NARS <del>after</del> 15 years <sup>later.</sup> RTB 8/13/77</p>	1350.15 2000(1) <del>ADD.</del>	see attached sheet 32a
82.	<p><u>Legal opinion files</u> Documents reflecting legal decisions or opinions on questions arising in connection with laws, regulations, and other matters affecting FAA, and related indexes</p> <p>* <u>Permanent.</u> <del>Transfer</del> to Federal Records Center after five years <del>spp</del> Offer to NARS <del>after</del> 15 years <del>spp</del> PP</p>	1350.15 2010(1)	see attached sheet 32a
83.	<p><u>LEGISLATIVE RECORDS.</u></p> <p>(1) <u>Legislative history files.</u> Case files compiled by legal offices on enacted legislation, Congressional resolutions, Executive orders, and proclamations of interest to FAA, supporting papers, and comments reflecting FAA's position and related indexes</p> <p>* <u>Permanent.</u> <del>Transfer</del> to Federal Records Center after five years <del>spp</del> Offer to NARS after 20 years.</p> <p>(2) <u>Legislative proposal files</u> Cases files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's position, and related indexes</p>	<p>RTB 9/3/77 S 8/23/77 PPPP</p> <p>1350.15 2050(1) S 8/23/77</p> <p>1350.15 2050(2)</p>	see attached sheet 32a

Item 82. Legal Opinion Files. Documents reflecting legal decisions or opinions on questions arising in connection with laws, regulations, and other matters affecting FAA, and related indexes.

- a. Precedential Decisions--Microfilm a 5-year block in accordance with provisions of Federal Property Management Regulation 101-11.5, and destroy paper records when acceptable microfilm copy is obtained.
  - b. Microfilm--
    1. Record copy--PERMANENTt Offer to NARS with record copy of accompanying AVLEX Subject Index upon filming and verification of quality of film. (Arranged by document number, i.e., chronologically.) ca. 2 rolls for every 5 year block.
    2. Microfilm duplicate--Destroy in agency when no longer needed for legal research.
    3. All other copies--Destroy in agency when 5 years old.
- 

Item 83t LEGISLATIVE RECORDS

- (1) Legislative History Files. Case files compiled by Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.
    - a. Legislation of limited applicability to FAA--Transfer to FRC five years after enactment. Destroy 5 years after receipt in FRC.
    - b. Legislation directly and significantly affecting the FAA--PERMANENTt Transfer to the FRC when inactive. Offer to NARS 10 years after receipt in FRC. (Arranged by subject of legislation.) 6 cu. ft./year.
- 

Item 81. General Correspondence Files. Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishments of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere.

- a. Correspondence resulting in opinions, correspondence with National Transportation Safety Board, and other correspondence of a substantive nature.  
PERMANENT. Transfer to FRC when 4 years old. Offer to NARS 15 years later. (Arranged by subject) ca. 2 cu. ft./yr.
- b. Queries on violation history, duplicate copies of aviation medical denials, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions--Destroy when 1 year old.



## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

15 of 96

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(a) <u>Records of proposals that are enactedp Transfer</u> to legislative history files <del>(83(2))</del> and <u>transfer dispose of</u> accordingly. (205C-1) , RTB 7/21/77</p> <p>(b) Records of proposal not enactedp</p>		
*	<p>(1) <u>Proposals initiated by FAA and those initiated outside FAA relating to aviation mattersp Permanent. Transfer to Federal Records Center after five years</u> <sup>after close of case.</sup> <u>Offer to NARS after 20 years later.</u> Destroy pppp RTB 11/11/77 11-11-77</p> <p>(2) <u>All othersp Destroy after four years after close of case.</u></p>		
84t	<p><u>Rules docket files.</u> Official dockets of proceedings in rulemaking actions and petitions for exemption, containing formal petitions, notices of denialp final rules and exemptions, notices of proposed rulemaking and related commentsp reports and transcripts of additional proceedings, and related correspondence.</p>	1350.15 2100(1)	See attached sheets 33a + 33b
*	<u>Permanent.</u> <del>Transfer to Federal Records Center after five yearsp Offer to NARS after 20 yearsp</del>		
85.	<p><u>Legal interpretations files.</u> Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulationsp regulations of the Administrator, and related legislation.</p> <p>Destroy in agency when no longer needed for legal research purposes.</p>	1350.15 2130(1)	
*	<p><del>(a) <u>Official file copy. Permanent. Transfer to Federal Records Center after five yearspppp Offer to NARS after 20 yearsp</u></del></p>	RTB 10/31/77 11-11-77	
86.	<p><u>Legal enforcement files.</u> Case files relating to legal actions taken with respect to alleged violations of civil air safety regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.</p>	1350.15 2150(1)	See attached sheet 33b
*	<p><del>(a) <u>Precedent-setting cases involving airline transport pilots and air carriers, cases appealed to the Civil Aeronautics Board or higher authority, and special cases processed by the Washington Headquarters legal office, as selected by OGC.</u> Permanent. Transfer to Federal Records Center two years after settlement. Offer to NARS after 20 years later.</del> (Arr. by case #). ca. 2 cu ft/yr.</p> <p><del>(b) <u>All othersp cases. record copies</u> Destroy ten years after settlement. Transfer to Federal Records Center two years after settlement. pppp</del></p>		
115-203	(c) All other <del>copies</del> Four copies, including original, to be submitted to the National Archives - Destroy when 1 year old,		

Item 84. Rules Dockets Files. Dockets relating to creation of a new FAR or amendment of an existing FAR, Each docket contains some or all of the following documents: proposal, notice of proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order.

a. General Rulemaking dockets. (Arranged numerically by docket number).

- 1.) Dockets relating to substantive rules that attracted great public or industry attention and response, signified an advance in aerotechnology, had significant impact on general and/or commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF GENERAL COUNSEL.  
ca. 5-10 cu ft / yr.

PERMANENT. Transfer to FRC 30 years after close of file. Offer to NARS 25 years later.

- 2.) Unselected dockets--Transfer to FRC 30 years after close of file. Destroy 25 years later.

b. Exemption dockets (non-medical).

Transfer to FRC 5 years after termination date. Destroy 5 years later.

c. Exemption dockets (medical).

- 1) Denied exemptions--Transfer to FRC 2 years after close of file. Destroy 5 years later.
- 2) Granted exemptions--Transfer to FRC 2 years after close of file. Destroy 30 years later.

d. Special conditions dockets.

Transfer to FRC 30 years after close of file. Destroy when FAA cancels Type Certificate of aircraft.

e. Airworthiness directives dockets (Issued in Washington, DC).

Transfer to FRC when 30 years old. Destroy when FAA cancels Type Certificate of aircraft.

f. Denials and Dispositions of petitions for rulemaking dockets.

Transfer to FRC 10 years after issue of denial. Destroy 25 years later.

g. Regional Airworthiness Directives Dockets and Regional Airspace Dockets  
(These are duplicate copies of the original dockets which originate in regional offices).

Destroy in agency when no longer needed for reference.

h. Washington Airspace Docket.

Transfer to FRC ~~30~~<sup>10</sup> years after close of case. Destroy ~~25~~<sup>5</sup> years later.

- i. Washington and regional transmittal files, and non-codified items such as notices of meetings, delegations of authority, organizational statements, certification requests, and similar material.

Destroy in agency when no longer needed for reference.

Item 86. Legal Enforcement Files. Case files relating to legal actions taken with respect to alleged violations of civil air safety regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.

Copies sent to and processed by Washington HQ Legal Office --

- a. Transfer to FRC 2 years after settlement. Destroy 10 years after settlement.

RTB  
11/16/77  
S 11/16/77

- b. All other copies -- Destroy in agency when no longer needed.

## Request for Records Disposition Authority—Continuation

JOB NO:

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
87.	<p><u>Violation report files.</u> Documents maintained by legal offices reflecting enforcement activity, including FAA Form 2391, Violation Report Data, or equivalent; <del>summaries of significant enforcement actions</del>; digests of appeals to CAB and related court decisions; and enforcement statistical reports.</p> <p><i>Destroy in agency when no longer needed for reference.</i></p> <p>* <del>Permanent. Transfer to Federal Records Center after five years. Offer to NARS after 20 years.</del></p> <p><u>AIRPORTS AGREEMENTS RECORDS</u></p>	1350p15 2150(3)	<del>34 of 36</del> 11/11/77 RTB 11/11/77 S-11-11-77
88.	<p><u>Airports legal assistance files.</u> Correspondence, reports, opinions, and related materials reflecting legal counsel and review actions in connection with the administration of the Federal Aid to Airports program.</p> <p><del>Permanent. Transfer to Federal Records Center after five years. Offer to NARS after 20 years. Transfer to FRCP when inactive. Destroy 5 yrs. later.</del></p>	1350.15 2210(1)	
89.	<p><u>CONTRACT APPEALS RECORDS</u></p> <p>(1) <del>Contract appeals files.</del> Briefs, decisions, correspondence and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officersppppp</p> <p>* <del>Permanent. Transfer to Federal Records Center after four years. Offer to NARS after 20 years.</del></p>	1350.15 2240(1) <del>Change.</del>	see p. 34a attached
90.	<p><u>LITIGATION RECORDS</u></p> <p><u>Litigation action files.</u> Case files consisting of correspondence pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of aviation tort and civil contract claims cases and other Agency activities.</p> <p>(a) <u>Case files on leading litigation cases</u>, selected on the basis of the following criteria:</p> <p>(1) Cases heard by courts on the appellate or higher levelsp</p> <p>(2) Cases resulting in judicial interpretation of the basic statutes from which FAA derives its authority, establishing legal precedents with respect to FAA programs.</p>	1350.15 2300(1)	see P. 34a attached

Item 89. Contract Appeals Records

Briefs, decisions, correspondence, and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers.

- a. Cases selected by the OGC because of their precedential character.-- PERMANENT. Transfer to FRC 5 years after case is settled. Offer to NARS 20 years after case is settled. (Arranged by forum--GAO, DOT, CAB, Court of Claims, etc--thereunder by name of contractor) ca. 5 cu.ft./year.
- b. Unselected cases--Transfer to FRC 5 years after case is settled. Destroy 20 years later.

Item 90. Litigation Action Files. Case files consisting of correspondence, pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of aviation tort and civil contract claims cases and other Agency activities. (Arranged by docket number) ca. 10 cu. ft./yr.

- a. Cases selected by the Office of General Counsel because of historical value or legal significance (that is, cases that significantly interpret FAA basic statutes and regulations, reflect significant developments in the history of FAA programs, or are of considerable Congressional or public interest)t Volume of selected cases must not exceed 10% of yearly volume for all cases.~~t~~-PERMANENTt Transfer to FRC 3 years after final court action. Offer to NARS 20 years later.
- b. All other cases--Transfer to FRC 3 years after close of case. Destroy 10 years later.

RtB  
11/16/77  
S 11/14/77

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

15 of 36

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(3) Cases closely associated with key issues or other significant developments in the history of FAA programs.</p> <p>(4) Cases of major economic significance.</p> <p>(5) Cases linked with Congressional investigations or otherwise of demonstrated interest to Congressional committees or the Executive Office of the President, or the subject of considerable public interest.</p> <p>* <u>Permanent.</u> Transfer to Federal Records Center two years after final court action. Offer to NARS after 20 yearsp</p>		
91.	<p><u>Service record cardsp</u> Official summaries of employment history, SF 7, or its equivalent.</p> <p>* (a) <u>Cards for employees separated or transferred on or before December 31, 1947.</u> Transfer to National Personnel Records Center, St. Louis, Missouri in accordance with Federal Personnel Manual Supplement 293-31.</p> <p><u>FINANCIAL MANAGEMENT RECORDSp</u> The records described below are accumulated in connection with the financial management of the Federal Aviation Agency. The records disposition standards provided apply to records generated in the development and execution of FAA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.</p> <p><u>Exception.</u> Regardless of the retention period specifiedp records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office, will not be disposed of until final settlement or clearance of the matter.</p>	1350.15 3290(6)	
92.	<p><u>BUDGET RECORDS</u></p> <p style="text-align: right;">Site files)</p> <p>(1) <u>General correspondence files.</u> Correspondence, reports, and related materials accumulated in the course of budget and fiscal program activities, including policy formulation and implementation, preparation and justification of estimates, apportionment and reporting, and related matters affecting Agency expenditures, but EXCLUDING files described elsewhere in this paragraphp</p>	1350.15 2500(1)	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*  RTB 11/14/77 S 11/14/77	(a) <u>Agency office of primary interest. Permanent.</u> Transfer to Federal Records Center <del>after four years</del> when <del>Offer to NARS after 15 years</del> agency administrative needs have been satisfied FRC destroy 40 years later. RTB 11/14/77 (b) <u>Budget offices at regional office service, and</u> <u>Aeronautical Center level</u> Destroy <del>after five years</del> when (c) <u>All others</u> Destroy <del>after two years</del> when (2) <u>Reimbursable agreements files</u> Case files relating to reimbursable agreements entered into with the Agency for International Development, Department of Defense, and others to furnish supplies equipment, and services re- lating to aviation to foreign countries, consisting of memorandums of agreement; project implementation orders obligation, expenditure and billing documents and related correspondence	1350.15 2500(2)	36 of 36 10.
*	<u>Permanent.</u> Transfer to Federal Records Center four years after close of fiscal year covered by agreement. <del>Offer to</del> <del>to NARS after 15 years</del> after receipt FRC RTB 8/18/77 S 8/24/77 (3) <u>Budget estimate files</u> Record copies of <sup>annual</sup> estimates <sup>comprised of</sup> appropriation language sheets, charts, narra- tive statements, related schedules and data, copies of Congressional hearings, and related Committee reports and legislation. 3/4 per FY. (Arr. chronologically by FY)	1350.15 2500(3)	Change made to old copy.
*  RTB 8/18/77 S 8/24/77	(a) <u>Copies prepared consolidated, or maintained at the</u> <u>Agency level</u> Permanent. Transfer to Federal Records Center <del>after five years</del> when Offer to NARS <del>after 15 years</del> later (b) <u>All other records</u> - Destroy in agency when no longer needed for reference (4) <u>Agency Review Board files</u> Five-Year Program sum- maries and proceedings on Budget Year estimates	1350.15 2500(6)	see attached sheet 36a
*	(a) <u>Agency office of primary interest (record set only).</u> Permanent. Transfer to Federal Records Center after five years Offer to NARS after 15 years (b) <u>All others</u> Destroy after purpose has been served		
93.	<u>Property management report files</u> Reports generated in prop- erty and supply management activities other than those specifically covered elsewhere (a) FAA Depot report file indicating property on hand items shipped, items received, and other shipment data. Destroy when 10 years old.	1350.15 4600(2)	(a)

## ATTACHMENT

Item 92(4). Records of the Agency Review Board. Records include minutes and related correspondence, agendas, and other background papers for Board meetings; Special Studies notebooks; and Spring Preview notebookst

a. Agency Office of Primary Interest.

- 1) Record copy of Minutes of Borad meetings. (Arranged chronologically by FY) ca.t  $\frac{1}{2}$  cu. ft./yr.

PERMANENTt Transfer to FRC when no more than 10 years old.  
Offer to NARS 15 years later.

- 2) Agendas, correspondence, and other background papers related to Board meetings, and duplicate copies of minutes.

Destroy when no longer needed for reference.

- 3) Spring Preview (Five-Year Program Notebooks).  
(Arranged chronologically by FY)t ca.  $\frac{1}{2}$  cu. ft./yr.

PERMANENTt Transfer to FRC when no more than 10 years old.  
Offer to NARS 15 years later.

- 4) Special Studies Notebooks. (Arranged chronologcailly by tFY)t  
ca.t  $\frac{1}{2}$  cu. ft./yr/

PERMANENT. Transfer to FRC when no more than 10 years old.  
Offer to NARS 15 years later.

b. All other officest

Destroy when five years old.