

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*44 Res No D 30 MAR 80*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
National Oceanic & Atmospheric Administration

2. MAJOR SUBDIVISION  
Office of Administrative Operations

3. MINOR SUBDIVISION  
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Daisy O. Rivers

5. TEL EXT  
443-8571

LEAVE BLANK
JOB NO <b>NCI-370-80-5</b>
DATE RECEIVED <b>June 5, 1980</b>
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
<b>WITHDRAWN</b> <small>Date Archivist of the United States</small>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE <b>5-23-80</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jerry V. Parr</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><del>The attached Records Disposition Schedule</del></p> <p>Subfunction 1704 Aircraft Operations Files, consisting of 21 items, a new subfunction.</p>		

*21 items*

*Withdrawn: 1-25-82: K.R.D.*

①

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1704 AIRCRAFT OPERATIONS FILES

These files relate to the operation of an aircraft fleet for NOAA's use.

- 1704-01 General Administrative files. General correspondence concerning the routine internal operations and administration of the function. 1. Supervising Office: Cut off at end of calendar year when created. Destroy after 7 years.  
2. Operating Office: Cut off at end of calendar year when created. Destroy after 2 years.
- 1704-02 Aircraft procurement and release files. Documents establishing need and requirements for aircraft, comparisons developed in selecting aircraft, and actual procurement of aircraft. Also records relating to transfer, sale, donation, or exchange of aircraft. Copies of all formal procurement documents should be filed in the office finance files, 101-09. Destroy 5 years after release of aircraft.
- 1704-03 Aircraft design. Includes general construction plans, booklets, photographs, and original tracings of the aircraft's construction plans. Contains all details of the construction, electrical and hydraulic systems, fire control system, and other structural details (blueprints, working drawings, etc.). 1. Office: Permanent. When craft leaves service offer (through NOAA Records Officer) to National Archives one copy of construction plans, booklets and photographs.  
2. Craft's copy: Destroy when craft leaves service, or turn file over to new owner if sold.
- 1704-04 Scientific instrumentation installed in aircraft. Documents relating to scientific equipment added to aircraft to carry out operations in research missions, including its installation. Also included should be advanced navigation systems installed on the aircraft. Destroy when obsolete or superseded.
- 1704-05 Aircraft licensing files. Documents pertaining to the licensing of aircraft. Destroy when obsolete or superseded.
- 1704-06 Aircraft inspection files. Documents including inspection reports, replies, and other related papers. Cut off at end of calendar year when created. Destroy 7 years later.
- 1704-07 Aircraft equipment replacements. Plans and documents for equipment replacement programs. Cut off at end of calendar year when created. Destroy 5 years later.
- 1704-08 Aircraft maintenance and repair files. Files usually maintained by the support group. Includes maintenance agreements, documentation of modifications that affect the weight and balance records, or other related documents. Destroy when superseded or obsolete.
- 1704-09 Aircraft services and utilization files. Documents relating to the scheduling of flight time as requested by projects. Included original service request, description of how aircraft is to be used, assignment of crew, and final allocation decisions made. Also may include technical and operational advice on effective utilization of aircraft for research programs. Destroy after 5 years. If a project, destroy 5 years after close of project.

\*See attached page for additional information on permanent series.

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

- 1704-10 Aircraft operations files. Documents relating to dispatch, clearance, and control of aircraft and related papers. Destroy after 3 months.
- 1704-11 Aircraft flight log files. Documents used in navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, fuel plan logs, weight and balance sheets, departure logs, flight schedules, takeoff time, destination, passenger manifest, and comparable data. (Logs required to reconstruct a flight for investigative purposes will become a part of the investigative file to which they pertain.) Destroy after 5 years.
- 1704-12 Flight report files. Flight reports prepared on completion of any flight. Summary Sheet: Retain for 10 years and then destroy. Balance of Records: Hold for 3 years and then destroy.
- 1704-13 Monthly or periodical activities reports. Detailed reports of monthly or periodical activities of NOAA aircraft submitted to the office managing the aircraft. Cut off at end of calendar year when created. Permanent\* After 10 years, offer, through MB/A026, to National Archives.
- 1704-14 Monthly flight accomplishment reports. Reports submitted to the managing office documenting work accomplished by NOAA aircraft. Composite of these reports hold in main office for 20 years and then destroy. Balance of file: Hold in operating office for 3 years and then destroy.
- 1704-15 Communications files. Includes radio logs, regulations and other related materials pertaining to the aircraft radio communications. 1. Radio Logs: Cut off at end of calendar year when created. Destroy 1 year later. 2. Regulations and other related materials. Destroy when obsolete or superseded.
- 1704-16 Qualifications and currency files for pilots and crew.
  - a. Documents providing a record of experience and currency qualifications, and pilots license of individuals piloting NOAA planes. Destroy 1 year after airman's separation or transfer from agency.
  - b. Annual flight and medical examinations, and related papers for license renewal as NOAA pilot and crew. Cut off at end of calendar year when created. Destroy 2 years later.
- 1704-17 Pilot training files. Use 1701-18.
- 1704-18 Airfield usage and aircraft housing. Documents arranging for use of airport facilities to conduct NOAA business; and for hangar space for aircraft used by NOAA. Destroy when superseded or canceled.
- 1704-19 Aviation safety files. Documents pertaining to safe aircraft operations. Destroy when superseded or canceled.

\*See attached page for additional information on permanent series 5/12/80

APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

1704-20 Aircraft accident and/or incident case files. Documents relating to individual accidents or incidents, including reports of accidents or incidents, and investigations involving NOAA owned or leased aircraft.

- 1. Headquarters: Permanent.
- 2. Field installation: Destroy 2 years after close of case.

1704-21 Historical aircraft data files. These are files pertaining to the operations and maintenance of the aircraft that are considered by the custodian to be of historical significance. They could include routine operation and maintenance records, records relating to the acquisition and disposition of the aircraft, and other important events which would normally be filed under other file series, but placed under this code when related material is being destroyed.

Annually, the custodian will review all records pertaining to aircraft, and any documents which are considered to have historical significance, and are not already classified as permanent records, will be removed and filed under Subfunction 1704-21. These records will be retained for 10 years, and then will be offered to the National Archives through the NOAA Records Officer as permanent records\*.

\*See attached page for additional information on permanent series

Additional information on the series recommended for permanent retention.

1704-03      Annual accumulation:      0.25 cu.ft. (but not always every year)  
                  Arrangement:                      By aircraft name  
                  Transfer to N.A.:                  When craft leaves service of agency

1704-13      Annual accumulation:      0.50 cu.ft. /year  
                  Arrangement:                      By aircraft  
                  Transfer to N.A.                      Offer to N.A. after 10 years.

1704-21      Annual accumulation:      0.25 cu.ft. or less/year  
                  Arrangement:                      By aircraft  
                  Transfer to N.A.:                  Offer to N.A. after 10 years.

1704-20      Annual accumulation:      0.25 cu.ft. or less per year  
                  Arrangement:                      By aircraft name and date  
                  Transfer to N.A.:                  Offer to N.A. after 15 years.