TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 2008 I FROM Agency exablishment FEDERAL AVIATION ADMINISTRATION 2 MAJOR SUBDIVISION AIR TRAFFIC 3 MINOR SUBDIVISION AIR TRAFFIC 4 NAME OF PERSON WITH WHOM TO CONFER IS TELEPHONE MARY AND BOURGEOIS, ATZ-400 10 C2-26-7-5552 6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of this agency or will not be needed after the retention periods specified and that written concurrence from the Cheeral Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. I signature of Agency Representative SIGNATURE OF AGENCY REPRESENTATIVE B DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHED DESCRIPTION OF TEEMS TAKE MAJOR ACCOUNTS AND ACCOUNTS NOTIFICATION 10 AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request of U S C 3303a the disposition request and that he provisions of 44 U S C 3303a the disposition request of the septiment of the provisions of 44 U S C 3303a the disposition request of U S C 3303a the disposition re	REQUEST FOR RECORDS DISPOSIT	ION ALITHORITY	'LEAVE BLANK (NARA use only)			
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7 17 18 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION TAKEN (NARA USE ONLY) SEE ATTACHED DESCRIPTION OF TIEMS	I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <code>Lf</code> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Is not required, Is attached; or has been requested.					
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1. Voice Recorders (FAA Order 1350.15C, Item 7230.2.d). Supercedes NN-165-133-Item 1.

a. Digital voice recordings.

Destroy when 45 days old.

b. Analog voice recordings.

Destroy when 15 days old.

c. En route facilities utilizing System Analysis Recording tapes as their radar retention media (regardless of the type of voice recorder system being used).

Destroy when 15 days old.

d. David J. Hurley Air Traffic Control System Command Center's voice recordings.

Destroy when 15 days old.

e. Data pertaining to incidents and accidents.

Destroy as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification Investigation and Reporting).

2. Flight Plans (FAA Order 1350.15C, Item 7230.2.e). Supercedes II-NNA-1306 Item 21.

Destroy when 15 days old, except when filed as part of Incident Records or other case records.

3. Pre-Flight Briefing Logs (FAA Order 1350.15C, Item 7230.2.f)

Destroy when 15 days old.

4. Aircraft Flight Contact Records (FAA Order 1350.15C, Item 7230.2.g). Supercedes II-NN1-1306 Item 20.

Destroy when 15 days old, except when filed as part of Incident Records or other case files.

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION	Job Number N1-237-02-05	Page 3 of 3

5. Air Traffic Control Computer Printouts (FAA Order 1350.15C, Item 7230.2.h)

a. General printouts.

Destroy when 15 days old.

b. When part of AMIS unknown intercept report.

Action needed to request disposition authority.

c. Printouts requiring special handling.

Destroy as specified in FAA Order 7210.3 (Facility Operation and Administration) and FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting).

6. NAS Computer Magnetic Tapes (FAA Order 1350.15C, Item 7230.2.i)

a. Data extraction recordings.

Destroy when 45 days old.

b. En route facilities utilizing System Analysis Recording tapes as their radar retention media.

Destroy when 15 days old.

c. Data pertaining to incidents and accidents.

Destroy as specified in FAA Order 7210 3 (Facility Operation and Administration), FAA Order 8020.11 (Aircraft Accident and Incident Notification, Investigation and Reporting), and FAA Order 8020.11 and/or FAA Order 7210.56 (Air Traffic Quality Assurance).