

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-237-16-10</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/23/2009</i>	
1 FROM (Agency or establishment) DOT/Federal Aviation Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Aviation Safety (AVS)			
3 MINOR SUBDIVISION Office of Rulemaking (ARM)			
4. NAME OF PERSON WITH WHOM TO CONFER Julie Ann Lynch	5 TELEPHONE NUMBER 202-267-3377	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>FAA RECORDS OFFICER</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Exemption Process Records – see attached	NC1-237-83-1 Item 11	<i>with drawn 7/21/2010</i>

Exemption Process

The purpose of this process is to respond to petitions for relief from a regulatory requirement in Title 14, Code of Federal Regulations (14 CFR), Aeronautics and Space.

An exemption record contains the agency decision document in response to the petitioner's request for exemption, with any supporting background information. The Office of Rulemaking stores these records in the Federal Docket Management System (FDMS), eAmendments Sharepoint Site, and the Integrated Rulemaking Management Information System (IRMIS).

a. Exemption Dockets (Non-medical), Series 2100(1)(b)

Docket files relating to creation of a new Federal Aviation Regulation (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.

1) Hardcopy

Temporary. Destroy/delete original records when portable document format (PDF) or text file is determined to be an adequate substitute for paper records.

2) Electronic docket file – Stored in FDMS.

Federal Docket Management System (FDMS)

The purpose of this system is to improve the access to and participation in the federal regulatory process. It is a public, online repository of the docket files, available at <http://regulations.gov>.

This system contains these electronic files in the formats of Adobe Acrobat, Lotus Word Pro, and Microsoft products, such as: Access, Excel, Outlook, PowerPoint, Project, Word, and Visio.

Permanent. Cutoff closed records at the end of the fiscal year. Pre-accession to NARA 5 years after cut off. Transfer to NARA 55 years after cut off. Migrate data when system is superseded or replaced.

Note: *The FAA agrees to maintain these records in accordance with 36 CFR 1234.30 and 1234.32 for their entire retention period.*

withdrawn 7/21/2000