

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-GRS-04-6	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-27-2004	
1. FROM (Agency or establishment) National Archives and Records 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Life Cycle Management Division			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Christopher M. Cwynar	5. TELEPHONE NUMBER 301.837.3464	DATE 12/22/05	ARCHIVIST OF THE UNITED STATES Allen Weinstein
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 08-27-2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul M. Westfall</i>		TITLE Director, Life Cycle Management Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Addition to General Records Schedules--Aircraft Operations and Maintenance Records (see attached)		
<i>cc Agency DR nwm md nwm WA nwm TM nwm TC</i>			

Aircraft Operations and Maintenance Records (9 August 2005)

This general records schedule provides disposition instructions for records pertaining to the management, maintenance, and operation of aircraft used by Federal agencies, including Federal records accumulated in connection with the use of leased aircraft as well as records provided by contractors for government agencies. Specifically excluded from this schedule are previously approved records from the Federal Aviation Administration, Department of the Air Force, Department of the Navy, and the Department of the Army.

***Note:** Some of these records may be necessary for the investigation and preparation of accident/incident reports. Agencies conducting their own internal accident/investigation congruent with those conducted by the Federal Aviation Administration and the National Transportation Safety Board must maintain those records in accordance with Item 5 of this schedule. The Federal Aviation Administration and the National Transportation Safety Board are exempt from Item 5 of this schedule.

Operations:

1. Routine Operations.

Records that pertain to the day-to-day operation of aircraft operated by Federal agencies. Included are records documenting departures, takeoffs, and destinations, passengers on board, requests for flights or for cancellation of flights, flight orders, aircraft flight logs, flight plans, and similar records.

Destroy when 2 years old.

2. Logistical Support for Flight Operations.

Records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance and other needed logistics services. Also included are comments on regulations, directives or other publications that relate to logistics matters, program and budget information, management improvement reports, cost reduction reports, and requests for substantive information that relate to logistics matters.

Destroy when 6 years old or when superseded, whichever is later.

Maintenance and Modifications:

3. General Maintenance Records.

Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements, (as opposed to maintenance activities performed on a specific aircraft; see item 4 for records relating to maintenance activities involving specific aircraft). Included are records related to servicing, manufacturing, rebuilding and testing of equipment and classifying the condition status of materiel, non-technical correspondence that pertains to aircraft maintenance and related organizational matters and overhaul and rework projects as well as technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and their maintenance. Also included in this category are maintenance manuals for

aircraft that have been customized from the standard production model design in order to meet agency-specific needs or manuals that have been annotated and are different from those issued by the manufacturer. Additionally, this category includes preventive maintenance records; aircraft inventories that account for the aircraft held by, or assigned to, an agency or agency component, especially as counted and classified into categories; and bulletins that direct a one-time inspection to determine whether a given condition exists and specify what action should be/has been taken.

- a. Recordkeeping copies of maintenance manuals for unique or customized aircraft: Permanent. Transfer to the National Archives in 5 year blocks after they become superseded or obsolete.
- b. All other records: Destroy when 6 years old or when superseded or obsolete, whichever is later.

4. Individual Aircraft Maintenance and Airframe Modifications Records.

Records relating to maintenance activities performed on specific aircraft. Included are aircraft logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, and maintenance requests. Also included are records relating to configuration change to a specific aircraft that is a material change, modification, or an alteration in the characteristics of the equipment.

Destroy 6 years after aircraft disposal or clearance of related equipment from the program.

5. Records Required for Accident/Incident Reports.

Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies.

Keep for duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports.

Electronic Copies of Records:

6. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.