

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DOT/Federal Aviation Administration

2 MAJOR SUBDIVISION Office of Associate Administrator
for Regulation and Certification, AVR-1

3 MINOR SUBDIVISION Flight Standards Service
Headquarters/Regions/Field Offices

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Dorothy J. Stewart
Dorothy J. Stewart, AFS-110 (202) 267-3360

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 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.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/4/03	<i>Katrina Thomas</i>	FAA Records Officer, Standards and Information Division, APF-100

ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>National Aviation Safety Inspection Program</u></p> <p>Program started in 1984 Annual accumulation is approximately 8 feet Cutoff files annually.</p> <p>1 General Correspondence files Correspondence, reports, forms, and Related documents pertaining to NASIP, Regional Aviation Safety Program (RASIP) or Office Aviation Safety Inspection Program (OASIP) Inspection activities</p> <p>a Flight Standards Certification and Surveillance Division Destroy after 4 years old</p> <p>b Regional Flight Standards offices Destroy after 4 years old</p> <p>c Flight Standards Field offices Destroy after 4 years old</p> <p>2 Inspection files maintained by Flight Standards regarding air carriers, emergency medical service operators, pilot schools, repair stations, Maintenance technician schools, and external load operators</p> <p>a Flight Standards Certification and Surveillance Division Destroy after 2 years</p>	New Series (8090)	
	<i>See page 2.</i>		
	<i>cc Agency NIR, NMW</i>		

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JOB NUMBER

71-237-04-1

DATE RECEIVED

4-14-2003

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

DATE

10-13-04 *John W. Carl*

ARCHIVIST OF THE UNITED STATES

10-13-04

National Aviation Safety Inspection Program

Program started in 1984. Annual accumulation is approximately 8 feet.

1. Inspection files of the National Aviation Safety Inspection Program (NASIP), Regional Aviation Safety Inspection Program (RASIP), and Office Aviation Safety Inspection Program (OASIP). Files maintained by Flight Standards regarding air carriers, emergency medical service operators, pilot schools, repair stations, maintenance technician schools, and external load operators. Files include correspondence, team member lists, inspector information sheets, database reports, and inspection findings reports.

Disposition:

- a. Flight Standards Certification and Surveillance Division. Destroy after 2 years.
- b. Regional Flight Standards offices. Destroy 4 years after follow-up and corrective action is completed or when superceded by another NASIP, RASIP or OASIP inspection.
- c. Flight Standards Field offices. Destroy 4 years after follow-up and corrective action is completed or when superceded by another NASIP, RASIP or OASIP inspection.

2. NASIP Annual Reports.

Disposition: PERMANENT. Transfer to the National Archives when 5 years old.

3. 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 record keeping copy of the records covered by the 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 is 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.

Disposition: Delete/destroy 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.

Disposition: Delete when dissemination, revision, or updating is complete.