

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
FEDERAL AVIATION ADMINISTRATION

2. MAJOR SUBDIVISION
REGULATION AND CERTIFICATION

3. MINOR SUBDIVISION
SUSPECTED UNAPPROVED PARTS PROGRAM OFFICE AVR-20

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
KATHLEEN AGRESTA 703-661-0594
MANAGEMENT & PROGRAM ANALYST

LEAVE BLANK (NARA use only)

JOB NUMBER
71-237-02-2

DATE RECEIVED
3-29-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES
8-28-03 *John W. Paul*

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
2/26/02 *K. Thomas* FAA Records Officer

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED/NO ELECTRONIC RECORDS AT THIS TIME		

cc Agency NR NWM D-NWMU

The National Suspected Unapproved Parts (SUP) Program Office addresses the issues surrounding aircraft parts suspected of not meeting regulatory requirements. The office was created to develop and disseminate policy and procedures for the FAA, as well as develop and implement inspector training for SUP investigations. The office serves as a primary collection point of notifications to the FAA regarding suspect parts. The office provides technical support to FAA and industry regarding SUP; maintains an automated information system for tracking SUP notifications and investigations and analyzing data; and provides program oversight and review of SUP related enforcement actions and audits. SUP Investigations are conducted by the FAA to identify and address unapproved parts that do not meet the requirements of the Code of Federal Regulations Title 14 parts 21, 43 and 91.

Investigative Case Files contain investigative materials pertaining to a SUP case and may include Suspected Unapproved Parts Notifications (FAA Form 8120-11 or its equivalent); photographs; notes; copies of records obtained during the investigation; witness statements as applicable; documented interviews, briefing papers, records of telephone conversations and meetings; formal agency letters and memorandums, correspondence by entities under investigation containing responses to allegations; copies of e-mail messages with various interested parties requesting information, relaying information, describing issues, and summarizing discussions; copies of Airworthiness Directives, Unapproved Parts Notifications, or other Field Notifications drafted or issued (including Unapproved Parts Notifications, Flight Standards Information Bulletins, and Aviation Maintenance Alerts); information about the procedures implemented to remove the unapproved parts from the system; and Suspected Unapproved Parts Case Closure Guide (FAA Form 8120-13 or its equivalent). When parts are obtained during the course of an investigation, the action office completes and files an Aircraft/Parts Identification and Release (FAA Form 8020-2 or its equivalent) and a Chain of Custody Receipt (FAA Form 1600-70 or its equivalent) for all parts received.

All investigative case files also contain SUP Status Reports (FAA Form 8120-12 or its equivalent). This form contains information about all aspects of the case including the SUP case number, case start and close dates, names of law enforcement authorities involved, description of the SUP event/complaint, information about the company being investigated, information about the suspected unapproved part, corresponding EIR number(s), and a closeout synopsis outlines what the issues were, what the findings were, and what action was taken to address the findings. Each case file may contain several updated copies of this form. The office currently prints and files a copy of the report each time information is added to it and then prints and files the finalized version.

This series of records also includes files for resolved SUP notifications. These are notifications the FAA received but which did not provide sufficient information to show an investigation was warranted.

This Records Disposition Authority expands Item No. 8122 in the Federal Aviation Administration's *Records Organization, Transfer, and Destruction Standards* manual.

1. Investigative Case Files and Resolved Notifications.

a. Paper Case Files.

Disposition: TEMPORARY. Cut off files at end of calendar year in which case closes or in which notification is resolved. Retire to off-site storage 3 years after cut-off. Destroy 8 years after cut-off

b. Electronic Mail and Word Processing System Copies.

1. 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: TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced.

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

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