

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-237-10-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-23-2009	
1 FROM (Agency or establishment) DOT/Federal Aviation Administration		<p style="text-align: center;">NOTIFICATION TO AGENCY</p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>	
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NAME OF PERSON WITH WHOM TO CONFER Julie Ann Lynch	5 TELEPHONE NUMBER 202-267-3377	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 10/22/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherine Thomas</i>		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Rulemaking Management Process – see attached	NC1-237-83-1 Item 13	Withdrawn 7-21-2010

Rulemaking Records Disposition Authority Process

The purpose of this process is to issue regulations that have the force and effect of law. The FAA follows the Administrative Procedure Act and other statutes as well as certain Executive Orders when developing and issuing deregulatory and regulatory documents.

A rulemaking project file contains records, which support the initiation and finalization of deregulatory and regulatory documents in accordance with applicable statutes, Executive Orders, and Office of the Federal Register requirements. 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. Rules Docket Files, Series 2100(1)

Dockets relating to creation of a new Title 14 Code of Federal Aviation Regulation (CFR) or amendment of an existing Title 14 CFR. 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) 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 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 7-21-2010

b. Preambles and Code of Federal Regulations (CFR), Series 8040(4)

History sheets, background, and justification of rules pertaining to Civil Aeronautics Regulations (CAR), Federal Aviation Regulations (FAR), and Code of Federal Regulations (CFR), as they relate to aviation safety rulemaking activities.

1) Hardcopy

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

2) Electronic file – Stored in Cyberdocs

eAmendment Sharepoint Site

The purpose of this system is to be a repository for the internal project files for exemption, and rulemaking documents, which aid in locating information about deregulatory or regulatory documents.

This internal system contains these electronic files in the formats of portable document format (PDF).

The files are received online, and information is entered in data fields, to include: name and title of project file.

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.*

Integrated Rulemaking Management Information System (IRMIS)

The purpose of this system is to automate FAA rulemakings and petitions for exemption from rules affected by or which amend regulations in Title 14 of the Code of Federal Regulations (14 CFR).

This internal system contains information on the management of rulemakings and petitions for exemption. The information is entered in data fields, and could contain one or more of the following: project number, title of project, docket number, status or history of project, date project was initiated, date project was completed, Special Federal Aviation Rulemaking (SFAR) expiration date, disposition, the office of primary interest, regulatory identifier number, priority for council, SFAR number, abstract or summary of the project, ranking, significance, congressional mandate, quarterly report, team members (to include: analyst, attorney, economist, team leader), Federal Register citation, and milestones (to include: start date, schedule date, projected date, completion date).

501 Johnson 7-21-2010

Temporary. Cut off two weeks after close of project file. Delete data captured in database 55 years after completing all activity. 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 7-21-2010