

ORDER

1350.15C

**RECORDS ORGANIZATION, TRANSFER, AND
DESTRUCTION STANDARDS**



AUGUST 29, 2001

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

FOREWORD

This order provides guidance to employees at all levels of FAA on the proper protection and preservation of valuable information. This order consolidates the General Records Schedule created by the National Archives and Records Administration (NARA) and FAA specific retention schedules approved by the Archivist of the United States.

The National Archives and Records Administration reviewed this order. The retention schedules are a compilation of all currently approved disposition authorities granted to FAA by the National Archives and Records Administration.

Institutionalization of sound records management practices takes total quality effort and provides the right information in a timely manner, thus enhancing and increasing organizational effectiveness. This order provides the source for accurate information regarding disposition of FAA record materials.



Tim Lawler

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