

CHAPTER 11. FLIGHT SAFETY

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8000	FLIGHT SAFETY		
	The records described below relate to type, production, and airworthiness certification of aircraft; inspection and surveillance of flight operations and maintenance activities of air carrier and general aviation aircraft; medical examination and certification of airmen, instructors, designated examiners, and air agencies; registration of aircraft and recordation of aircraft encumbrances; flight inspection; and the investigation of aircraft accidents, incidents, and violations.		
	1. General Correspondence Files. Routine correspondence, reports, and safety related documents pertaining to the administration of programs for the safety of flight of civil aircraft by assuring the airworthiness of aircraft, the competence of airmen, the adequacy of flight operations and maintenance activities, and the evaluation of in-flight facility performance but EXCLUDING files described elsewhere below.		
	a. Agency office of primary interest.	Transfer to FRC when 4 years old. Destroy when 10 years old.	NC1-237-77-3 Item 14 (1)(a) Approved 12/2/77
	b. Regional flight standards offices: correspondence files relating to regional planning, direction, control, and evaluation of assigned programs.	Transfer to FRC when 4 years old. Destroy when 10 years old.	NC1-237-77-3 Item 14 (1)(b) Approved 12/2/77
	c. Regional flight standards offices: correspondence files other than those described elsewhere in this paragraph.	Destroy when 5 years old, EXCEPT that field narrative reports are to be destroyed when 2 years old.	NC1-237-77-3 Item 14 (1)(c) Approved 12/2/77
	d. Flight standards field offices.	Destroy when 2 years old.	NC1-237-77-3 Item 14 (1)(d) Approved 12/2/77
	2. General Correspondence Files (Engineering and Manufacturing Activities). Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.	Destroy when 5 years old, EXCEPT files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under 8110, TYPE CERTIFICATION RECORD.	NC1-237-77-3 Item 14 (2) Approved 12/2/77

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	3. Aviation Safety Committee Files. Documents pertaining to general activities and recommendations of committees and groups such as Air Space Sub-Committee, Regional Planning Committee, Schedule Air Coordinating Committee, and similar coordinated aviation safety planning groups. May also include certain material relating to Air Traffic Control Procedures, hazards to air navigation, Federal Airways Facilities, and minutes of all meetings and conferences.	Destroy when 3 years old.	II-NNA-1017 Item 60 Approved 7/13/54
	4. Designee Case Files (Excluding Designated Medical Examiners). Authorizations, inspection reports, periodic reports, and related correspondence pertaining to individuals other than FAA employees designated (or who have made application for designation) to act for or on behalf of the Administrator in conducting and evaluating applicant's performance in the various practical phases of examinations leading to the issuance of or revalidation of airmen certificates of all types and the certification of airworthiness of aircraft and aircraft components.	Destroy 5 years after designation becomes inactive.	II-NNA-1102 Item 16 Approved 7/12/54
	5. Evaluation and Surveillance Files. Documents accumulated in the conduct of an evaluation and/or surveillance of the Flight Standards National Aviation Safety Inspection Program maintained by the Regional Flight Standards offices.	Destruction not authorized	Pending Approval of NARA
8010	SERVICE DIFFICULTY PROGRAM		
	Service Difficulty Program Files , consisting of reports of malfunctions, failures and defects that might endanger the safe operation of aircraft, and related forms, summaries, microfilm, and data stored in magnetic tape.		
	a. Reporting forms, such as FAA Form 8070-1, Service Difficulty Report, Malfunction or Defect Report, prepared daily from information contained in original reports.	Destroy when 1 year old or when the report status is closed, whichever is later.	NC-237-75-2 Item 2 Approved 11/5/74
	b. Microfilm of reporting forms and related documents:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC-237-75-2 Item 3 Approved 11/5/74

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	(2) Microfilm of original records.	Cutoff microfilm annually. Destroy when 5 years old.	NC-237-75-2 Item 3 Approved 11/5/74
	c. Master tape record containing data extracted from source documents.	Erase data when 5 years old at 90-day intervals.	NC-237-75-2 Item 4 Approved 11/5/74
	d. Computer listings consisting of scheduled and special interrogation listings.	Destroy when 5 years old or when no longer needed, whichever is later.	NC-237-75-2 Item 5 Approved 11/5/74
	e. Daily summaries of service difficulty reports.		
	(1) Master copy maintained by the Regulatory Support Division.	Destroy when 2 years old.	NC-237-75-2 Item 6 Approved 11/5/74
	(2) All others.	Destroy when 1 year old.	NC-237-75-2 Item 6 Approved 11/5/74
8020 ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING			
	1. Aircraft Accident/Incident Report Packages. Case files containing documents reflecting information of possible significance in aircraft accidents near midair collisions, and other incidents, prepared and maintained by air traffic field facilities, including reports, controller and employee witness statements, flight plans and flight progress strips, transcripts, recorder loop and tapes, computer tapes and or data extraction and related materials. NOTE: Computer readout data shall not be included in ATC accident packages, but shall remain in the originating facility in accordance with appropriate orders.	Destroy 5 years after completion of investigation. (EXCEPTION: Packages relating to a particular accident or incident for which specific retention instructions are received will be disposed of on an individual basis. In an instance where a facility removed a tape recording as the result of a preliminary request of another facility or FAA office regarding its use in an accident or incident inquiry and no further data, formal or informal, is requested or provided, that tape recording will be returned to service 90 days after the date removed.)	II-NNA-1102 Item 23 Approved 7/12/54
	2. Aircraft Accident Review Files. Reports of aircraft accidents and accident investigation reviewed for determining whether air traffic facilities may have been cause of accident, periodically analyzed for examining trends.	Destroy closed files when 5 years old.	352-S207 Item 110 Approved 2/5/52
	3. Aircraft Accident/Incident Investigation Files. Case files relating to the reporting and investigation of aircraft accidents, and near midair collisions and other incidents.		
	a. Air carrier accident report and investigation files.		

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	(1) Files maintained by Office of Aviation Safety	Transfer closed files to FRC when 2 years old. Destroy when 8 years old.	NN-168-81 Item 1 Approved 5/14/68
	(2) All others.	Destroy after necessary follow-up or corrective action is completed.	NN-168-81 Item 1 Approved 5/14/68
	b. General aviation accident report and investigation files.		
	(1) Files maintained by Aviation System Standards.	Destroy closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(2) All others.	Destroy after necessary follow-up or corrective action is completed.	NN-168-81 Item 2 Approved 5/14/68
	c. Incident report and investigation files.		
	(1) Files maintained by the Office of Aviation Safety.	Destroy closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(2) Accident/incident investigation files, involving FAA aircraft or airmen, maintained by the AFS Senior Flight Safety Officer.	Destroy closed files when 3 years old.	NN-168-81 Item 2 Approved 5/14/68
	(3) All others.	Destroy after necessary follow-up or corrective action is completed.	NN-168-81 Item 2 Approved 5/14/68
	4. Aircraft Accident and Pilot Violation Studies. Special studies involving aircraft accidents and violations and related causes, trends, etc., including related statistical printouts and other materials, accumulated by the Aviation System Standards.	Destruction not authorized.	Revalidation required
8025 MEDICAL INVESTIGATION OF AIRCRAFT ACCIDENTS			
	Medical Investigation of Aircraft Accidents Records. Case files maintained by Civil Aeromedical Institute documenting the investigation of medical aspects of civil aviation accidents. Includes accident reports, autopsy and toxicological reports, and related correspondence.		
	a. Case files involving investigation of fatal accidents.	Transfer closed files to FRC when 5 years old. Destroy when 25 years old.	NC1-237-77-7 Item 7 Approved 9/23/77
	b. Case files involving investigation of non-fatal accidents.	Dispose of in accordance with item 8020(3).	NC1-237-77-7 Item 7 Approved 9/23/77

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	c. Card file on airmen involved in general aviation accidents of special medical interest.	Destroy when 50 years old.	NC1-237-77-7 Item 7 Approved 9/23/77
8030 VIOLATION INVESTIGATION AND REPORTING			
	Violation Report and Investigation Files. Records relating to the reporting and investigation of violations of rules, regulations, orders, and minimum standards for flight safety, such as Enforcement Investigative Reports, and supporting information.		
	a. Regional Flight Standards offices.	Destroy closed files in agency when necessary follow-up and corrective action is completed.	N1-237-92-3 Item 1 Approved 5/20/94
	b. Flight Standards field offices.		
	(1) Records relating to violations which result in legal enforcement action.		
	(a) Official Case File.	Transfer to the Office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150 Item 1 of this order.	N1-237-92-3 Item 1 Approved 5/20/94
	(b) Copies of the Official Case File maintained by the Flight Standards Investigating Office.	Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(2) Records relating to violations which result in administrative enforcement action.	Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(3) Records resulting in "no action".	Destroy 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150 Item 4 of this order.)	N1-237-92-3 Item 1 Approved 5/20/94
	(4) Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.	Destroy 1 month after the date of successful completion of reexamination or proof of qualification.	N1-237-92-3 Item 1 Approved 5/20/94
	c. Flight Standards Washington Headquarters Divisions.	Destroy 1 year after the case is closed in the EIS.	N1-237-92-3 Item 1 Approved 5/20/94

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8040	REGULATORY		
	1. Flight Standards Regulations Files. Case files relating to the development and formulation of Civil Air Regulations (CAR) and Federal Aviation Regulations (FAR), special conditions, airworthiness directives, Airworthiness and Operations Review Program and related rulemaking activities, denials of petitions for rulemaking, grants or denials of exemption petitions and amendments or denials of reconsideration of operations specifications.		
	a. Agency Office of Primary Interest.		
	(1) Civil Air Regulations (CAR), Federal Aviation Regulations (FAR), and Airworthiness Directives.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	Destroy 15 years after the issued date of final rule or withdrawal notice.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	Transfer closed files to FRC 10 years from the issued date of final rule or withdrawal notice. Destroy when 15 years old	NC1-237-83-1 Item 11 Approved 11/30/83
	(2) Special conditions.	Transfer closed files to FRC 2 years from issued date. Destroy when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(3) Airworthiness and Operations Review Program and related rulemaking activities.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	Destroy 15 years from the issued date of final rule or withdrawal notice.	NC1-237-83-1 Item 11 Approved 11/30/83

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	(c) If not microfilmed.	Transfer to FRC 2 years from the issued date of final rule or withdrawal notice. Destroy when 7 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(4) Denials of petitions for rulemaking.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	Destroy closed files 5 years from the denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed	Transfer closed files to FRC 2 years from the denial date. Destroy when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(5) Petitions for exemptions.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	Destroy 5 years from the grant or denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	Transfer closed files to FRC 2 years from the grant or denial date. Destroy when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83
	(6) Petitions for reconsideration of operations specifications.		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 11 Approved 11/30/83
	(b) Microfilm of original records.	Destroy 5 years from date of amendment or denial date.	NC1-237-83-1 Item 11 Approved 11/30/83
	(c) If not microfilmed.	Transfer closed files to FRC 2 years from the date of amendment or denial. Destroy when 5 years old.	NC1-237-83-1 Item 11 Approved 11/30/83

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	b. Regional Flight Standards offices.	Destroy when 10 years old, EXCEPT that drafts and comments on proposed FARs and CAR's are to be destroyed when no longer needed.	II-NNA-1017 Item 58 Approved 7/13/54
	2. Flight Standards Regulations Waiver Files. Documents maintained by Flight Standards field offices relating to waivers of flight safety regulations (other than by air carriers).	Destroy 1 year after expiration of the waiver period.	II-NNA-1102 Item 20 Approved 7/12/54
	3. National Transportation Safety Board (NTSB) Recommendations. Case files of safety recommendations, resulting from accidents/incidents of various aircraft, correspondence and documents used in the development and formation of Airworthiness Directives (AD's). Correspondence addressed to the FAA Administrator and Congressional responses.		
	a. Records not microfilmed.	Transfer closed files to FRC 10 years after issued date of AD's. Destroy when 15 years old.	NC1-237-83-1 Item 13 Approved 11/30/83
	b. If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 13 Approved 11/30/83
	(2) Microfilm of original records.	Destroy 20 years from issued date of AD's.	NC1-237-83-1 Item 13 Approved 11/30/83
	4. Preambles and Code of Federal Regulations (CFR). History sheets, background, and justification of rules pertaining to CAR's, FAR's, and CFR's, as they relate to aviation safety rulemaking activities.		
	a. Preamble, CFR, and history sheets. Microfilm a 5-year block in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 14 Approved 11/30/83
	b. Microfilm of original records.	Destroy when no longer needed for administrative use.	NC1-237-83-1 Item 14 Approved 11/30/83
8041	AIRWORTHINESS CERTIFICATION AIRCRAFT		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8050	AIRCRAFT REGISTRATION AND RECORDATION		
	1. Aircraft Registration and Recordation Files. Case files containing a history of registered aircraft, including ownership information, lien status, and airworthiness data, and related correspondence and indexes.		
	a. If microfilmed.		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	Destroy original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-79-2 Item 5 Approved 2/8/79
	(2) Microfilm of original records.	Destroy when it is determined that the aircraft is no longer in existence.	NC1-237-79-2 Item 5 Approved 2/8/79
	b. If not microfilmed.	Destroy when it is determined that the aircraft is no longer in existence.	NC1-237-79-2 Item 5 Approved 2/8/79
	2. Engine, Propeller, and Spare Parts Files. Card files, containing lien information on parts, that are used as a cross-reference to conveyances filed in aircraft registration and recordation file.	Destroy when it is determined that the part is no longer in existence.	NC1-237-79-2 Item 6 Approved 2/8/79
	3. Dealer's Aircraft, Registration Certificates Files. Case files recording holders of dealers' aircraft registration certificates, including applications and related correspondence.	Destroy 3 years after expiration of certificate.	NC1-237-78-2 Item 1 Approved 3/7/78
	4. Aircraft Registration Correspondence Files. Correspondence pertaining to regional and district office activity in connection with aircraft registration, ownership, registration accuracy checks, and related matters.	Destroy closed case files when 2 years old.	II-NNA-102 Item 31 Approved 7/12/54
8060	AIRMAN RECORDS		
	1. Airman Certification Files. Files documenting the history of official actions in the issuance and status of certificates and ratings of airmen, and related correspondence.		
	a. Airmen and Aircraft Registry.		

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	(1) Original records. Microfilmed in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records	NC1-237-77-3 Item 20 Approved 12/2/77
	(2) Microfilm copies of the original records and pertinent indices.	Cutoff microfilm annually. Destroy when 60 years old or when no longer needed, whichever is later, except for indices pertaining to microform copies of Enforcement Records. Indices pertaining to microform copies of Enforcement Records shall be destroyed in accordance with paragraph 2150 Item 5 of this order.	N1-237-92-2 Item 1 Approved 5/20/94
	(3) Routine correspondence not having a direct bearing on the case such as transmittals and duplicate requests.	Destroy when 1 year old.	NC1-237-77-3 Item 20 Approved 12/2/77
	2. Student Pilot Certification Files. Case files relating to the certification of student pilots, and related correspondence.	Destroy 1 year after expiration of certificate.	II-NNA-867 Item 3 Approved 6/11/54
	3. Airman Certification Correspondence Files. Correspondence maintained by regional and field offices pertaining to qualifying experience, examinations, and other general criteria required for certification of airmen.	Destroy when 2 years old.	II-NNA-1102 Item 26 Approved 7/12/54
	4. Crewmember Passport Files. Applications, such as FAA Form 8066 or equivalent, photographs of crewmembers. (U.S. Citizens employed on U.S. registered aircraft, and commercial operators used in international air commerce.)	Destruction not authorized.	Revalidation required
	5. Crewmember Correspondence to the State Department. These files consist of applicant requests, lists of applicants, approved applications, and correspondence to and from the State Department, and verifications of approved certificates.	Destruction not authorized.	Revalidation required
8065	AIRMAN MEDICAL RECORDS		OPR Action needed to request disposition authority.
8070	DATA ACQUISITION, PROCESSING, AND ANALYSIS		OPR Action needed to request disposition authority.

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8071	FLIGHT INSPECTION DATA OPERATIONS AND CONTROL		OPR Action needed to request disposition authority.
8080	AIRMAN KNOWLEDGE TESTS		
	1. Airman Knowledge Test Active Files. Master copies of current tests, and related revisions, comments, statistical analyses, and significant background documents, maintained by the Regulatory Support Division, AFS-600.	Transfer to airman knowledge test inactive file (item 8080(2) below) when test becomes inactive.	NC1-237-77-3 Item 21 Approved 12/2/77
	2. Airman Knowledge Test Inactive Files. Master copies of tests that have become inactive, with related test item, testing situation and applicant performance data and other materials transferred from the airman knowledge test active files (item 8080(1) above).	Destroy when 4 years old.	NC1-237-77-3 Item 22 Approved 12/2/77
	3. Airman Knowledge Test Application Files. Application forms and related answer sheets completed by applicants for airman certificates.		
	a. Originals maintained by the Airman/Aircraft Registry.	Transfer to FRC when 1 year old. Destroy when 4 years old.	NC1-237-77-3 Item 23 Approved 12/2/77
	b. Copies of completed answer sheets retained by offices administering the tests.	Destroy when 60 days old by burning, or other authorized means.	NC1-237-77-3 Item 23 Approved 12/2/77
	4. Airman Knowledge Test Distribution Files. Correspondence, reports, and other records maintained by the Aviation System Standards distribution office and by regional and field offices relating to the distribution and accountability of airman knowledge tests.	Destroy 1 year after the test is superseded or otherwise becomes inactive.	NN-172-98 Item 3 Approved 7/12/54
8081	AIRMEN PRACTICAL FLIGHT TESTING STANDARDS		Schedule Pending
8090	NATIONAL AVIATION SAFETY INSPECTION PROGRAM		
	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.		
	a. Flight Standards Certification and Surveillance Division.		Schedule Pending

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Regional Flight Standards Offices.		Schedule Pending
	c. Flight Standards Field Offices.		Schedule Pending
	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.		
	a. Flight Standards Certification and Surveillance Division.		Schedule Pending
	b. Regional Flight Standards Offices.		Schedule Pending
	c. Flight Standards Field Offices.		Schedule Pending
8100 AIRWORTHINESS CERTIFICATION			
	Aircraft Airworthiness Maintenance Files. Documents maintained by flight standards and aircraft certification field offices relating to airworthiness in connection with maintenance items not anticipated in manufacturers' manuals or interpretation of airworthiness standards set forth in regulations as applied to specific maintenance problems.	Destroy when 5 years old.	II-NNA-1102 Item 33 Approved 7/12/54
8101	Aircraft Certification Directorate Procedures		
8102	Aircraft Certification System Evaluation Program		
8110 TYPE CERTIFICATION			
	1. Aircraft Engineering Files. Case files reflecting the complete case history of engineering investigation, testing and disposition (approved or disapproved) of requests for Type Certificate or supplemental Type Certificate or amendments for aircraft, aircraft components, aircraft propellers, aircraft accessories and accessory kits, and aircraft engines. Consist of applications, correspondence, engineering data, drawings, and specifications related to the prototype; and project data airworthiness certificates, directives, correspondence and publications related to subsequent modifications of the character required by regulations to be made the subject of engineering investigation for comparison with airworthiness standards for inclusion on the Type Certificate.		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Aircraft case files maintained by regional/field aircraft certification offices.	Transfer inactive files to FRC. Destroy when aircraft no longer in existence.	NC1-237-77-3 Item 24 Approved 12/2/77
	b. Equipment case files maintained by regional/field flight standards offices.	Destroy in agency 10 years after it is established that a specific type of equipment no longer exists.	NC1-237-77-3 Item 24 Approved 12/2/77
	2. Type Certification Technical Data Files (If Filed Separately From Files in Item 8110(1) Above). Includes alterations and repair technical data, drawings, test reports, descriptive data and specifications comprising the type design for type certificated aircraft models.		
	a. Technical data files for certificated aircraft.	Transfer to FRC when only a few aircraft remain in service. Destroy when aircraft no longer in existence.	NC1-237-77-3 Item 25 Approved 12/2/77
	b. Technical data files pertaining to uncertificated, incomplete projects.	Transfer when the project becomes inactive. Destroy when aircraft no longer exists.	NC1-237-77-3 Item 25 Approved 12/2/77
8111	TYPE CERTIFICATION HOLDER	Destruction not authorized.	OPR Action needed to request disposition authority.
8112	SUPPLEMENTAL TYPE CERTIFICATE HOLDER	Destruction not authorized.	OPR Action needed to request disposition authority.
8113	DESIGNATED ENGINEERING REPRESENTATIVE	Destruction not authorized.	OPR Action needed to request disposition authority.
8114	PROCESS SPECIFICATIONS	Destruction not authorized.	OPR Action needed to request disposition authority.
8115	DESIGNATED ALTERATION STATION	Destruction not authorized.	OPR Action needed to request disposition authority.
8120	PRODUCTION CERTIFICATION		
	1. Manufacturing Inspection and Production Files. Correspondence and other records maintained by regional Manufacturing Branch offices and Manufacturing Inspection District Offices (MIDO) pertaining to general inspection and production of manufacturers.	Destroy when 5 years old.	II-NNA-1017 Item 77 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Field Production Certification Files. Conformity inspection reports; quality assurance systems analysis review (QASAR) reports, DMIR activity reports; airworthiness certificates; and related correspondence, regarding original issuance and continuation of production certificates.	Destroy 1 year after production certificate is canceled.	II-NNA-1102 Item 44 Approved 7/12/54
8121	PRODUCTION APPROVAL AND SURVEILLANCE PROCEDURES	Destruction not authorized.	OPR Action needed to request disposition authority.
8130	ORIGINAL AIRWORTHINESS	Destruction not authorized.	OPR Action needed to request disposition authority.
8122	SUSPECTED UNAPPROVED PARTS PROGRAM	Destruction not authorized.	OPR Action needed to request disposition authority.
8130	ORIGINAL AIRWORTHINESS		
	Field Airworthiness Certification and Approval Files. Correspondence, applications, statements of conformity, copies of certificates, number assignment cards, and related documents maintained by regional manufacturing branch offices and Manufacturing Inspection District Offices (MIDO).		
	a. Civil airworthiness files.	Destroy closed case files 2 years after certificate is issued.	NC1-237-77-3 Item 26 Approved 12/2/77
	b. Military airworthiness files.	Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificates to be retained in issuing office until aircraft is no longer in existence.	NC1-237-77-3 Item 26 Approved 12/2/77
	c. Export airworthiness files.	Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificate to be retained by the issuing office until aircraft is no longer in existence.	NC1-237-77-3 Item 26 Approved 12/2/77
8150	AIRCRAFT EQUIPMENT	Destruction not Authorized	OPR Action needed to request disposition authority.

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8151	TECHNICAL STANDARDS ORDER	Destruction not authorized.	OPR Action needed to request disposition authority.
8152	PARTS MANUFACTURING APPROVAL	Destruction not authorized.	OPR Action needed to request disposition authority.
8200	FLIGHT INSPECTION		
	1. General Correspondence Files. Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.		
	a. Agency office of primary interest.		
	(1) General correspondence as noted above.	Destroy when 6 years old.	NC1-237-77-3 Item 27 Approved 12/2/77
	(2) Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes.	Destroy when 3 years old	NC1-237-77-3 Item 27 Approved 12/2/77
	b. Aviation System Standards and regional Flight Standards offices.	Destroy when 5 years old.	NC1-237-77-3 Item 27 Approved 12/2/77
	2. Flight Inspection Performance Files. Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.		
	a. Aviation System Standards, Flight Inspection Field Offices, and regional reports.	Destroy when 1 year old.	NC1-237-77-3 Item 28 Approved 12/2/77
	b. Monthly summaries.	Destroy when 5 years old unless accrued in place of annual summaries.	NC1-237-77-3 Item 28 Approved 12/2/77
	c. Annual summaries.	Destroy when 6 years old. If annual summaries are not prepared, monthly or quarterly summaries will be retained to the 6-year limit.	NC1-237-77-3 Item 28 Approved 12/2/77
	3. Flight Inspection Report Files. Reports of flight inspection of aids to air navigation, and related recorder charts, graphs bearing error reports, and correspondence.		
	a. Flight inspection reports.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Microfilm record copy maintained by FSNFO.	Destroy 5 years after decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(2) Flight inspection field facilities.	Destroy 2 years after evidence of microfilming is furnished to the originating office by the Aviation System Standards.	NC1-237-77-3 Item 29 Approved 12/2/77
	(3) Aviation System Standards (AVN).	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-3 Item 29 Approved 12/2/77
	(4) Microfilm of original records		
	(a) Official record copy maintained by AVN.	Destroy 5 years after decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(b) Aviation System Standards (AVN).	Transfer duplicate film copy to FRC on yearly basis. Destroy 5 years following decommissioning of facility.	NC1-237-77-3 Item 29 Approved 12/2/77
	(5) All other microfilm copies.	Destroy when 2 years old.	NC1-237-77-3 Item 29 Approved 12/2/77
	b. Flight inspection recorder charts and associated data maintained by Flight Inspection Field Facilities.		
	(1) Site evaluation records.	Destroy 2 years after the facility is commissioned or the site is rejected.	NC1-237-77-3 Item 29 Approved 12/2/77
	(2) Commissioning records.	Destroy 5 years after the facility is decommissioned.	NC1-237-77-3 Item 29 Approved 12/2/77
	(3) Periodic, special, and surveillance flight inspection records.		
	(a) History of facility files	Retain 1 year in working files.	NC1-237-77-3 Item 29 Approved 12/2/77
	(b) After accident flight check data files	Destroy 5 years after anniversary date of accident.	NC1-237-77-3 Item 29 Approved 12/2/77
	(c) Shipboard TACAN records.	Destroy when 2 years old.	NC1-237-77-3 Item 29 Approved 12/2/77
	c. Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.	Destroy 5 years after the related facility is decommissioned.	NC1-237-77-3 Item 29 Approved 12/2/77

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	4. Instrument Approach Procedure Files. (FAA Forms 8260 series or equivalent).	Destroy when superseded or canceled, EXCEPT those procedure files in use at the time of an accident/incident which may result in litigation which are to be destroyed 7 years after date of accident/incident.	NC1-237-77-3 Item 30 Approved 12/2/77
8210	PRODUCTION CERTIFICATION CORRESPONDENCE	Destruction not authorized.	OPR Action needed to request disposition authority.
8220	NAVIGATION STANDARDS	Destruction not authorized.	OPR Action needed to request disposition authority.
8240	FLIGHT INSPECTION AND CERTIFICATION OPERATIONS	Destruction not authorized.	OPR Action needed to request disposition authority.
8260	FLIGHT PROCEDURES AND AIRSPACE EVALUATION		OPR Action needed to request disposition authority.
8300	MAINTENANCE		
	1. Technical Correspondence Files. Technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and maintenance thereof. (EXCLUDES files maintained in aircraft engineering case files (item 8110(1).)	Destroy when 6 years old.	II-NNA-1017 Item 80 Approved 7/13/54
	2. Air Carrier Maintenance files.		
	a. Case files documenting the certification, inspection, and surveillance of maintenance activities of scheduled and non-scheduled air carriers. EXCEPT items covered under item b. below.		
	(1) Regional flight standards offices.	Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	(2) Flight Standards field offices.	Destroy when 5 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	b. Basic certificates, specifications, and authorizations.		

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	(1) Regional flight standards offices.	Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	(2) Flight Standards field offices.	Destroy superseded or canceled case files when 5 years old.	NC1-237-77-3 Item 31 Approved 12/2/77
	3. Approved Schools Files. Case files documenting the certification and inspection of schools offering courses leading to the obtaining of a maintenance airman certificate, including those whose physical plant and quality of instructions meet the criteria for an "Approved School" rating or who have made application for such rating.	Destroy after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 17 Approved 7/12/54
	4. Approved Repair Station Files. Case files documenting the certification, inspection, and surveillance of repair stations, consisting of applications, certificates and ratings, inspection reports, and related correspondence.	Destroy after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 18 Approved 7/12/54
	5. Aircraft Repair and Alteration Files. Case files maintained by flight standards field offices pertaining to modification conversions, adaptations, etc., to aircraft structures, components, equipment, and accessories.	Destroy case records of engineering changes requiring revision of approved type specifications 5 years after approval or abandonment of the project.	II-NNA-1102 Item 32 Approved 7/12/54
	6. Air Carrier Contracts and Agreements. Case files of agreements made between airlines and contractors for aircraft and component maintenance and/or overhaul such as retreating tires; overhauling engines, instruments, propeller governors, fuel pumps, generators, starters, magnetos; and recovering of control surfaces.	Destroy superseded or canceled case files when 1 year old.	II-NNA-1102 Item 41 Approved 7/12/54
	7. Service Difficulty Program Files. See 8010.		
	8. Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) Systems Data Files.		
	a. Mechanical Reliability Report (MRR) system data files. Data created prior to the service difficulty data system, and stored on magnetic tape by Flight Standards Service.		
	(1) Master tape record. Microfilm in accordance with 36 CFR 1230.	Erase after microfilming and film is determined to be an adequate substitute.	NC1-237-83-1 Item 3 Approved 11/30/83

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	(2) Microfilm of the taped data.	Destroy when 5 years old.	NC1-237-83-1 Item 3 Approved 11/30/83
	b. Mechanical Interruption Summary (MIS) system data files. Data retained in the district office.	Destroy when 1 year old.	NC1-237-83-1 Item 3 Approved 11/30/83
	9. General Aviation Aircraft Surveillance Files. Documents relating to the maintenance surveillance of general aviation aircraft. Included are notices of aircraft condition, malfunction and defects reports, inspection reports, and related correspondence.	Destroy when 2 years old.	NC1-237-83-1 Item 3 Approved 11/30/83
	10. Air Carrier Aircraft Engine Utilization Files. Monthly reports of engine utilization, overhaul, shutdowns and similar data, and related computer listings and publications, maintained by Aviation System Standards.		
	a. Utilization reports.	Destroy when 2 years old.	NN-173-195 Item 8 Approved 4/5/73
	b. Monthly listings.	Destroy after accuracy of quarterly listing is verified.	NN-173-195 Item 7 Approved 4/5/73
	c. Quarterly listings.	Destroy when 10 years old.	NN-173-195 Item 7 Approved 4/5/73
	d. Computer Listings.	Destroy when 10 years old.	NN-173-195 Item 9 Approved 4/5/73
	e. Aircraft Utilization and Propulsion Report.	Retain 1 master copy.	NN-173-195 Item 10 Approved 4/5/73
	11. Operations Specifications - Maintenance Part "D" Files. Forms listing authorizations and limitations on air carriers that are not specifically covered in formal regulations, and related correspondence.		
	a. Flight Standards Technical Division.	Destroy 1 year after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	b. Regional Flight Standards Divisions.	Destroy 5 years after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	c. Flight Standards District Offices.	Destroy 5 years after cancellation.	NN-173-195 Item 11 Approved 4/5/73
	12. Air Carrier Maintenance Manuals. Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	Destroy when superseded or obsolete.	Nonrecord

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8310	CERTIFICATION PROCEDURES	Destruction not authorized.	OPR Action needed to request disposition authority.
8320	SURVEILLANCE PROCEDURES	Destruction not authorized.	OPR Action needed to request disposition authority.
8330	INVESTIGATION PROCEDURES	Destruction not authorized.	OPR Action needed to request disposition authority.
8340	BULLETINS - LARGE AIRCRAFT	Destruction not authorized.	OPR Action needed to request disposition authority.
8350	BULLETINS - SMALL AIRCRAFT	Destruction not authorized.	OPR Action needed to request disposition authority.
8400	OPERATIONS		
	1. Air Carrier Operations Files.		
	a. Case files documenting the certification, inspection, and surveillance of operations of scheduled and non-scheduled air carriers.		
	(1) Regional flight standards offices.	Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	(2) Flight Standards field offices.	Destroy when 5 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	b. Basic certificates, specifications, and authorizations		
	(1) Regional flight standards offices.	Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.	NC1-237-77-3 Item 33 Approved 12/2/77
	(2) Flight Standards field offices.	Destroy superseded or canceled case files when 5 years old.	NC1-237-77-3 Item 33 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Approved Schools Case Files. Case files documenting the certification and inspection of schools offering courses leading to the obtaining of an operations airman certificate, including those whose physical plant and quality of instructions meet the criteria for an "Approved School" rating or who have made application for such rating.	Destroy after certification has been inactive or cancelled for 5 years.	II-NNA-1102 Item 17 Approved 7/12/54
	3. Air Taxi Files. Case files maintained by Flight Standards Field Offices containing all basic certificates, authorizations, operating and maintenance data, reports of inspections and other records pertaining to each air taxi or non-scheduled operation utilizing aircraft under 12,500 pounds gross weight.	Destroy basic certificates and data 3 years after being superseded or canceled. Destroy all other records when 3 years old.	II-NNA-1102 Item 19 Approved 7/12/54
	4. Correspondence and Reports Pertaining to Agricultural and Industrial Flying. Correspondence and reports concerning aerial patrol, banner towing, wildlife census taking, mineral exploration and similar operations.	Destroy when 2 years old.	II-NNA-1102 Item 22 Approved 7/12/54
	5. Rotorcraft External Load Operations Files. Case files documenting the certification, inspection, and surveillance of rotorcraft external load operations.	Destruction not authorized.	Revalidation required
	6. Instrument Pilot Training Files. Correspondence pertaining to instrument pilot training for air carrier pilots, air line transport rating, and flight and academic test procedures.	Destroy when 5 years old.	II-NNA-1102 Item 39 Approved 7/12/54
	7. Air Carrier Personnel Training and Checking Activities Files. Documents reflecting the amount of training and periodic checks conducted by air carriers, the results thereof, and related reports.	Destroy when 5 years old.	II-NNA-1102 Item 40 Approved 7/12/54
	8. Special Flight Permit Files. Documents relating to issuance of ferry permits and manufacturer product flight test permits.	Destroy 90 days after completion of action for which permit is issued, or after need has been exhausted.	II-NNA-1102 Item 21 Approved 7/12/54
	9. Safety Improvement Report Files. FAA Form 8740-5, or equivalent, and related correspondence.	Destruction not authorized.	Revalidation required
	10. Air carrier Operations Manuals. Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.	Destroy when superseded or obsolete.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8410	AIR CARRIER AIRMEN CERTIFICATION		OPR Action needed to request disposition authority.
8430	AIR CARRIER INSPECTION AND SURVEILLANCE		OPR Action needed to request disposition authority.
8450	AIR CARRIER INVESTIGATIONS		OPR Action needed to request disposition authority.
8500	AEROMEDICAL CERTIFICATION		
	1. Medical Examination Clear Files. Reports of medical examination of airmen containing no significant pathology arranged numerically by number reflecting year and sequence of receipt.	Destroy original records after 3 years.	N1-237-86-6 Item 1(a) Approved 12/9/86
	2. Medical Examination Pathology Files. Case files consisting of applications for medical certificates and other related documents evidencing the physical status of airmen having medical disabilities, disorders, diseases.		
	a. Original records not microfilmed.	Transfer closed case files to FRC when 5 years old. Destroy when 50 years old.	N1-237-86-6 Item 2(a) Approved 12/9/86
	b. If microfilmed.		
	(1) Original active records. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	N1-237-86-6 Item 2(b) Approved 12/9/86
	(2) Microfilm of original record.	Destroy microfilm 50 years after record becomes inactive.	N1-237-86-6 Item 2(b) Approved 12/9/86
	3. X-Ray Files. X-rays made in connection with the medical certification of airmen maintained by regional medical offices.		
	a. Pathological (further action required).	Destroy when 75 years old.	NC1-237-77-7 Item 10 Approved 9/23/77
	b. Non-Pathological.	Destroy when 2 years old.	NC1-237-77-7 Item 10 Approved 9/23/77
	4. Electrocardiogram Files. EKG tracings generated in medical examinations of airline transport pilots, maintained by the Civil Aeromedical Institute.		

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	a. Original tracings. Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-7 Item 11 Approved 9/23/77
	b. Microfilm of original tracings.	Destroy 50 years after last inactive status.	NC1-237-77-7 Item 11 Approved 9/23/77
	5. Medical Examination Locator Files. Microfilm and microfiche containing file locator information on airmen by name, date of birth, medical identification number (MID), and pathology number (PI).	Destroy inactive records when 50 years old.	NC1-237-79-2 Item 3 Approved 2/8/79
8510	MEDICAL REVIEW AND APPEALS		OPR Action needed to request disposition authority.
8520	MEDICAL EXAMINER		
	1. Designated Examiner Case Files. Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.	Transfer closed case files to FRC 10 years after dedesignation. Destroy 25 years after dedesignation.	NC1-237-77-7 Item 12 Approved 9/23/77
	2. Computer Master Files. Tape record of personal identification and location information on current and former Aviation Medical Examiners (AME).	Destroy 2 years after death or 25 years after dedesignation.	NC1-237-79-2 Item 2 Approved 2/8/79
8530	BIOMETRICS SERVICES		OPR Action needed to request disposition authority.
8600	GENERAL AVIATION AIRWORTHINESS		OPR Action needed to request disposition authority.
8610	CERTIFICATION		OPR Action needed to request disposition authority.
8620	SURVEILLANCE PROCEDURES		OPR Action needed to request disposition authority.
8630	INVESTIGATION PROCEDURES		OPR Action needed to request disposition authority.
8640	GENERAL AVIATION AVIONICS		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8700	GENERAL AVIATION OPERATIONS		OPR Action needed to request disposition authority.
8710	CERTIFICATION		OPR Action needed to request disposition authority.
8720	GENERAL AVIATION INSPECTION AND SURVEILLANCE		
	General Aviation Surveillance Files. Documents accumulated in the inspection and surveillance of flight operations of general aviation aircraft.	Destruction not authorized.	Revalidation required
8730	INVESTIGATION PROCEDURES		OPR Action needed to request disposition authority.
8740	ACCIDENT PREVENTION		OPR Action needed to request disposition authority.
8800	COMMERCIAL SPACE OPERATIONS		OPR Action needed to request disposition authority.
8810	LAUNCH LICENSING		OPR Action needed to request disposition authority.
8820	LAUNCH GUIDELINES		OPR Action needed to request disposition authority.
8830	LAUNCH OPERATIONS EVALUATION AND MONITORING		OPR Action needed to request disposition authority.
8840	LAUNCH OPERATIONS ENVIRONMENTAL RECORDS		OPR Action needed to request disposition authority.
8900	COMMERCIAL SPACE RE-ENTRY OPERATIONS		OPR Action needed to request disposition authority.
8910	RE-ENTRY ENVIRONMENTAL RECORDS		OPR Action needed to request disposition authority.

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8920	RE-ENTRY LICENSING		OPR Action needed to request disposition authority.
8930	RE-ENTRY OPERATIONS EVALUATION AND MONITORING		OPR Action needed to request disposition authority.