

CHAPTER 3. GENERAL ADMINISTRATIVE FILES

| Item No. | Title and Description of Records (All Records Series are temporary except where indicated) | Disposition | Authority |
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| | <p>3-1. SHORT-TERM TEMPORARY FILES. A substantial number of files contain temporary material that is useful but not essential to record the program activity of the office holding it. These files are often called housekeeping files, reader files, publications files, extra copy files, information copy files, etc. In many cases, there is a separate office of primary interest that maintains a related master copy for longer term retention. Ideally, much of this material should be destroyed WITHOUT FILING, thus reducing the volume of material in the files and making them more serviceable. The following standards cover the more common types of these temporary materials produced by FAA offices and activities. These temporary materials WILL NOT be transferred to the Federal Records Center.</p> | | |
| | <p>a. Office Administration Files. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office.</p> <p>[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]</p> | <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p> | <p>GRS 23 Item 1</p> |
| | <p>b. FAA Publications - Reference Copies. Copies of FAA and predecessor agency publications including copies of orders, bulletins, manuals, circulars, memoranda, informational announcements, public relations material, and other printed or processed documents. (Preservation of record sets is the responsibility of the issuing or controlling office.)</p> | <p>Destroy when superseded or obsolete.</p> | <p>Nonrecord</p> |
| | <p>c. Outside Publications. Publications of other Government agencies, commercial firms, or private institutions, including catalogues, price lists, and similar publications.</p> | <p>Destroy when superseded or obsolete.</p> | <p>Nonrecord</p> |
| | <p>d. Library Materials. Copies of books, pamphlets, journals, and similar materials.</p> | <p>Refer to librarian for disposition.</p> | <p>Nonrecord</p> |

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| | e. Reading Files. Copies of correspondence signed and maintained by the approving officials office, used solely as a reading or reference file for the convenience of personnel. | Destroy when 2 years old, or when no longer needed, whichever is sooner. | GRS 23 Item 1 |
| | f. Duplicate Copies. Identical duplicate copies of all documents contained in same file. | Destroy immediately. | Nonrecord |
| | g. Requests for Information or Publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. | Destroy when 3 months old. | GRS 23 Item 7(a) |
| | h. Letters of Transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material. | Destroy when 3 months. | GRS 23 Item 7(b) |
| | i. Quasi-Official Notices. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records. | Destroy when 3 months old. | GRS 23 Item 7(c) |
| | j. Mailing Lists. Correspondence, request forms, and other records relating to changes in mailing lists. | Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. | GRS 13 Item 4(a) |
| | k. Drafts. Preliminary and intermediate drafts of letters, memoranda, reports and other papers. | Destroy when final drafts are completed, unless the changes substantially alter the contents. | GRS 16 Introduction, 4th paragraph |
| | l. Work Sheets. Work sheets and other work papers that are NOT an integral part of a file. | Destroy when work is completed or transferred to a more permanent form. | Nonrecord |
| | m. Shorthand Notes. Stenographers' notebooks, and stenotype tapes. | Destroy when notes have been transcribed. | Nonrecord |
| | n. Reproduction Material. Stencils, ditto masters, multilith plates, and other duplicating media used for preparing form letters, issuances, etc. | Destroy when purpose has been served. | Nonrecord |
| | o. Routine Control Files. Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work progress sheets, statistical tabulating aids such as punched cards, and records which control work and record action taken. | Destroy 2 years after date of last entry. | GRS 23 Item 8 |

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| | p. Personal Files. Personal papers and privately purchased books kept in an office for the convenience of the employee. OFFICIAL RECORDS WILL NOT BE INCLUDED IN PERSONAL FILES | Destroy at the convenience of the individual or the office. | Nonrecord |
| | q. Suspense Files. Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. | | |
| | 1. A note or other reminder to take action. | Destroy after action is taken | GRS 23 Item 6(a) |
| | 2. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected. | Withdraw documents when reply is received. 1) If suspense copy is an extra copy, Destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files. | GRS 23 Item 6(b) |
| | r. Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. | | |
| | s. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials. [NOTE: High level officials include the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.] | Destroy or delete when 2 years old. | GRS 23 Item 5(a) |

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| | (2) Records documenting routine activities containing no substantive information and records containing substantive information, which has been incorporated into organized files. | Destroy or delete when no longer needed for convenience of reference. | GRS 23 Item 5(b) |
| | t. Tracking and Control Records. Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115. | Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable. | GRS 23 Item 8 |
| | u. Finding Aids (or Indexes). Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records. | Destroy or delete with the related records. | GRS 23 Item 9 |
| | v. 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 recordkeeping copy of the records covered by the other 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. | | |
| | 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. | Destroy/delete within 180 days after the recordkeeping copy has been produced | GRS 23 Item 10 |
| | 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. | GRS 23 Item 10 |
| 3-2. RESERVED. | | | |