

## CHAPTER 9. FACILITIES AND EQUIPMENT

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>6000</b>	<b>AIRWAY FACILITIES</b>		
	The records described in this paragraph relate to the construction, commissioning, installation, maintenance, inspection, and relocation of air navigation, air traffic control, and aeronautical communications systems, facilities, and equipment.		
	1. <b>General Correspondence Files.</b> Routine correspondence, reports, and related documents accumulated in the administration and operation of programs for the survey, installation, construction, maintenance, and inspection of air navigation, air traffic control, and aeronautical communication facilities and equipment. Including documents relating to the determination of requirements for the procurement, manufacture, and distribution of equipment, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence files of the agency office of primary interest and that portion of files of regional headquarters offices relating to the development of policies and standards in the management of assigned programs.	<b>Destroy</b> when 5 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	b. Correspondence files of regional headquarters offices (other than that portion described in (a) above).	<b>Destroy</b> when 5 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	c. Correspondence files of systems maintenance field offices relating to the inspection, repair, and servicing of facilities and equipment.	<b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 68(1) Approved 12/2/77
	2. <b>Air Marking Program Files.</b> Documents pertaining to providing visual ground markings to guide pilots of aircraft not equipped or unable to use electronic navigational aids.		
	a. Agency office of primary interest.	<b>PERMANENT. Transfer to FRC</b> when inactive. <b>Offer</b> to NARA 10 years later.	NC1-237-77-3 Item 68(2) Approved 12/2/77
	b. Regional headquarters offices.	<b>Destroy</b> when 1 year old.	NC1-237-77-3 Item 68(2) Approved 12/2/77
	3. <b>Facilities Establishment Files.</b> Case files maintained by regional headquarters offices relating to the engineering, construction, and installation of facilities.		

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	a. Program case files.	<b>Destroy</b> 5 years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the Government.	NN-173-174 Item 6 Approved 3/29/73
	b. Project case files.	<b>Destroy</b> 5 years after decommissioning of related facility.	NN-173-174 Item 6 Approved 3/29/73
	c. Work order and cost data files.	<b>Destroy</b> 5 years after decommissioning of the system involved.	NN-173-174 Item 6 Approved 3/29/73
<b>6005</b>	<b>EQUIPMENT INSTRUCTION BOOKS-GENERAL</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6010</b>	<b>ESTABLISHMENT, MODERNIZATION, AND RELOCATION</b>		
	1. <b>Overseas Planning Files.</b> Correspondence, memorandums, reports, and related papers pertaining to the coordination of plans and policies for the establishment, development, improvement, and maintenance of air navigation facilities outside the continental United States.	<b>PERMANENT. Transfer to FRC</b> when 5 years old. <b>Offer</b> to NARA when 15 years old.	NC1-237-77-3 Item 69 Approved 12/2/77
	2. <b>Airport Engineering Planning Files.</b> Case files pertaining to engineering, planning, and governing the construction of airports built by FAA in the U.S. (Not including the Washington Airport Project), its territories and possessions, and in foreign countries. Contains proposals (including plans and specifications), contracts, summary bids, physical and fiscal progress reports, change orders, notices to proceed, and related correspondence.	<b>Destroy</b> 10 years after construction is completed.	352-S207 Item 10 Approved 2/5/52
	3. <b>Facility Data Files.</b> Documents containing data regarding location and type of facility maintained by FAA, used to provide control and planning information.		
	a. Monthly tabulations.		
	(1) Agency office of primary interest.	<b>Destroy</b> when 1 year old.	352-S207 Item 67 Approved 2/5/52
	(2) Regional headquarters offices.	<b>Destroy</b> when superseded.	Nonrecord

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	b. Sector maps.	<b>Destroy</b> when 1 year old.	352-S207 Item 68 Approved 2/5/52
	c. Card files of proposed and current facilities.	<b>Destroy</b> 4 years after facility is canceled.	352-S207 Item 16 Approved 2/5/52
<b>6011</b>	<b>F&amp;E PLANNING AND PROGRAMMING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6012</b>	<b>INSTALLATION PROCEDURES (GENERAL)</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6013</b>	<b>FACILITIES AND EQUIPMENT PLANNING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6020</b>	<b>PROGRAMMING RECORDS</b>		
	1. <b>Program Engineering Files.</b> Case files pertaining to the assignment and scheduling of establishment projects, and the allocation of funds required, maintained by the agency office of primary interest, containing drawings, bids and specifications, copy of contract or lease, cost of estimates, data sheets, and correspondence regarding authorization for scheduling project and allocating funds.		
	a. Facilities established for FAA.	<b>Destroy</b> 4 years after facility is canceled.	352-S207 Item 9 Approved 2/5/52
	b. Facilities established for other agencies.	<b>Destroy</b> 1 year after acceptance of facility or work by other agency.	352-S207 Item 9 Approved 2/5/52
	2. <b>Test Data Files.</b> Test data on equipment to determine compliance with procurement specifications.	<b>Destroy</b> upon expiration of guarantee of equipment.	352-S207 Item 26 Approved 2/5/52
	3. <b>F&amp;E Project Files.</b> Case files pertaining to F&E project assignments, fund allocations, adjustments of F&E programs, technical documentation, and project grouping and coding, maintained by regional headquarters offices.		
	a. Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent.	<b>Destroy</b> 1 year after decommissioning of facility.	NC1-237-77-3 Item 70 Approved 12/2/77

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	b. Instructions and implementation correspondence to and from Washington offices.	<b>Destroy</b> 2 years after decommissioning of facility.	NC1-237-77-3 Item 70 Approved 12/2/77
	4. <b>Project Control Files.</b> Card files maintained by regional headquarters offices for each assigned F&E project, reflecting project allotments, project cost, and periodic status of physical progress.		
	a. Monthly record.	<b>Destroy</b> 1 year after close of appropriation.	NC1-237-77-3 Item 71 Approved 12/2/77
	b. Final cost summary.	<b>Destroy</b> 2 years after decommissioning of facility.	NC1-237-77-3 Item 71 Approved 12/2/77
	5. <b>F&amp;E Report Files.</b> Fiscal and other reports relating to the F&E program.		
	a. F&E monthly reports.		
	(1) Agency office of primary interest.	<b>Destroy</b> when 2 years old, EXCEPT the final report of the fiscal year is to be destroyed at the end of following fiscal year.	II-NNA-1017 Item 117 Approved 7/13/54
	(2) Regional headquarters offices.	<b>Destroy</b> when 2 years old, EXCEPT the final report of each fiscal year is to be destroyed 1 year after close of F&E appropriation.	II-NNA-1017 Item 117 Approved 7/13/54
	(3) All other copies.	<b>Destroy</b> when 1 year old.	Nonrecord
	b. F&E monthly fiscal reports.	<b>Destroy</b> at the end of fiscal year, EXCEPT final September 30 report, which is to be destroyed 2 years after close of F&E appropriation.	II-NNA-1017 Item 116 Approved 7/13/54
	c. F&E work program quarterly reports.	<b>Destroy</b> when 5 years old.	II-NNA-1017 Item 118 Approved 7/13/54
6030	<b>MAINTENANCE OPERATIONS</b>		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>Maintenance Standardization Files.</b> Correspondence, memorandums, reports, and related papers pertaining to qualification and performance standards for facilities maintenance personnel; training of maintenance personnel, and analysis and modification of regional employee standards of performance and training activities; standards and procedures for use in classifying facilities and for computing personnel workloads; effective utilization of maintenance personnel; promotion of training for engineering personnel in schools; and field maintenance organization structure, maintained by the agency office of primary interest.	<b>Destroy</b> when 5 years old.	NC1-237-77-3 Item 73 Approved 12/2/77
	2. <b>Reports of Maintenance, Alteration, and Modernization Projects.</b>	<b>Destroy</b> 2 years after project is completed.	II-NNA-1017 Item 128 Approved 7/13/54
	3. <b>Maintenance Log Files.</b> Logs recording maintenance of airway facilities or equipment, such as FAA Form 6030-1, or equivalent, and supporting papers.		
	a. Copies maintained by airway facilities sector offices.	<b>Destroy</b> after 5 years.	NN-173-172 Item 1(a) Approved 3/29/73
	b. Copies maintained at facility sites.	<b>Destroy</b> after 3 years.	NN-173-172 Item 1(b) Approved 3/29/73
	4. <b>Equipment Instruction Books.</b> Manufacturer's instruction books for ground facilities and equipment.	Transfer with equipment. <b>Destroy</b> when equipment becomes obsolete or is removed from FAA inventory.	Nonrecord
6031	<b>MAINTENANCE PROCEDURES (GENERAL)</b>		<b>OPR Action needed to request disposition authority.</b>
6032	<b>MODIFICATION PROCEDURES (GENERAL)</b>		<b>OPR Action needed to request disposition authority.</b>
6033	<b>MAINTENANCE PROJECTS</b>		<b>OPR Action needed to request disposition authority.</b>
6040	<b>SYSTEM PERFORMANCE</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>Maintenance Operations Evaluation Files.</b> Documents accumulated by agency office of primary interest in the review and evaluation of maintenance services rendered on facilities and equipment.		
	a. Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.	<b>Destroy</b> when 10 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	b. Facility technical inspection reports (6040-9 through 15-series).	<b>Destroy</b> when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.	NC1-237-77-3 Item 74 Approved 12/2/77
	c. Records of itineraries and assignments of inspectors.	<b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	2. <b>Systems Performance Evaluation Files.</b> Documents accumulated by the agency office of primary interest in the review and evaluation of the technical functioning of facilities and equipment.		
	a. Records pertaining to the analysis and review of performance of radio and radar equipment types.	<b>Destroy</b> when equipment is obsolete and FAA has none in stock or in use.	352-S207 Item 45 Approved 2/5/52
	b. Reports of failure of radio and radar equipment, used for analyzing general quality of equipment.	<b>Destroy</b> when 2 years old.	352-S207 Item 48 Approved 2/5/52
	3. <b>Technical Performance Record Files.</b> FAA Form 6000-8 series or equivalent.	<b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 74 Approved 12/2/77
	4. <b>Facility Outage Reports.</b>	<b>Destruction not authorized</b>	Validation of authority required.
	5. <b>Technical Inspection and Evaluation Files.</b> Reports and related documents, pertaining to facility inspection and evaluation, maintained by airway facilities field offices.	<b>Destroy</b> when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.	NC1-237-77-3 Item 75 Approved 12/2/77
<b>6050 FREQUENCY MANAGEMENT</b>			
	1. <b>General Correspondence Files.</b> Administrative correspondence, memorandums, reports, and related papers pertaining to the requirements of the agency for radio frequencies, and uniform practices governing the use thereof. Includes subjects on allocation, assignment, cancellation, modulation, and usage of frequencies, circuits, disaster communications services, and similar subjects related to radio frequencies.	<b>Destroy</b> when 7 years old.	NC1-237-77-3 Item 76(1) Approved 12/2/77

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	2. <b>Frequency Assignment Files.</b> Documents and correspondence pertaining to assignment policy and procedures and to the operation of facilities to which frequencies have been assigned, or to be assigned.		
	a. Interdepartmental Radio Advisory Committee (IRA). IRA frequency lists and preface manual of regulations, procedures, and emergency readiness plan.	<b>Destroy</b> upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	b. FAA frequency lists.	<b>Destroy</b> upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	c. Miscellaneous frequency lists (Canadian, FAA, and ERDA).	<b>Destroy</b> upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	d. International Frequency Registration Board (IFRB) publications.	<b>Destroy</b> upon receipt of revised copy.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	e. Frequency Assignment Subcommittee (FAS) agendas.	<b>Cutoff files annually</b> <b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	f. Radio Frequency Appendix and Classified Frequency Supplement.	<b>Cutoff files annually</b> <b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	g. Completed OT-19 files.	<b>Cutoff files annually</b> <b>Destroy</b> when 2 years old.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	h. Station location files.	<b>Destroy</b> when superseded.	NC1-237-77-3 Item 76(2) Approved 12/2/77
	3. <b>Interdepartmental Radio Advisory Committee (IRAC) Files.</b> Case files reflecting agency membership on IRAC, which assigns radio frequencies to Federal agencies, containing agenda, applications for frequency assignments, and minutes of meeting.	<b>Destroy</b> closed case files when 2 years old.	NC1-237-77-3 Item 76(3) Approved 12/2/77
	4. <b>Frequency Assignment Coordination Files.</b> Documents pertaining to coordination with Federal agencies on assignments of radio frequencies to non-Federal licensees, including requests from FCC for recommendation regarding application for construction of new, or modification of existing, non-government stations that may interfere with FAA operations, and FAA's recommendation thereon.		

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	a. Files relating to coordination with the Federal Communications Commission (FCC).	<b>Cutoff files annually Destroy</b> when 1 year old.	352-S207 Item 115 Approved 2/5/52
	b. Files pertaining to coordination with agencies other than the Federal Communications Commission.	<b>Cutoff files annually Destroy</b> when 2 years old.	352-S207 Item 117 Approved 2/5/52
	c. Informal comments regarding proposed frequency utilization by Government agencies.	<b>Cutoff files annually Destroy</b> when 2 years old.	352-S207 Item 116 Approved 2/5/52
	5. <b>Radio Frequency Interference Files.</b> FAA reports of interference by other agencies or countries, and related actions.	<b>Destroy</b> closed case file when 2 years old.	352-S207 Item 118 Approved 2/5/52
	6. <b>Infraction Report Files.</b> Reports by the Federal Communications Commission regarding infractions of frequencies by FAA, and related actions to prevent recurrence.	<b>Destroy</b> closed case when 1 year old.	352-S207 Item 119 Approved 2/5/52
	7. <b>International Conference Files.</b> Records accumulated by offices serving as agency representatives on international bodies dealing with radio frequency utilization.		
	a. Correspondence and records created in developing U.S. position at conference.	<b>Destroy</b> upon completion of conference or convention and submission to the Secretary of State of final report by U.S. Delegation.	352-S207 Item 121 Approved 2/5/52
	b. Agenda, minutes, reports, and related processed material.	<b>Destroy</b> when no longer required for current operations.	352-S207 Item 121 Approved 2/5/52
<b>6070</b>	<b>AIR MARKING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6080</b>	<b>ENGINEERING DRAFTING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6081</b>	<b>PREPARATION OF ENGINEERING DRAWINGS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6082</b>	<b>AVAILABILITY OF ENGINEERING DRAWINGS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>6083</b>	<b>ENGINEERING DRAFTING OFFICE PROCEDURES</b>		<b>OPR Action needed to request disposition authority.</b>

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<b>6084</b>	<b>ENGINEERING DRAFTING INDEX AND REPORTING SYSTEM</b>		OPR Action needed to request disposition authority.
<b>6090</b>	<b>RUNWAY MONITORING SYSTEM (RMS)</b>		OPR Action needed to request disposition authority.
<b>6100</b>	<b>DATA SYSTEMS</b>		OPR Action needed to request disposition authority.
<b>6110</b>	<b>COMPUTER EQUIPMENT (CCC)</b>		OPR Action needed to request disposition authority.
<b>6111</b>	<b>DYNAMIC OCEANIC TRACKING SYSTEM (DOTS)</b>		OPR Action needed to request disposition authority.
<b>6120</b>	<b>PROGRAMMING (SOFTWARE)</b>		OPR Action needed to request disposition authority.
<b>6130</b>	<b>INPUT/OUTPUT EQUIPMENT (CUE, FSP, FDEP, CTS)</b>		OPR Action needed to request disposition authority.
<b>6131</b>	<b>HOST INTERFACE DEVICE (HD) NATIONAL AIRSPACE SYSTEM (NAS) LOCAL AREA NETWORK (LAN)</b>		OPR Action needed to request disposition authority.
<b>6140</b>	<b>MONITOR EQUIPMENT (SMMC)</b>		OPR Action needed to request disposition authority.
<b>6145</b>	<b>GENERAL TELEMETRY AND SENSING EQUIPMENT</b>		OPR Action needed to request disposition authority.
<b>6150</b>	<b>DATA TRANSFER EQUIPMENT (MODEM)</b>		OPR Action needed to request disposition authority.
<b>6160</b>	<b>DATA DISPLAY EQUIPMENT (CDC)</b>		OPR Action needed to request disposition authority.
<b>6161</b>	<b>MT-DARC/R2508 TECHNICAL MANUALS</b>		OPR Action needed to request disposition authority.

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6170	DATA HANDLING EQUIPMENT (TELETYPEWRITER, APULS, AMOS)		OPR Action needed to request disposition authority.
6171	CLOSED CIRCUIT TV		OPR Action needed to request disposition authority.
6180	DATA SWITCHING EQUIPMENT (ADIS, BDIS, AFTN, WNSC)		OPR Action needed to request disposition authority.
6181	NATIONAL AIRSPACE DATA INTERCHANGE NETWORK II (NADIN II)		OPR Action needed to request disposition authority.
6190	AUTOMATIC RADAR TERMINAL SYSTEM (ARTS)		OPR Action needed to request disposition authority.
6191	STARS STANDARD TERMINAL AUTOMATION REPLACEMENT SYSTEM		OPR Action needed to request disposition authority.
6200	TEST EQUIPMENT		OPR Action needed to request disposition authority.
6210	TEST EQUIPMENT CALIBRATION		OPR Action needed to request disposition authority.
6240	RADAR INTELLIGENCE TOOL (RIT)		OPR Action needed to request disposition authority.
6250	MAINTENANCE AUTOMATION PROGRAM		OPR Action needed to request disposition authority.
6251	REMOTE MONITORING SUBSYSTEMS (RMS)		OPR Action needed to request disposition authority.
6260	REMOTE MAINTENANCE MONITORING SYSTEM (RMMS)		OPR Action needed to request disposition authority.
6261	MAINTENANCE PROCESSOR SUBSYSTEMS (MPS)		OPR Action needed to request disposition authority.

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6262	<b>MAINTENANCE DATA TERMINALS (MDT)</b>		OPR Action needed to request disposition authority.
6270	<b>MAINTENANCE AUTOMATION SOFTWARE</b>		OPR Action needed to request disposition authority.
6271	<b>MAINTENANCE MANAGEMENT SYSTEM (MMS)</b>		OPR Action needed to request disposition authority.
6272	<b>MONITOR AND CONTROL SOFTWARE (MCS)</b>		OPR Action needed to request disposition authority.
6273	<b>MAINTENANCE DATA TERMINAL SOFTWARE</b>		OPR Action needed to request disposition authority.
6280	<b>MAINTENANCE DATA COMMUNICATIONS</b>		OPR Action needed to request disposition authority.
6281	<b>REMOTE MONITORING SUBSYSTEM CONCENTRATORS (RMSC)</b>		OPR Action needed to request disposition authority.
6290	<b>MAINTENANCE CONTROL CENTER (MCC)</b>		OPR Action needed to request disposition authority.
6291	<b>ARTCC MAINTENANCE CONTROL CENTER (AMCC)</b>		OPR Action needed to request disposition authority.
6292	<b>GNAS MAINTENANCE CONTROL CENTER (GMCC)</b>		OPR Action needed to request disposition authority.
6300	<b>RADAR</b>		
	1. <b>Radar Facilities Site Files.</b> Case files regarding each site selected for the establishment of radar facilities maintained by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.	<b>Destroy</b> 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52
	2. <b>Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy</b> when 5 years old, or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54

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	3. <b>Station Files.</b> Case files regarding the maintenance of radio and radar equipment at individual stations maintained by agency office of primary interest. Contains inventories, inspection reports, and reports of equipment adjustments.	<b>Destroy</b> when superseded by current inventory or report, or when station is discontinued or relocated, whichever is earlier.	352-S207 Item 47 Approved 2/5/52
6310	<b>AIRPORT SURVEILLANCE RADAR (ASR)</b>		OPR Action needed to request disposition authority.
6315	<b>TERMINAL WEATHER RADAR (TDWR)</b>		OPR Action needed to request disposition authority.
6320	<b>PRECISION APPROACH RADAR (PAR)</b>		OPR Action needed to request disposition authority.
6330	<b>AIRPORT SURFACE DETECTION EQUIPMENT (ASDE)</b>		OPR Action needed to request disposition authority.
6340	<b>AIR ROUTE SURVEILLANCE RADAR (ARSR)</b>		OPR Action needed to request disposition authority.
6345	<b>EN ROUTE WEATHER RADAR (NXRAD)</b>		OPR Action needed to request disposition authority.
6350	<b>RADAR REMOTING (RML, CD, BVD)</b>		OPR Action needed to request disposition authority.
6360	<b>ATC RADAR BEACON SYSTEM (SECRA)</b>		OPR Action needed to request disposition authority.
6365	<b>MODE S BEACON SYSTEM</b>		OPR Action needed to request disposition authority.
6366	<b>GROUND-AIR-GROUND DATA LINK SYSTEM</b>		OPR Action needed to request disposition authority.
6367	<b>AIR-TO-AIR TCASS</b>		OPR Action needed to request disposition authority.
6370	<b>RADAR RECORDING EQUIPMENT</b>		OPR Action needed to request disposition authority.

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6380	RADAR ELECTRONIC COUNTER MEASURE EQUIPMENT (ECCM)		OPR Action needed to request disposition authority.
6390	VIDEO MAPPING EQUIPMENT		OPR Action needed to request disposition authority.
6410	RADAR DISPLAYS (RBDE, BRITE)		OPR Action needed to request disposition authority.
6430	JOINT-USE EN ROUTE RADAR		OPR Action needed to request disposition authority.
6440	TRACS		OPR Action needed to request disposition authority.
6450	CENTRAL OPERATIONS FACILITIES		OPR Action needed to request disposition authority.
6460	MILITARY APPROACH CONTROL FACILITIES (RAPCO, RATCC)		OPR Action needed to request disposition authority.
6470	AIR ROUTE TRAFFIC CONTROL CENTER FACILITIES (ARTCC, CENTO, CERAP, ADCOC)		OPR Action needed to request disposition authority.
6480	TERMINAL AIR TRAFFIC CONTROL FACILITIES (ATCT, CST, TRACO, CTRAC)		OPR Action needed to request disposition authority.
6490	FLIGHT SERVICE STATION FACILITIES (FSS, IFSS)		OPR Action needed to request disposition authority.
6500	COMMUNICATIONS AND FLIGHT ASSISTANCE FACILITIES		
	1. <b>Communication Facilities Site Files.</b> Case files regarding each site selected for the establishment of communication facilities accumulated by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence and memorandums.	<b>Destroy</b> 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52

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	2. <b>Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy</b> when 5 years old or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54
	3. <b>Communications Maintenance Time Report Files.</b> Reports provide information concerning the time utilized by maintenance inspectors and technicians in connection with inspecting and maintaining communication facilities, such as FAA Form 1880, or equivalent.	<b>Destroy</b> when 1 year old.	II-NNA-369 Item 14 Approved 5/15/53
	4. <b>Communications Maintenance Technicians Data Files.</b> Sheets listing names of technicians, position number, address, and related information.	<b>Destroy</b> when superseded.	II-NNA-1017 Item 141 Approved 7/13/54
	5. <b>Communication Equipment Failure Files.</b> Report of communication equipment failure and facility performance, and related correspondence.	<b>Destroy</b> when 3 years old.	II-NNA-1017 Item 121 Approved 7/13/54
	6. <b>Communication Facilities Maintenance Inspection Report Files.</b>	<b>Destroy</b> when 3 years old.	II-NNA-369 Item 19 Approved 5/15/53
	7. <b>Permanent Equipment Files.</b> Inventories of fixed property at communications stations, such as FAA Form 416, or equivalent.		
	a. Regional headquarters offices.	<b>Destroy</b> 2 years after equipment is surveyed.	II-NNA-1017 Item 125 Approved 7/13/54
	b. Airway Facilities Sector field offices.	<b>Destroy</b> 1 year after equipment is removed from custody of the facility.	II-NNA-369 Item 7 Approved 5/15/53
	8. <b>Radio Transmitter Operations Files.</b> FAA Form 418, or equivalent.	<b>Destroy</b> when 3 years old.	II-NNA-369 Item 8 Approved 5/15/53
6510	<b>REMOTE COMMUNICATIONS AIR/GROUND FACILITIES (RCAG, TROPO)</b>		<b>OPR Action needed to request disposition authority.</b>
6515	<b>EMERGENCY COMMUNICATIONS FACILITIES</b>		<b>OPR Action needed to request disposition authority.</b>
6520	<b>REMOTE TRANSMITTER/RECEIVER FACILITIES (RTR, LRCO, RCO, SFO)</b>		<b>OPR Action needed to request disposition authority.</b>
6530	<b>DIRECTION FINDER FACILITIES (UDF, VDF, UVDF)</b>		<b>OPR Action needed to request disposition authority.</b>

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<b>Item No.</b>	<b>Title and Description of Records</b> (All Records Series are temporary except where indicated)	<b>Disposition</b>	<b>Authority</b>
6540	<b>COMMUNICATIONS LINK FACILITIES (LCOT, LNKR, CMLT, CMLR)</b>		OPR Action needed to request disposition authority.
6550	<b>OTHER FLIGHT ADVISORY FACILITIES (AID, EFAS, IFSR, IFST, TWEB, MASS WEATHER)</b>		OPR Action needed to request disposition authority.
6555	<b>AUTOMATED WEATHER OBSERVING SYSTEMS</b>		OPR Action needed to request disposition authority.
6556	<b>WEATHER SYSTEM PROCESSOR</b>		OPR Action needed to request disposition authority.
6558	<b>WEATHER SYSTEM PROCESSION</b>		OPR Action needed to request disposition authority.
6560	<b>METEOROLOGICAL INSTRUMENTS AND FACILITIES (RVR, RBC)</b>		OPR Action needed to request disposition authority.
6570	<b>MASTER DEMARKATION FILE (MDF)</b>		OPR Action needed to request disposition authority.
6580	<b>REMOTE COMMUNICATIONS FACILITY (RCF)</b>		OPR Action needed to request disposition authority.
6590	<b>RADIO COMMUNICATIONS LINK (RCL)</b>		OPR Action needed to request disposition authority.
6600	<b>COMMUNICATIONS EQUIPMENT</b>		OPR Action needed to request disposition authority.
6610	<b>TRANSMITTING EQUIPMENT</b>		OPR Action needed to request disposition authority.
6620	<b>RECEIVING EQUIPMENT</b>		OPR Action needed to request disposition authority.
6630	<b>ANTENNA EQUIPMENT</b>		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6640	<b>AUDIO AND SPEECH EQUIPMENT</b>		OPR Action needed to request disposition authority.
6650	<b>CONTROL, SELECTION, AND MONITORING EQUIPMENT</b>		OPR Action needed to request disposition authority.
6660	<b>POWER SUPPLY EQUIPMENT</b>		OPR Action needed to request disposition authority.
6670	<b>RECORDERS AND REPRODUCERS</b>		OPR Action needed to request disposition authority.
6680	<b>RADIO (TELETYPEWRITER) TERMINAL EQUIPMENT</b>		OPR Action needed to request disposition authority.
6690	<b>TELEPHONE TYPE EQUIPMENT (EVS, 300 SYSTEM, ETC.)</b>		OPR Action needed to request disposition authority.
6700	<b>NAVIGATIONAL AIDS</b>		
	1. <b>Navigational Aids Facilities Site Files.</b> Case files regarding each site selected for the establishment of navigational aids facilities accumulated by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications and related correspondence and memorandums.	<b>Destroy</b> 1 year after facility is discontinued.	352-S207 Item 28 Approved 2/5/52
	2. <b>Facility Reference Data Files.</b> FAA Form 198 series, or equivalent.	<b>Destroy</b> when 5 years old or 1 year after superseded, whichever is longer.	II-NNA-1017 Item 140 Approved 7/13/54
	3. <b>Navigational Aids Equipment Repair Files.</b> Requisitions for repair of goniometers and crystals, and related correspondence.	<b>Destroy</b> 2 years after action is completed, or requisition canceled.	II-NNA-1017 Items 122 and 123 Approved 7/13/54
6710	<b>NON-FEDERAL NAVIGATIONAL AIDS</b>		OPR Action needed to request disposition authority.
6720	<b>LONG-RANGE, GROUND BASED, CONTINUOUS WAVE NAVAID (CONSO)</b>		OPR Action needed to request disposition authority.
6730	<b>DISTANCE MEASURING EQUIPMENT (DME)</b>		OPR Action needed to request disposition authority.

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<b>Item No.</b>	<b>Title and Description of Records</b> (All Records Series are temporary except where indicated)	<b>Disposition</b>	<b>Authority</b>
6740	<b>NON-DIRECTIONAL RADIO BEACON (H, HH, LMM, LOM)</b>		OPR Action needed to request disposition authority.
6750	<b>INSTRUMENT LANDING SYSTEM (ILS, GS, LOC)</b>		OPR Action needed to request disposition authority.
6760	<b>LOW FREQUENCY RANGE (SRA, MRL)</b>		OPR Action needed to request disposition authority.
6770	<b>75 MHZ MARKER (FM, DM, MM, OM)</b>		OPR Action needed to request disposition authority.
6780	<b>TACTICAL AIR NAVIGATION EQUIPMENT (TACAN)</b>		OPR Action needed to request disposition authority.
6790	<b>VHF OMNIRANGE (VOR)</b>		OPR Action needed to request disposition authority.
6810	<b>VHF OMNITEST (VOT)</b>		OPR Action needed to request disposition authority.
6820	<b>COMBINED VOR AND TACAN (VORTAC)</b>		OPR Action needed to request disposition authority.
6830	<b>MICROWAVE LANDING SYSTEM (MLS)</b>		OPR Action needed to request disposition authority.
6850	<b>VISUAL NAVIGATIONAL AIDS (ALS, VASI)</b>		OPR Action needed to request disposition authority.
6860	<b>LORAN LONG RANGE NAVIGATION</b>		OPR Action needed to request disposition authority.
6870	<b>CMECA/VERY LOW FREQUENCY (VLF)</b>		OPR Action needed to request disposition authority.
6880	<b>GLOBAL POSITIONING SYSTEM (GPS)</b>		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6882	<b>WIDE AREA DIFFERENTIAL GLOBAL POSITION SYSTEM (WADGPS)</b>		OPR Action needed to request disposition authority.
6884	<b>LOCAL AREA DIFFERENTIAL GLOBAL POSITION SYSTEM (LADGPS)</b>		OPR Action needed to request disposition authority.
6900	<b>PLANT AND STRUCTURES</b>		
	1. <b>Plant and Structures Site Files.</b> Case files regarding each site selected for the establishment of visual aids to air navigation, maintained by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.	<b>Destroy</b> 1 year after facility is discontinued.	352-S207 Item 19 Approved 2/5/52
	2. <b>Sector Data Files.</b> Case files pertaining to the requirements and operations of lighting and structures maintenance sectors maintained by agency office of primary interest. Consists of duplicates regarding property and equipment, standard allowances, sector directories and maps, and schedules of maintenance and inspection.	<b>Destroy</b> when rescinded or superseded, or when 1 year old, whichever is earlier.	352-S207 Item 37 Approved 2/5/52
	3. <b>Structures and Ground Files.</b> Documents relating to insulating tape, transformers, painting and lettering, paint and allied materials, cable, wire and reels, safety engine generators, batteries, sector storerooms, excess and surplus property, comments on abnormal operations, and new equipment and test data, maintained by regional headquarters offices.	<b>Destroy</b> after 4 years, EXCEPT that weekly progress reports of structures and ground work parties on jobs in progress are to be destroyed when superseded, and final reports on completed jobs are to be destroyed at the end of each fiscal year.	II-NNA-1017 Item 131 Approved 7/13/54
	4. <b>Lighting and Structures Equipment Failure Files.</b> Reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure.	<b>Destroy</b> when 2 years old.	II-NNA-1017 Item 132 Approved 7/13/54
	5. <b>Lighting and Structures Maintenance Files.</b> Monthly reports of maintenance operations of field lighting and structures maintenance personnel.		
	a. Agency office of primary interest.	<b>Destroy</b> when 1 year old.	352-S207 Item 41 Approved 2/5/52
	b. Regional headquarters offices.	<b>Destroy</b> when 2 years old.	II-NNA-1017 Item 130 Approved 7/13/54

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	6. <b>Lighting and Structures Inspection Files.</b> Reports of inspection of lighting and structures prepared by regional and Washington maintenance inspectors.		
	a. Agency office of primary interest.	<b>Destroy</b> when 2 years old.	352-S207 Item 42 Approved 2/5/52
	b. Regional headquarters offices.	<b>Destroy</b> when superseded by a subsequent report.	II-NNA-1017 Item 133 Approved 7/13/54
	7. <b>Fire Extinguisher Maintenance Files.</b> FAA Form 6930-1, or equivalent.	<b>Destroy</b> when superseded, or when extinguisher is discarded.	II-NNA-369 Item 15 Approved 5/15/53
6910	<b>PLANT MODIFICATION</b>		
6920	<b>WATER AND SANITARY SYSTEMS</b>		<b>OPR Action needed to request disposition authority.</b>
6930	<b>BUILDINGS AND STRUCTURES</b>		<b>OPR Action needed to request disposition authority.</b>
	<b>Engine Generator Files.</b> Case files pertaining to the procurement, installation, and maintenance of engine generators. Contains correspondence, drawings, specifications, duplicate contracts, and test data.	<b>Destroy</b> when equipment is surveyed or transferred from custody of FAA.	352-S207 Item 34 Approved 2/5/52
6940	<b>GROUNDS AND ROADS</b>		<b>OPR Action needed to request disposition authority.</b>
6950	<b>ELECTRICAL</b>		<b>OPR Action needed to request disposition authority.</b>
6960	<b>MECHANICAL</b>		<b>OPR Action needed to request disposition authority.</b>
6970	<b>TEMPERATURE/HUMIDITY CONTROL AND VENTILATION</b>		<b>OPR Action needed to request disposition authority.</b>
6980	<b>POWER GENERATION</b>		<b>OPR Action needed to request disposition authority.</b>
6990	<b>ELECTRONIC EQUIPMENT MODERNIZATION</b>		<b>OPR Action needed to request disposition authority.</b>