

F.18

# Federal Aviation Agency



Cancelled 00-2A

AC NO: 90-31

AIR TRAFFIC CONTROL AND  
GENERAL OPERATIONS

EFFECTIVE :

July 1, 1967

**SUBJECT : RETENTION OF FLIGHT SERVICE STATION (FSS) CIVIL FLIGHT PLANS  
AND RELATED RECORDS.**

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1. **PURPOSE.** Establishment of new retention periods for flight plans, preflight briefing logs, visual flight rule flight progress strips, and related records with FSSs.
  2. **BACKGROUND.**
    - a. Experience has shown that in all cases where reference to the flight plan files is required, the FSS concerned is made aware of the fact usually within three to five days. In these cases, the pertinent records are removed from the files and included in the particular incident file and retained indefinitely.
    - b. Effective July 1, 1965, the retention period for ATC center and tower voice recordings and flight progress strips was reduced to 15 days. FSS civil flight plans and related records were retained for 30 days. Experience has shown that these records are rarely referred to after 15 days, unless connected with a specific accident or incident; therefore, the normal retention period has also been reduced to 15 days. Substantial savings will be realized in record keeping and storage.
  3. **ACTION.** Effective July 1, 1967, any person other than military seeking information on an incident which may be recorded at an FSS should assure that their requests reach the FSS facility concerned within 15 days.

*William E. Morgan*  
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