

## VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

### CHAPTER 31 ELECTRONIC SIGNATURES, ELECTRONIC RECORDKEEPING SYSTEMS, AND ELECTRONIC MANUAL SYSTEMS

#### Section 3 Crewmember and Aircraft Dispatcher Records

**3-3031 GENERAL.** Principal operations inspectors (POI) must determine if the certificate holder's recordkeeping system for crewmember and aircraft dispatcher records provides the necessary documentation to demonstrate compliance with Title 14 of the Code of Federal Regulations (14 CFR). In addition, POIs should review the certificate holder's recordkeeping procedures to determine that the certificate holder's quality control (QC) measures are adequate to maintain appropriate information on the quality of crewmember and aircraft dispatcher performance in training and checking programs. To enable the Federal Aviation Administration (FAA) to determine compliance at any time, the certificate holder must maintain adequate historical data. This section contains information and guidance to be used by POIs when determining the necessary crewmember and aircraft dispatcher records and the minimum retention periods.

#### **3-3032 CATEGORIES OF RECORDS.**

**A. Qualification Records.** In order for a certificate holder to demonstrate regulatory compliance, the certificate holder must retain records that document current qualification and prerequisite qualifications.

**1) Permanent Records.** Permanent records are the documentation of prerequisite qualifications for the current duty assignment(s). Permanent records also include documentation of the successful completion of training and qualification events which are prerequisites for subsequent assignments. A certificate holder must retain these records for the duration of the individual's employment to substantiate the individual's qualifications. For 14 CFR part 121 pilots, documentation of all training and qualification events completed with the certificate holder must be retained as permanent records so the certificate holder can comply with the analysis process required by part 121, § 121.415(h). (See Volume 3, Chapter 19, Section 14 for additional information regarding the analysis process for remedial training (RT) and tracking.) Examples of permanent records include the following:

- Airman certificate information,
- Aeronautical experience,
- Basic indoctrination training,
- Initial training and qualification,
- Transition and upgrade training and qualification,
- Operating Experience (OE) and Operating Familiarization, and
- Required pilot-in-command (PIC) OE observation by an FAA inspector.

**2) Current Qualification Records.** Current qualification records are the documentation of training, qualification, and currency events which qualify individuals for their current duty assignment(s). Individuals must reaccomplish training, qualification, and currency

events at scheduled intervals. In order to show an individual's continuity of qualification, certificate holders must retain this type of record until it is superseded by a record of similar training, qualification, or currency. However, for part 121 pilots, records of all training and qualification events completed with the certificate holder must be retained as permanent records so the certificate holder can comply with the analysis process required by § 121.415(h). (See Volume 3, Chapter 19, Section 14 for additional information regarding the analysis process for RT and tracking.)

**B. Records of Action.** Regulations require that a certificate holder record each action taken concerning the release from employment or physical or professional disqualification of any flightcrew member or aircraft dispatcher. In accordance with § 121.683, certificate holders conducting operations under part 121 must retain this record for at least 6 calendar-months. In accordance with 14 CFR part 135, § 135.63, certificate holders conducting operations under part 135 must retain this record for at least 12 calendar-months.

**C. Flight, Duty, and Rest Records.** A certificate holder must retain flight, duty, and rest records for crewmembers and aircraft dispatchers to demonstrate compliance with the applicable regulations regarding flight time limitations, duty time limitations, and rest requirements.

**D. Additional Records.** The certificate holder may need to retain additional records as a condition of special operational authorizations, deviations, or exemptions. For example, the FAA requires the certificate holder to retain a record of successful operation before the FAA can grant approval to increase the Extended Operations (ETOPS) with two-engine airplanes en route alternate time requirements from 90 minutes to 120 minutes. The FAA may require certificate holders to retain additional training and qualification data in order to justify changes in the authorization of such areas as ETOPS, training hour reductions, and operations specifications (OpSpecs). POIs should encourage certificate holders to establish additional recordkeeping for analysis purposes. Certificate holders may deidentify those records not required by the regulations.

### **3-3033 RETENTION PERIODS FOR CREWMEMBER AND AIRCRAFT**

**DISPATCHER RECORDS.** When evaluating a recordkeeping system for crewmember and aircraft dispatcher records, POIs must ensure that the system has the capability for entry, storage, retrieval, and archiving of all required records in the categories of records for which the certificate holder is seeking acceptance or approval. Tables 3-128A–D provide the minimum retention period for crewmember and aircraft dispatcher records for part 121 operations. Tables 3-129A and 3-129B provide the minimum retention period for crewmember records for part 135 operations.

**A. Pilot Records Improvement Act of 1996 (PRIA).** PRIA requires certificate holders conducting part 121 or 135 operations to retain certain pilot records for more than the minimum retention period shown in Tables 3-128A and 3-129A. (Refer to current editions of FAA Order 8000.88, PRIA Guidance for FAA Inspectors, and Advisory Circular (AC) 120-68, Pilot Records Improvement Act of 1996, for additional information and guidance regarding PRIA.)

**B. Advanced Qualification Program (AQP).** The AQP recordkeeping requirements are similar to those shown in Tables 3-128A–D and Tables 3-129A–B for training, qualification, and currency; however, some differences do exist. POIs should review Volume 3, Chapter 21 and refer to the current edition of AC 120-54, Advanced Qualification Program, for additional information and guidance.

**Table 3-128A. Pilot Records—Part 121**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Airman Certificate Information	§ 121.683	Permanent
Airman Medical Information	§ 121.683	Retain current information
Basic Indoctrination	§ 121.415	Permanent
Initial Ground Training	§ 121.419	Permanent
Initial Flight Training	§ 121.424	Permanent
Differences Ground and Flight Training	§ 121.418(a)	Permanent
Related Aircraft Differences Ground and Flight Training	§ 121.418(b)	Permanent
Transition Ground Training	§ 121.419	Permanent
Transition Flight Training	§ 121.424	Permanent
Upgrade Ground Training	§ 121.419	Permanent
Upgrade Flight Training	§ 121.424	Permanent
Recurrent Ground and Flight Training	§ 121.427	Permanent
Requalification Ground and Flight Training	§ 121.400	Permanent
Extended Envelope Flight Training - Initial, Transition, and Upgrade	§§ 121.423 and 121.424	Permanent
Extended Envelope Flight Training - Recurrent	§§ 121.423 and 121.427	Permanent
Qualification Line-Oriented Flight Training (LOFT) - Initial, Transition, and Upgrade	Part 121 Appendix H	Permanent
Remedial Training (RT) and Tracking	§ 121.415	Permanent
Emergency Training - Initial and Recurrent	§ 121.417	Permanent
In-Flight Medical Event Training - Initial	§ 121.805	Permanent

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Ground Deice/Anti-Ice Training and Testing - Initial and Recurrent	§ 121.629	Permanent
Doppler Radar and Inertial Navigation System (INS) Training - Initial	§ 121.445 and Part 121 Appendix G	Permanent
Extended Operations (ETOPS) Training - Initial	Part 121 Appendix P	Retain for duration of ETOPS authorization
Polar Operations Training - Initial	Part 121 Appendix P	Permanent
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§ 121.1007	3 calendar-years <sup>1</sup>
Proficiency Check - Initial, Transition, Upgrade, and Recurrent	§ 121.441	Permanent
Recurrent Simulator Course of Training	§§ 121.409 and 121.441	Permanent
Recurrent LOFT	§§ 121.409 and 121.441	Permanent
Pilot-in-Command (PIC) Line Check	§ 121.440	Permanent
Operating Experience (OE) and Operating Cycles - Initial, Transition, and Upgrade	§ 121.434	Permanent
PIC Observation by FAA - Initial and Upgrade	§ 121.434	Permanent
Consolidation of Knowledge and Skills - Initial and Transition	§ 121.434	Permanent
PIC Flight Time	§ 121.652	Retain for current airplane
Recent Experience	§ 121.439	90 calendar-days
PIC Special Airport and Special Area Experience	§ 121.445	12 calendar-months
Air Transportation Ground Instructor	§ 121.401	Permanent
Air Transportation Flight Instructor (Simulator) Aeronautical Experience	Part 121 Appendix H	Permanent
Air Transportation Flight Instructor Initial Ground and Flight Training	§ 121.414 and Part 121 Appendix H	Permanent

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Air Transportation Flight Instructor Transition Ground and Flight Training	§ 121.414 and Part 121 Appendix H	Retain for current airplane
Air Transportation Flight Instructor (Simulator) Recurrent Ground Training	§ 121.414 and Part 121 Appendix H	14 calendar-months <sup>2</sup>
Air Transportation Flight Instructor (Simulator) Line Observation Program	§ 121.412	14 calendar-months <sup>3</sup>
Air Transportation Flight Instructor Observation	§ 121.414	26 calendar-months <sup>4</sup>
Check Pilot (Simulator) Aeronautical Experience	Part 121 Appendix H	Permanent
Check Pilot Initial Ground and Flight Training	§ 121.413 and Part 121 Appendix H	Permanent
Check Pilot Transition Ground and Flight Training	§ 121.413 and Part 121 Appendix H	Retain for current airplane
Check Pilot (Simulator) Recurrent Ground Training	§ 121.413 and Part 121 Appendix H	14 calendar-months <sup>2</sup>
Check Pilot (Simulator) Line Observation Program	§ 121.411	14 calendar-months <sup>3</sup>
Check Pilot Observation	§ 121.413	26 calendar-months <sup>4</sup>
Check Pilot Authorization	§ 121.411	Retain for current airplane
Aircrew Program Designee (APD) Designation	Part 183	Retain for current airplane
Release from Employment	§ 121.683	6 calendar-months
Physical or Professional Disqualification	§ 121.683	6 calendar-months
Flight, Duty, and Rest	Part 117, Part 121 Subpart Q, Part 121 Subpart R, or Part 121 Subpart S	2 calendar-years

<sup>1</sup>In accordance with § 121.1007, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 121.1001.

<sup>2</sup>In accordance with §§ 121.413(h) or 121.414(h), as applicable, recurrent ground training must be completed every 12 calendar-months. However, in accordance with § 121.401(b), recurrent training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>3</sup>In accordance with §§ 121.411(f) or 121.412(f), as applicable, the line observation must be completed within the preceding 12 calendar-months. However, in accordance with §§ 121.411(g) or 121.412(g), as applicable, line observation completed in the month before or after the due

month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>4</sup>In accordance with §§ 121.413(a)(2) or 121.414(a)(2), as applicable, the observation must be completed within the preceding 24 calendar-months. However, in accordance with §§ 121.413(b) or 121.414(b), as applicable, observation completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

**Table 3-128B. Flight Engineer Records—Part 121**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Airman Certificate Information	§ 121.683	Permanent
Airman Medical Information	§ 121.683	Retain current information
Basic Indoctrination	§ 121.415	Permanent
Initial Ground Training	§ 121.419	Permanent
Initial Flight Training	§ 121.425	Permanent
Differences Ground and Flight Training	§ 121.418(a)	Retain for current airplane
Related Aircraft Differences Ground and Flight Training	§ 121.418(b)	Retain for current airplane
Transition Ground Training	§ 121.419	Permanent
Transition Flight Training	§ 121.425	Permanent
Recurrent Ground and Flight Training	§ 121.427	14 calendar-months <sup>2</sup>
Requalification Ground and Flight Training	§ 121.400	14 calendar-months <sup>2</sup>
Ground Deice/Anti-Ice Training and Testing - Initial	§ 121.629	Permanent
Ground Deice/Anti-Ice Training and Testing - Recurrent	§ 121.629	14 calendar-months <sup>2</sup>
Emergency Training - Initial	§ 121.417	Permanent
Emergency Training - Recurrent	§ 121.417	26 calendar-months <sup>3</sup>
In-Flight Medical Event Training - Initial	§ 121.805	Permanent
Doppler Radar and Inertial Navigation System (INS) Training - Initial	§ 121.445 and Part 121 Appendix G	Permanent
ETOPS Training - Initial	Part 121 Appendix P	Retain for duration of ETOPS authorization

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Polar Operations Training - Initial	Part 121 Appendix P	Permanent
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§ 121.1007	3 calendar-years <sup>1</sup>
Flight Check - Initial and Transition	§ 121.425	Permanent
Flight Check - Recurrent	§ 121.427	14 calendar-months <sup>2</sup>
Operating Experience (OE) - Initial and Transition	§ 121.434	Permanent
Recent Experience	§ 121.453	6 calendar-months
Air Transportation Ground Instructor	§ 121.401	Permanent
Air Transportation Flight Instructor Initial Ground and Flight Training	§ 121.414	Permanent
Air Transportation Flight Instructor Transition Ground and Flight Training	§ 121.414	Retain for current airplane
Air Transportation Flight Instructor (Simulator) Recurrent Ground Training	§ 121.414	14 calendar-months <sup>4</sup>
Air Transportation Flight Instructor (Simulator) Line Observation Program	§ 121.412	14 calendar-months <sup>5</sup>
Air Transportation Flight Instructor Observation	§ 121.414	26 calendar-months <sup>6</sup>
Check Flight Engineer (FE) Initial Ground and Flight Training	§ 121.413	Permanent
Check FE Transition Ground and Flight Training	§ 121.413	Retain for current airplane
Check FE (Simulator) Recurrent Ground Training	§ 121.413	14 calendar-months <sup>4</sup>
Check FE (Simulator) Line Observation Program	§ 121.411	14 calendar-months <sup>5</sup>
Check FE Observation	§ 121.413	26 calendar-months <sup>6</sup>
Check FE Authorization	§ 121.411	Retain for current airplane
Designated Flight Engineer Examiner (DFEE) Designation	Part 183	Retain for current airplane
Release from Employment	§ 121.683	6 calendar-months

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Physical or Professional Disqualification	§ 121.683	6 calendar-months
Flight, Duty, and Rest	Part 117, Part 121 Subpart Q, Part 121 Subpart R, or Part 121 Subpart S	2 calendar-years

<sup>1</sup>In accordance with § 121.1007, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 121.1001.

<sup>2</sup>In accordance with § 121.433(c), recurrent training and flight check must be completed within the preceding 12 calendar-months. However, in accordance with § 121.401(b), recurrent training and checking completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>3</sup>In accordance with § 121.417(c)(2), emergency drills must be completed every 24 calendar-months during recurrent training. However, in accordance with § 121.401(b), recurrent training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

<sup>4</sup>In accordance with §§ 121.413(h) or 121.414(h), as applicable, recurrent ground training must be completed every 12 calendar-months. However, in accordance with § 121.401(b), recurrent training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>5</sup>In accordance with §§ 121.411(f) or 121.412(f), as applicable, the line observation must be completed within the preceding 12 calendar-months. However, in accordance with §§ 121.411(g) or 121.412(g), as applicable, line observation completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>6</sup>In accordance with §§ 121.413(a)(2) or 121.414(a)(2), as applicable, the observation must be completed within the preceding 24 calendar-months. However, in accordance with §§ 121.413(b) or 121.414(b), as applicable, observation completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

**Table 3-128C. Flight Attendant Records—Part 121**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Basic Indoctrination	§ 121.415	Permanent
Initial Ground Training	§ 121.421	Permanent
Differences Ground Training	§ 121.418(a)	Retain for current airplane
Transition Ground Training	§ 121.421	Retain for current airplane
Recurrent Ground Training	§ 121.427	14 calendar-months <sup>2</sup>
Emergency Training - Initial	§ 121.417	Permanent
Emergency Training - Recurrent	§ 121.417	26 calendar-months <sup>3</sup>
In-Flight Medical Event Training - Initial	§ 121.805	Permanent
In-Flight Medical Event Training - Recurrent	§ 121.805	26 calendar-months <sup>4</sup>
Requalification Training	§ 121.400	14 calendar-months <sup>2</sup>
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§ 121.1007	3 calendar-years <sup>1</sup>
Competency Check - Initial	§ 121.421	Permanent
Competency Check - Transition	§ 121.421	Retain for current airplane
Competency Check - Recurrent	§ 121.427	14 calendar-months <sup>2</sup>
Operating Experience (OE)	§ 121.434	Permanent
Air Transportation Ground Instructor	§ 121.401	Permanent
Air Transportation Supervisor (ATS)	§ 121.434	Permanent
Duty and Rest	§ 121.467 or Part 117	7 calendar-days (§ 121.467) or 2 calendar-years (Part 117)

<sup>1</sup>In accordance with § 121.1007, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 121.1001.

<sup>2</sup>In accordance with § 121.433(c), recurrent training and competency check must be completed within the preceding 12 calendar-months. However, in accordance with § 121.401(b), recurrent training and checking completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>3</sup>In accordance with § 121.417(c)(2), emergency drills must be completed every 24 calendar-months during recurrent training. However, in accordance with § 121.401(b), recurrent training completed in the month before or after the due month is considered to have

been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

<sup>4</sup>In accordance with § 121.805(b)(5)(iii), drills must be completed every 24 calendar-months during recurrent training. However, in accordance with § 121.401(b), recurrent training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

**Table 3-128D. Aircraft Dispatcher Records—Part 121**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Airman Certificate Information	§ 121.683	Permanent
Basic Indoctrination	§ 121.415	Permanent
Initial Ground Training	§ 121.422	Permanent
Differences Ground Training	§ 121.418(a)	Retain for current airplane
Transition Ground Training	§ 121.422	Retain for current airplane
Recurrent Ground Training	§ 121.427	14 calendar-months <sup>2</sup>
Requalification Training	§ 121.400	14 calendar-months <sup>2</sup>
Ground Deice/Anti-Ice Training - Initial	§ 121.629	Permanent
Ground Deice/Anti-Ice Training - Recurrent	§ 121.629	14 calendar-months <sup>2</sup>
ETOPS Training - Initial	Part 121 Appendix P	Retain for duration of ETOPS authorization
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§ 121.1007	3 calendar-years <sup>1</sup>
Competency Check - Initial	§ 121.422	Permanent
Competency Check - Transition	§ 121.422	Retain for current airplane
Competency Check - Recurrent	§ 121.427	14 calendar-months <sup>2</sup>
Operating Familiarization - Initial	§ 121.463	Permanent
Operating Familiarization - Recurrent	§ 121.463	14 calendar-months <sup>2</sup>
Air Transportation Ground Instructor	§ 121.401	Permanent
Air Transportation Supervisor (ATS)	§ 121.422	Permanent
Release from Employment	§ 121.683	6 calendar-months

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Physical or Professional Disqualification	§ 121.683	6 calendar-months
Duty and Rest	§ 121.465	2 calendar-months

<sup>1</sup>In accordance with § 121.1007, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 121.1001.

<sup>2</sup>In accordance with § 121.433(c), recurrent training and competency check must be completed within the preceding 12 calendar-months. However, in accordance with § 121.401(b), recurrent training and checking completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

**Table 3-129A. Pilot Records—Part 135**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Airman Certificate Information	§ 135.63	Permanent
Airman Medical Information	§ 135.63	Retain current information
Aeronautical Experience	§ 135.63	Permanent
Duty Assignment	§ 135.63	Retain for current aircraft
Basic Indoctrination	§ 135.329	Permanent
Initial Ground Training	§§ 135.63 and 135.345	Permanent
Differences Ground Training	§ 135.341	Retain for current aircraft
Transition Ground Training	§ 135.345	Retain for current aircraft
Upgrade Ground Training	§ 135.345	Permanent
Recurrent Ground Training	§§ 135.63 and 135.351	14 calendar-months <sup>2</sup>
Initial Flight Training	§§ 135.63 and 135.347	Permanent
Differences Flight Training	§ 135.347	Retain for current aircraft
Transition Flight Training	§ 135.347	Retain for current aircraft
Upgrade Flight Training	§ 135.347	Permanent
Recurrent Flight Training	§§ 135.63 and 135.351	14 calendar-months <sup>2</sup>
Emergency Training - Initial	§§ 135.63 and 135.331	Permanent
Emergency Training - Recurrent	§§ 135.63 and 135.351	14 calendar-months <sup>2</sup>
Crew Resource Management (CRM) Training - Initial	§§ 135.63 and 135.330	Permanent

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
CRM Training - Recurrent	§§ 135.63 and 135.330	14 calendar-months <sup>2</sup>
Ground Deice/Anti-Ice Training and Testing - Initial	§§ 135.227 and 121.629	Permanent
Ground Deice/Anti-Ice Training and Testing - Recurrent	§§ 135.227 and 121.629	14 calendar-months <sup>2</sup>
Requalification Training	§ 135.321	14 calendar-months <sup>2</sup>
Polar Operations Training - Initial	§ 135.98	Permanent
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§§ 135.63 and 135.507	3 calendar-years <sup>1</sup>
Written or Oral Knowledge Test - Initial and Recurrent	§ 135.293	14 calendar-months <sup>3</sup>
Competency Check - Initial and Recurrent	§§ 135.63 and 135.293	14 calendar-months <sup>3</sup>
Pilot-in-Command (PIC) Instrument Proficiency Check (IPC)	§§ 135.63 and 135.297	12 calendar-months or as necessary to show compliance with § 135.297(e) and (f) if qualified in more than one type of aircraft
PIC Line Check	§§ 135.63 and 135.299	14 calendar-months <sup>3</sup>
PIC Operating Experience (OE)	§ 135.244	Retain for current aircraft
PIC Recent Takeoff and Landing Experience	§ 135.247	90 calendar-days
Second-in-Command (SIC) Recent Instrument Experience	§§ 61.57(c) and 135.245	6 calendar-months
Air Transportation Ground Instructor	§ 135.323	Permanent
Air Transportation Flight Instructor Initial Ground and Flight Training	§§ 135.63 and 135.340	Permanent
Air Transportation Flight Instructor Transition Ground and Flight Training	§§ 135.63 and 135.340	Retain for current aircraft
Air Transportation Flight Instructor (Simulator) Line Observation Program	§ 135.338	14 calendar-months <sup>4</sup>
Air Transportation Flight Instructor Observation	§ 135.340	26 calendar-months <sup>5</sup>

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Check Pilot Initial Ground and Flight Training	§§ 135.63 and 135.339	Permanent
Check Pilot Transition Ground and Flight Training	§§ 135.63 and 135.339	Retain for current aircraft
Check Pilot (Simulator) Line Observation Program	§ 135.337	14 calendar-months <sup>4</sup>
Check Pilot Observation	§ 135.339	26 calendar-months <sup>5</sup>
Check Pilot Authorization	§§ 135.63 and 135.337	Retain for current aircraft
Aircrew Program Designee (APD) Designation	Part 183	Retain for current aircraft
Release from Employment for Physical or Professional Disqualification	§ 135.63	12 calendar-months
Flight, Duty, and Rest	§§ 135.63 and Part 135 Subpart F	12 calendar-months

<sup>1</sup>In accordance with § 135.507, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 135.501.

<sup>2</sup>In accordance with § 135.63, these training records must be retained for 12 calendar-months. However, in accordance with § 135.323(b), training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these training records must be retained for 14 calendar-months.

<sup>3</sup>In accordance with § 135.63, these testing and checking records must be retained for 12 calendar-months. However, in accordance with § 135.301(a), testing or checking completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these testing and checking records must be retained for 14 calendar-months.

<sup>4</sup>In accordance with §§ 135.337(f) or 135.338(f), as applicable, the line observation must be completed within the preceding 12 calendar-months. However, in accordance with §§ 135.337(g) or 135.338(g), as applicable, line observation completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 14 calendar-months.

<sup>5</sup>In accordance with §§ 135.339(a)(2) or 135.340(a)(2), as applicable, the observation must be completed within the preceding 24 calendar-months. However, in accordance with §§ 135.339(b) or 135.340(b), as applicable, observation completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these records must be retained for 26 calendar-months.

**Table 3-129B. Flight Attendant Records—Part 135**

<b>RECORD TYPE</b>	<b>APPLICABLE 14 CFR</b>	<b>MINIMUM RETENTION PERIOD</b>
Basic Indoctrination	§ 135.329	Permanent
Initial Ground Training	§ 135.349	Permanent
Differences Ground Training	§ 135.341	Retain for current aircraft
Transition Ground Training	§ 135.349	Retain for current aircraft
Recurrent Ground Training	§ 135.351	14 calendar-months <sup>2</sup>
Emergency Training - Initial	§ 135.331	Permanent
Emergency Training - Recurrent	§ 135.351	14 calendar-months <sup>2</sup>
Crew Resource Management (CRM) Training - Initial	§ 135.330	Permanent
CRM Training - Recurrent	§ 135.330	14 calendar-months <sup>2</sup>
Hazardous Materials (Hazmat) Training - Initial and Recurrent	§ 135.507	3 calendar-years <sup>1</sup>
Knowledge and Competency Test - Initial and Recurrent	§ 135.295	14 calendar-months <sup>3</sup>
Air Transportation Ground Instructor	§ 135.323	Permanent
Duty and Rest	§§ 135.273 and 135.63	12 calendar-months

<sup>1</sup>In accordance with § 135.507, these training records must be retained for an additional 90 days after a person ceases to perform or directly supervise a job function specified in § 135.501.

<sup>2</sup>In accordance with § 135.63, these training records must be retained for 12 calendar-months. However, in accordance with § 135.323(b), training completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these training records must be retained for 14 calendar-months.

<sup>3</sup>In accordance with § 135.63, these testing records must be retained for 12 calendar-months. However, in accordance with § 135.301(a), testing completed in the month before or after the due month is considered to have been completed in the due month. Therefore, these testing records must be retained for 14 calendar-months.

**RESERVED.** Paragraphs 3-3034 through 3-3050.