



NATIONAL  
ARCHIVES

## **READ ME STATEMENT**

### **Terminal Procedures and Airport Diagrams**

#### **Records of the Federal Aviation Administration Record Group 237**

The FAA issues thousands of charts, airport diagrams, and procedures each month for the various airports across the country. These files are divided into Bound Volume (BV), the original documents published every 56 days, and Change Notice (CN) volume, noting any changes that occurred up to 28 days after the original publication.

In order to provide access to this large volume of records, NARA has zipped the Bound Volume or Change Notices PDF files into multiple zip files for each issuance month. You will need to use the XML document in order to identify the files of interest in order to determine which zip file you need to download to extract the specific file. The steps are:

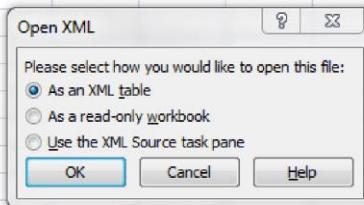
1. Download and open the XML document (index)
2. Search XML document, noting PDF file name
3. Determine which zip contains the PDF file base on the zip title
4. Download the zip file
5. Extract the PDF file from the zip file

There is an XML document that serves as an index to these records. This XML document is present for each of the file units that provides useful metadata information including, but not limited to: cycle, effective dates, state ID, region ID, airport, and PDF file name. You will need to download and search the XML index as the first step to identify the files you wish to retrieve.

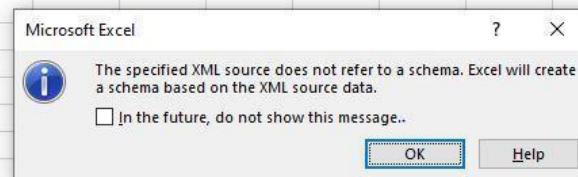
The XML document is titled d-TPP\_Metafile.xml in each of the file unit descriptions. The XML document is titled the same for each month, even though the content may vary. Be sure you are accessing the correct XML document for the issuance month. NARA zipped the files together based on the alphabetical order of the file name as seen in a Windows File Explorer and may differ from the order seen in the XML document.

To open the XML document please use Microsoft Excel or XML software. Using Microsoft Excel follow the steps below to view the metadata.

- i. Open the file using Excel.
- ii. In the Open XML prompt box, select “As an XML table.”



iii. In the Microsoft Excel prompt box, select “ok.”



iv. This will then open the file in an easy to read format to help you navigate the files in each of the file units.

cycle	from edate	to edate	ID	state fullname	ID2	volume	ID3	opt ident	icao ident	chart code	chart name	pdf name	cr	
1	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	PADK	MIN	TAKEOFF MINIMUMS	AKTO.PDF	N	
2	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	PADK	MIN	ALTERNATE MINIMUMS	AKALT.PDF	N	
4	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	PADK	IAP	RNAV (GPS) RWY 23	01244R23.PDF	N	
5	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	PADK	IAP	NDB/DME RWY 23	01244ND23.PDF	N	
6	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	ADP	DP	JALEX TWO (RNAV)	01244JALEX.PDF	N	
7	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	ADP	DP	TTAUN THREE (RNAV)	01244TTAUN.PDF	N	
8	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKHIOK	AK-1	AKHIOK AIRPORT	AKK	PAKH	MIN	TAKEOFF MINIMUMS	AKTO.PDF	N
9	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKHIOK	AK-1	AKHIOK AIRPORT	AKK	PAKH	MIN	ALTERNATE MINIMUMS	AKALT.PDF	N
10	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKHIOK	AK-1	AKHIOK AIRPORT	AKK	PAKH	IAP	RNAV (GPS) A	09288RA.PDF	N
11	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKHIOK	AK-1	AKHIOK AIRPORT	AKK	PAKH	ODP	JOGMO ONE (OBSTACLE) (RNAV)	09288JOGMO.PDF	N
12	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKIAK	AK-1	AKIAK	AKI	PAFK	MIN	TAKEOFF MINIMUMS	AKTO.PDF	N
13	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKIAK	AK-1	AKIAK	AKI	PAFK	IAP	RNAV (GPS) RWY 03	09746R3.PDF	N
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17	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKUTAN	AK-1	AKUTAN	7AK	PAUT	MIN	ALTERNATE MINIMUMS	AKALT.PDF	N
18	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AKUTAN	AK-1	AKUTAN	7AK	PAUT	IAP	RNAV (GPS) RWY 09	10983R9.PDF	N
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21	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ALLAKAKET	AK-1	ALLAKAKET	6AB	PFAL	MIN	TAKEOFF MINIMUMS	AKTO.PDF	N
22	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	ALLAKAKET	AK-1	ALLAKAKET	6AB	PFAL	IAP	RNAV (GPS) RWY 05	09982R5.PDF	N
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25	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AMBLER	AK-1	AMBLER	AFM	PAFM	MIN	ALTERNATE MINIMUMS	AKALT.PDF	N
26	1801 09012	01/04/18 09012	02/01/18	AK	Alaska	AMBLER	AK-1	AMBLER	AFM	PAFM	IAP	RNAV (GPS) RWY 01	06686R1.PDF	N

When you locate an entry for the record you seek, take note of the file name in the column “pdf\_name.” A PDF file may contain information for multiple airports therefore a single PDF file name may be referenced by multiple entries in the XML index. (Please see page 4 for a larger image of one of the XML files.)

The PDFs are packaged in multiple zip files. Each zip file contains approximately 2,500 PDF files and is 0.5 GB in size compressed. The naming convention for the zip titles include the internal NARA accession number (TR-0237-20XX-00XX), zip order number (\_00X), and first and last PDF file name. PDF file names beginning with an alphabetic character are listed after the file names beginning with a numeral. To locate the specific PDF, review the first and last PDF file name in the zip titles to see which zip file contains the PDF.

For example (the file name ranges in the zip title are in bold):

If you are looking for the document 00267R15.PDF, it will be in the zip file TR-0237-2019-0062\_002\_**00239RRZ35L-00467GOHMA**.zip, because 00267 falls between the range 00239 and 00467.

If you are looking for the document 01244TTAUN.PDF, it will be in the zip file TR-0273-2019-0062\_004\_**00852RRZ5-05288SCRA\_C**.zip because 01244 falls between the range 00852 and 05288.

If you are looking for the AKTO.PDF, it will be in the zip file TR-0237-2019-0062\_007\_**06715R18-SW4TO**.zip because this zip file contains files beginning with numbers 06715 through files beginning with the letters SW. AKTO falls between the range 06715 and SW.

If you are looking for the NC3TO.PDF, it will be in the zip file TR-0237-2019-0062\_007\_**06715R18-SW4TO**.zip because this zip file contains files beginning with numbers 06715 through files beginning with the letters SW. NC3TO falls between the range 06715 and SW.

You then can download the specific zip file and extract the record. To access the entirety of a file unit, download and open all 7 zips.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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2	1801/09012/01/04/18	09012/02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	ADK	MIN	ALTERNATE MINIMUMS	AKALT.PDF			
3	1801/09012/01/04/18	09012/02/01/18	AK	Alaska	ADAK ISLAND	AK-3	ADAK	ADK	MIN	RNAV (GPS) RWY 23	01234423.PDF			
4	1801/09012/01/04/18	09012/02/01/18	AK	Alaska	ADAK ISLAND	AK-1	ADAK	ADK	MIN	RNAV (GPS) RWY 23	01234423.PDF			
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34	1801/09012/01/04/18	09012/02/01/18	AK	Alaska	ANCHORAGE	AK-1	ANCHORAGE	AK-1	MIN	HOT SPOT	AKHOTSPOT.PDF			
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38	1801/09012/01/04/18	09012/02/01/18	AK	Alaska	ANCHORAGE	AK-1	ANCHORAGE	AK-1	MIN	ILS FOR LOC/DME RWY 06	01159010.DL.PDF			

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