## Data Retrieval Screen – DARS

**Used for:** NA, CA

```
DARS                    DATA  RETRIEVAL  SCREEN                062321 09:53
                                                              ELIJA B


CASE NUMBERS    NOTICES      BENEFITS      MA DETERMINATION    CASE DOCUMENTATION
  00000000         X            X                 _                  X
  11111111         _            _                 _                  X
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _
  _____         _            _                 _                  _

   ENTER   CASE   NUMBER(S) AND   PLACE AN X UNDER THE APPROPRIATE COLUMN TO
   RETRIEVE PREVIOUSLY PURGED INFORMATION.  PRESS ENTER TO PROCESS.
   REQUESTS WILL BE RUN ON WEEKENDS AND WILL DISPLAY THE FOLLOWING MONDAY.



                                                              NEXT-->  _____
```

DARS is used to retrieve purged AZTECS case information for the last six years. Information older than six years is archived on tape or microfiche and can be requested from the FAA Systems Help Desk staff.

## Both NA and CA

Access DARS from any screen by keying DARS in the NEXT field.

- Follow the directions on DARS to submit a new request (see the example above).

- The information requested displays on CADO, NOHS, OnBase, or the applicable benefits history screen the Monday following the request.

  NOTE   For DARS notice requests on or after 11/15/2022, a PDF of the notice will be printed into OnBase.

- The information remains available until AZTECS runs a system purge the following month.