REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 237
3 items

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DATE RECEIVED 2/11/74	JOB NO. NC 174-124

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-25-74 Date — James B. Rhoads, *Archivist of the United States*

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT): Department of Transportation
2. MAJOR SUBDIVISION: Federal Aviation Administration
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: H. Ulasek
5. TEL. EXT.: 118-68735
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-10-74 (Date) — John B. Moore (Signature of Agency Representative) — Chief, Systems Support Div., AMS-100 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	General correspondence files, maintained by the Office of Accounting and Audit relating to the development and administration of FAA accounting and external audit policies, plans and standards. TEN YEARS	NN166-60	item 1
2.	GAO audit report files, consisting of audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by the General Accounting Office of FAA activities. TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED.	NN166-60	item 3
3.	GAO audit follow-up files, consisting of reports, correspondence and other documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented. TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED. The records described above, which are now earmarked for permanent retention, have been reassessed and temporary retention periods indicated proposed. Significant agency accounting and audit policies, programs and standards are documented in directives and directives case files that are being retained. (See Job NN 169-45). The retention period proposed		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	for GAO audit files is considered sufficient to meet FAA administrative and fiscal needs. A copy of this request is being submitted simultaneously to the General Accounting Office for concurrence.		

RG-237

Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED: SEP 14 1965	JOB NO.: NN-166-60
DATE APPROVED: 9/28/66	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.: 1217	89th CONGRESS, 2d SESSION — DATE: JAN 20 1966
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
1/20/66 (Date)	Lois J. Dietz, Archivist's Representative

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D.C.

1. FROM (AGENCY OR ESTABLISHMENT): Federal Aviation Agency
2. MAJOR SUBDIVISION: Office of Audit
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: Henry T. Ulasek
5. TEL. EXT.: 96-27228
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

A [ ] The records have ceased to have sufficient value to warrant further retention.

B [X] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

9 Sept 1965 (Date) — [signature] (Signature of Agency Representative) — Ch. Adm. Stds. Div. (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	General correspondence files reflecting the development and administration of FAA audit plans, policies, systems and standards. RETAIN		
2.	General correspondence files relating to the routine operation and administration of Agency audit functions (other than those described in item 1). TWO YEARS		DISPOSAL APPROVED
3.	GAO audit report files, consisting of reports, coordination papers, final Agency replies, and related correspondence accumulated in connection with audits by the GAO of FAA activities. FOUR YEARS AFTER COMPLETION OF ACTION ON COMMITMENTS, except retain comprehensive audit reports of the agency and major programs. WL 9-23-65		DISPOSAL APPROVED
4.	Internal audit survey and report files, consisting of audit reports and supporting documents relating to the appraisal of internal Agency activities to insure the integrity of business transactions, prudent use of resources, and conformance with laws, regulations and policies. RETAIN		

FAA has been notified of changes, WL 9-23-65

Four copies, including original, to be submitted to the National Archives and Records Service

16—50429-2 GPO

Standard Form No. 115
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106
115-102

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED: OCT 28 1968
JOB NO.: NN-169-45
DATE APPROVED: DEC 4 1968

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO.: 91-145 | 91st CONGRESS, 1st SESSION | DATE: 14 APR 1969

NOTIFICATION TO AGENCY

CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.

4-21-69 (Date) [signature] Archivist's Representative.

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT): Department of Transportation

2. MAJOR SUBDIVISION: Federal Aviation Administration

3. MINOR SUBDIVISION:

4. NAME OF PERSON WITH WHOM TO CONFER: H. Ulasek

5. TEL. EXT.: 27226

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

A [ ] The records have ceased to have sufficient value to warrant further retention.

B [X] The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

10/22/68 (Date) [signature] (Signature of Agency Representative) Ch Adm Stds Div (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Directives case files, maintained for official internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file consists of a printed copy of the directive, record of clearance and approvals, and significant background documents. (a) Case files for directives issued for agencywide, regionwide, or centerwide application and containing long-term or permanent material (such as orders and handbooks, and notices that change existing, or prescribe new policies, organization, or procedures or are approved by the Administrator, Deputy Administrator, associate administrators, or regional or center directors). RETAIN.		
	(b) ~~Other directives~~ Case files for other directives issued for agencywide, regionwide, or centerwide application containing one-time or temporary instructions (such as notices not covered by (a) above). hm 11-26-68 PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.	samples examined at agency [initials]	DISPOSAL APPROVED

Four copies, including original, to be submitted to the National Archives and Records Service

16—50430-8 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(c) All ~~directives~~ case files for directives issued for application below the agencywide, regionwide, or centerwide level (such as orders, handbooks, and notices). hw 11-26-68 PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS. Records described in item 1(b) and 1(c) document agency programs and procedures at local levels, or are limited to administrative and support services applying to Washington headquarters, or contain one-time or temporary information. Basic documentation of major FAA policies, programs and procedures is provided by records described in item 1(a), which are being retained.	samples would cpx	DISPOSAL APPROVED

GENERAL RECORDS SCHEDULE 6

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Accountable officers' returns, comprising memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 9, and payroll records covered by Schedule 2).		
	a. Security copies of payment lists prepared or used for disbursement by Treasury disbursing offices.	Chronologically by payment period.	Dispose when Federal Records Center receives second subsequent document covering same type of payment.
	b. All other returns files.	Chronologically.	Dispose 4 years after period covered by the account.
2.	General Accounting Office notices of exception (formal or informal) and related correspondence.	Chronologically.	Dispose 1 year after exception is reported as cleared by the General Accounting Office.
3.	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.		
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Case file or schedule in chronological order.	Dispose 2 years after date of settlement, providing certificate is cleared.
	b. Certificates covering periodic settlements.	Case file or schedule in chronological order.	Dispose when subsequent certificate of settlement is received.
4.	Schedules of certificates of settlement of claims settled by the General Accounting Office.	Chronologically or by schedule number.	Dispose 2 years after date of settlement.
5.	Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants (other than records covered by item 1).	Chronologically.	Dispose 4 years after date of document.
6.	Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.		
	a. Files used for workload and personnel management purposes.	Conform to agency filing system.	Dispose after 2 years.
	b. All other files.	Conform to agency filing system.	Dispose after 4 years.