

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>71-064-03-4</b>	
To NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <b>3-13-2003</b>	
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Federal Register			
3 MINOR SUBDIVISION Legal Affairs & Policy Staff (NFL)			
4 NAME OF PERSON WITH WHOM TO CONFER Laurence Patlen (NH)	5 TELEPHONE NUMBER 301-837-2038	DATE <b>6-27-03</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>MAR 4 2003</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Paul</i>		TITLE <b>NARA Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	1507 <u>Incorporation By Reference (IBR) Publications and Approval Files</u>  Continued on next page.		
<i>cc: Agency, NR, NWMD, NWET</i>			

Item

Number    Description

1.            1507-1 IBR PUBLICATION FILES

Record copy of each publication that was approved by the Director of the Federal Register for incorporation by reference (IBR) in the *Federal Register*. Included are scientific, technical and industrial standards and specifications issued by Federal and state agencies, national and international standards-setting bodies, non-governmental organizations and corporations. Records are in the form of books, manuals, loose-leaf directives and other printed formats.

a.            A **FAA Airworthiness Directives and Service Bulletins.** Documents are arranged chronologically by order of publication in the Federal Register.

a.(1)            (1.) Documents incorporated on or before December 31, 1992

PERMANENT. Transfer to NARA when this schedule takes effect.

a.(2)            (2.) Documents incorporated since January 1, 1993

PERMANENT Cut off at end of calendar year. Retire to records center when 3 years old. Transfer to NARA in 5 year blocks when 10 years old.

b            B. **EPA State Implementation Standards.** Documents are arranged by State, thereunder by date of publication in the Federal Register.

b.(1)            (1.) Documents incorporated on or before December 31, 1992

PERMANENT. Transfer to NARA when this schedule takes effect.

b.(2)            (2.) Documents incorporated since January 1, 1993.

PERMANENT. Cut off at end of calendar year. Retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old.

c.            C. **All other publications.** Documents are arranged by name of agency or sponsoring agency, or name of issuing organization, thereunder chronologically or by document number, depending on the publishing organization.

PERMANENT. Cut off at end of calendar year, retire to records center when 5 years old. Transfer to NARA in 5-year blocks when 15 years old.

Item

Number    Description

2.            1507-2 APPROVAL LETTERS.

Correspondence and related documentation on approval of a specific IBR by the Director.

a.            A. Approval letters for FAA Airworthiness Directives and Service Bulletins.

Cut off at end of calendar year. Retire to records center when 2 years old

Destroy when 10 years old.

b.            B. All other approval letters.

Cut off at end of calendar year. Retire to records center when 2 year old.

Destroy when 10 years old.

**SUPPLEMENTAL INFORMATION:**

Volume on hand (approximate), date ranges, and estimated annual accumulation:

<u>Item no.</u>	<u>File No</u>	<u>Title</u>	<u>Current vol and date ranges:</u>	<u>Estim annual accumulation.</u>
1a	1507-1a.	IBR publications - FAA AD/SB	145 cu ft, ca 1980 – Present	2 cu ft
1b	1507-1b	IBR publications - EPA State Implementation Standards.	180 cu ft, 1971 – Present	2 cu ft
1c	1507-1c	IBR publications - All other	130 cu ft, ca 1950 – Present	1 cu ft
2a	1507-2a	IBR Approval Letters - FAA Airworthiness Bull /Staff Dir	4 cu ft, ca 1980 – Present	1 cu ft (temporary)
2b	1507-2b	IBR Approval Letters - All other	11 cu ft, ca. 1980 - Present	<sup>1</sup> / <sub>2</sub> cu ft (temporary)

3.) Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.