

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 USDA

2. MAJOR SUBDIVISION  
 APHIS

3. MINOR SUBDIVISION  
 Denver Wildlife Research Center

4. NAME OF PERSON WITH WHOM TO CONFER  
 Linda Mudd

5. TELEPHONE  
 301-436-7705

LEAVE BLANK (NARA use only)

JOB NUMBER  
 N1-463-95-1

DATE RECEIVED  
 2-1-95

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 7/14/95

ARCHIVIST OF THE UNITED STATES  
 John W. Carl

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 \_\_\_\_\_ page(s) are not now needed for the business of 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,

is not required;  is attached; or  has been requested.

DATE: 12/27/94

SIGNATURE OF AGENCY REPRESENTATIVE: Linda Mudd

TITLE: Support Services Spec./Records Off.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
PRP 12-4	<p>Pilot Certification</p> <p>Material on pilot certification including proficiency checks and certificates, copies of pilots license, and medical clearance documents. Also includes aircraft certification forms.</p> <p>Case file agency pilot's certificates, medicals, and check ride forms by pilot's name under heading - agency pilots.</p> <p>Case file contract/rental pilots check rides by pilot's name under heading -contract pilots.</p> <p>Case file all aircraft certificates including agency-owned or leased aircraft together by calendar year under heading-aircraft certification.</p> <p>Recommended retention: Destroy when <del>superceded, obsolete, or</del> the pilot has left his position or when the aircraft is retired.</p> <p><i>Dom 4/12/95 per request of agency</i></p> <p><i>Copy sent to agency, 7/24/95</i></p>		