

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 5/17/79

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Jean Carson

5. TEL. EXT.
693-1937

LEAVE BLANK

JOB NO
NCI-AU-79-54

DATE RECEIVED
17 MAY 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-5-79 *James B. Wade*
Date Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2 May 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carroll Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
---------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Aircraft Operations Files (F.N. 1111-11).</u> Documents relating to dispatch, clearances, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are cost analysis data produced incident to administrative support flights, departure logs, schedules reflecting takeoff time, destination, passenger manifest and similar data, requests for and cancellation of flights, and related papers.</p> <p><u>Disposition:</u> Destroy in CFA after 2 years.</p> <p>Disposition extends retention period from 3 months to 2 years. Cost analysis data and associated documents are essential to an adequate inspection regarding the control and utilization of Army aircraft by the Army National Guard and must be maintained for at least 2 years to ensure availability during the IG inspection cycle of the National Guard.</p>		<i>1 item</i>