

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

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

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Bureau of Economic & Business Affairs

3. MINOR SUBDIVISION  
 Transportation Affairs  
 Office of Aviation Programs & Policy

4. NAME OF PERSON WITH WHOM TO CONFER  
 Marria Braden

5. TELEPHONE  
 647-6011

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-59-9432

DATE RECEIVED  
 2/3/95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 4-17-95

ARCHIVIST OF THE UNITED STATES  
*Cathy Hankamy Petersen*

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 3 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  
 2/1/95

SIGNATURE OF AGENCY REPRESENTATIVE  
*Kenneth L. Rossman*

TITLE  
 Department of State Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached	NC1-59-82-10, item 1 NC1-59-82-10, item 2	

*Copies sent to agency, NCF, NIT, NIA 4/28/95*

**TRANSPORTATION AFFAIRS  
OFFICE OF AVIATION PROGRAMS AND POLICY**

1. International Civil Aviation General Files - Arranged by country/subject

Documents reflect international civil aviation issues involving discriminatory and unfair practices U.S. airlines face abroad, tariffs, fuel, charter flights, user charges, taxation, currency exchange, preclearance, airport utilization, airspace control, overflight/landing utilization, operations in the U.S. of Communist-bloc aircraft, aircraft noise and emission regulations, military-civil relations, drug testing, aviation security, technical assistance, aviation safety and airworthiness. Included are position papers, news articles, airline industry programs and reports, subcommittee hearings, post reporting plans, air cargo restrictions, airport projects and reports, Federal Aviation Administration (FAA) proposals, air transport services agreements, policy reviews, meetings, congressionals, air transportation restrictions (sanctions), disputes, arbitration and background documentation and related correspondence.

a. Arbitration Files

DISPOSITION: Permanent. Transfer to RSC after case is closed or when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

b. Other Files

DISPOSITION: Permanent. Block files annually. Transfer to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

2. International Airport Security Files - Arranged by country

Documents reflect security weaknesses, inspections, travel itineraries, proposed FAA security visits to ensure airports meet the minimum international standards and recommended practices of the international civil aviation organization for safeguarding international civil aviation against acts of unlawful interference, 90-day notices summarizing deficiencies of security, policy changes, executive summaries and related correspondence.

DISPOSITION: Block files annually. Transfer to the RSC when 2 years old for transfer to the WNRC. Destroy when 30 years old.

### 3. International Organization Files

Documents reflect U.S. participation in the European Community (EC), Asia Pacific Economic Cooperation (APEC) forum, the International Civil Aviation Organization (ICAO) and with other international and multilateral bodies concerned with aviation. Included are rules and regulations, cargo talks and studies, memorandums of understanding, conferences, working group documents, reports and related correspondence.

**DISPOSITION:** Block files annually. Transfer to the RSC when 5 years old for transfer to the WNRC. Destroy when 20 years old.

### 4. International Civil Aviation Organization (ICAO) Document Files

Documents reflect council sessions and assembly files. Included are council working papers, strategic action plans, progress reports, minutes and decisions, news articles, briefing materials, council elections, plenary meetings and related correspondence.

**DISPOSITION:** Block files annually. Transfer to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

### 5. International Civil Aviation Organization (ICAO) Fellowship Training Program

Documents reflect memorandums of agreement relating to training foreign students in the United States in the field of aviation.

**DISPOSITION:** Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.

### 6. Interagency Group on International Aviation (IGIA) Files

Documents reflect requests for information, memberships, organization and procedures, agendas, meetings, designations, U.S. participation, U.S. positions and related correspondence.

**DISPOSITION:** Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.