

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-056-03-9</i>	
1 FROM (Agency or establishment) Department of Treasury		DATE RECEIVED <i>7/2/03</i>	
2. MAJOR SUBDIVISION Office of Assistant Secretary (Domestic Finance)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Air Transportation Stabilization Board		DATE <i>2-11-04</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Essie S. Onley	5. TELEPHONE (202) 622-1378	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 4 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 <i>6/27/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i> Veronica Marco	TITLE Chief, Records Management Services Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Assistant Secretary (Domestic Finance) Air Transportation Stabilization Board</p> <p>The Attached schedule includes records that are created and maintained by the Air Transportation Stabilization Board.</p> <p>On September 22, 2001, President Bush signed into law the Air Transportation Safety and System Stabilization Act, (Public Law 107-42). The Act establishes the Air Transportation Stabilization board. The Board may issue up to \$10 billion in Federal Credit Instruments, e.g (loan guarantees).</p> <p><i>cc Agency, NR, NAWMD, NAWMA</i></p>		

**Under Secretary for Domestic Finance
Air Transportation Stabilization Board (ATSB)**

1. Air Carrier Loan Guarantee Application Files

These files are original submissions received from applicants for loan guarantees. They contain:

- a) Initial Applications
- b) Supplements to Applications
- c) Revised Applications

This office holds the original copy of these documents.

Disposition: PERMANENT

Retain all files on site. Transfer to the National Archives upon termination of the Board.

2. ATSB Board Decision Memorandum and Supporting Documentation

The ATSB Decision Memorandum and Supporting Documentation detail analyses and findings by the ATSB staff pertaining to air carriers' loans. The ATSB staff uses these documents to make a recommendation to the Board regarding loan guarantee approval or disapproval. The original documents are housed by ATSB.

- a) Board Memorandum
- b) Business Plan Analyses
- c) Credit Subsidy Estimate
- d) Credit Rating
- e) Collateral Valuation (if applicable)
- f) Warrant Valuation (if applicable)

Disposition: PERMANENT

Retain all files on site. Transfer to the National Archives upon termination of the Board.

3. ATSB Guarantee and Loan Agreements

These documents set out the ATSB's rights and obligations under the loan guarantees issued and include:

- a) Guarantee Agreements
- b) Loan Agreements including associated riders
- c) Security Agreements, including associated mortgage agreements, consents, and collateral schedules, if applicable
- d) Counsel Opinions, if applicable

Disposition: PERMANENT

Retain all files on site. Transfer to the National Archives upon termination of the Board.

4. Correspondence Files

This includes requests for information from loan guarantee program applicants, reference material collected by ATSB staff, unsolicited letters and email and other communications from citizens, municipalities, states, airport authorities and other groups, and administrative memoranda that do not contribute to loan guarantee decisions.

Disposition: Temporary

Destroy upon termination of the Board.

5. ATSB Board Decision Letters

These are Memos from the Board Staff's Executive Director communicating the Board's decision.

Disposition: PERMANENT

Retain one copy of Decision Letter in Air Carrier Loan Guarantee Application File (Item 1 of this schedule).

6. Meeting Minutes

Consists of textual transcripts documenting the discussions and decisions made by the Board during convened meetings. Dates: November 2001-termination of the Board.

Disposition: PERMANENT

Retain files on site. Transfer to the National Archives upon termination of the Board.

7. Press Releases

These include official press releases created by ATSB for public distribution.

Disposition: PERMANENT

Retain files on site. Transfer to the National Archives upon termination of the Board.

8. Quarterly Loan Monitoring Reports

Quarterly reports created by ATSB staff for the Board that summarize the operational performance of approved applicants of Federal loan guarantees. Dates: May 2003-termination of the Board.

Disposition: PERMANENT

Retain files on site. Transfer to the National Archives upon termination of the Board.

9. Staff Working Papers

Background information, reference materials, memoranda, notes and related records maintained in individual files by ATSB staff.

Disposition: Temporary

Destroy upon termination of the Board.

10. Electronic Mail and Word Processing System Copies

Electronic copies of records created on electronic mail and word processing or other electronic systems and used solely to generate a record keeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing and other electronic systems that are maintained for updating, revision, or dissemination. This definition excludes printed or electronically stored copies of electronic mail messages or printed entries from an office's automated matter tracking systems insofar as such entries or messages are recordkeeping copies of substantive legal work.

- a. Copies having no further administrative value after the recordkeeping copy has been produced - including copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Break after recordkeeping copy has been produced. Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

Disposition: Temporary. Break upon completion of dissemination, revision, or updating is completed.