

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5	<p><u>Section 216 Applications</u> <i>(most - shot)</i> Application and evidence of Board action. Retention Period: 5 years after filing 1 year in CAB - 4 years in FRC</p>		
6	<p><u>Prior Approval (of Pro Rata Charter) Applications</u> Application and evidence of Board Action. <i>(one shot)</i> Retention Period: 5 years after filing 1 year in CAB and 4 years in FRC</p>		
7	<p><u>Applications for Waiver of Regulations</u> <i>(one shot)</i> Applications, supporting documents and evidence of Board action. Retention Period: 5 years after filing 2 years in CAB, 3 years in FRC</p>		
8	<p><u>Inclusive Tour Charter Files</u> <i>(one season)</i> Tour prospectus, promotional material, charter contracts, surety bond, depository agreements, related documents and correspondence. Retention Period: 5 years after completion of program 2 years in CAB, 3 years in FRC</p>		
9	<p><u>Travel Group Charter Files</u> <i>(one season)</i> Charter contracts, promotional material, surety bonds, depository agreements, related documents and correspondence. Retention Period: 5 years after completion of program 2 years in CAB - 3 years in FRC</p>		
10	<p><u>Study Group Charter Files</u> <i>(one season)</i> Charter contract, course syllabus, promotional material, depository agreements, related documents and correspondence. Retention Period: 5 years after completion of program 2 years in CAB and 3 years in FRC</p>		
11	<p><u>Air Taxi Registrations</u> <i>(cont by annual registration)</i> Registration forms, certificates of insurance and correspondence. Retention Period: 5 years after expiration of registration period. 2 years in CAB - 3 years in FRC</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12	<p><u>Requests for Advisory Opinion</u> <i>(most from public)</i> Requests for interpretation of Charter rules and answers thereto.</p> <p><u>Retention Period:</u> 5 years after filing 2 years in CAB, 3 years in FRC</p> <p>Item 5 "Flight Reports" of Job No. II-NNA-949 covers reports no longer required by the Board to be filed with it. Any reports now on hand, either in CAB or FRC, have no further value to CAB.</p>		