

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

12 Items NG 197

LEAVE BLANK	
DATE RECEIVED JAN 28 1974	JOB NO.
DATE APPROVED NC	174-136

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Civil Aeronautics Board

2 MAJOR SUBDIVISION

Bureau of Operating Rights

3. MINOR SUBDIVISION

Supplementary Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Harold S. Parrott

(Mr. Malloy)

5 TEL. EXT.
7908

NOTIFICATION TO AGENCY

 IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC
 LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL
 APPROVED" IS AUTHORIZED.

2-25-74 James B. Rhoads
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

Jan 17 74 *Marvin Bergsman*
 (Date) (Signature of Agency Representative)

Marvin Bergsman 128-7631
Records Management Officer
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<p>Air Freight Forwarder Applications <i>(cont. in next flight)</i> Applications, supporting documents, correspondence, staff papers and evidence of Board Action.</p> <p>Retention Period: 7 years after effective date 2 years in CAB - 5 years in FRC Amends retention period fixed by Job No. II. NNA-549 Item 4</p>		
2	<p>Overseas Military Personnel Charter Applications <i>(cont. in next flight)</i> Application supporting documentation, correspondence, staff memos and evidence of Board action.</p> <p>Retention Period - 6 years after filing 1 year in CAB - 5 years in FRC</p>		
3.	<p>Section 1108 (b) Applications <i>(one shot flight)</i> Application, charter contract and evidence of Board action.</p> <p>Retention Period: 5 years after filing 1 year in CAB - 4 years in FRC</p>		
4	<p>Section 212 Applications <i>(one shot flight)</i> Application, charter contract and evidence of Board action</p> <p>Retention Period: 5 years after filing 1 year in CAB - 4 years in FRC</p>		

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>		