

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 25 1975	JOB NO. NC-197-76-1
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 "with-drawn" in column 10.	
10-28-75 <i>James B. Rhoads</i> Date Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
Civil Aeronautics Board

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Marvin Bergsman

5. TEL. EXT.

178-7631

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

July 23 1975 (Date) *Marvin Bergsman* (Signature of Agency Representative) *Records Management Office* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Civil Aeronautics Board. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the General Records Schedules are disposable without further authorization.</p>		

*Copy to CAB - personally delivered
Johnacall 10-31-75
Copy to NCW 10-30-75 00*

155 items

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
<u>GENERAL RECORDS</u>			
1.	<p><u>Staff Working Papers.</u> Unless otherwise specified in this schedule, reference documents compiled and used by the staff as aids in completing such records as reports, cases, or studies.</p> <p>Destroy when 5 years old or upon completion of reports, case, or study, whichever is sooner.</p>		
2.	<p><u>Indices, Log, Journals, and Registers.</u> Unless otherwise specified in this schedule, reference sources and finding aids maintained for the convenience and use of staff for listing files or Board actions.</p> <p>Destroy when no longer needed for reference.</p>		
3.	<p><u>Subject Files.</u> Includes all subject files not otherwise specified in this schedule. Contain copies of correspondence, reports, articles, other documents and printed material used for reference.</p> <p>Destroy when 7 years old or when no longer needed, whichever is sooner.</p>		
4.	<p><u>Emergency Planning Case Files.</u> Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of records copy of each plan or directive issued, with related background papers.</p> <p>Destroy when superseded or obsolete.</p>		
5.	<p><u>Operating Tests Reports.</u> Consist of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p>Destroy when superseded or obsolete.</p>		
<u>OFFICE OF THE SECRETARY (OS)</u>			
6.	<p><u>Official Minutes of the Civil Aeronautics Board.</u> Includes ribbon copy of minutes of Board meetings, exhibits with supporting documents, and rulings signed by the members. Rulings involving foreign air carrier rates and routes are signed by the President. Bound and indexed.</p>		

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7.	<p>a. Record copy.</p> <p><u>PERMANENT.</u> Offer to National Archives 3 years after date of last meeting in volume.</p> <p>b. All other copies, including preliminary minutes of the Board.</p> <p>Destroy when no longer needed for reference.</p> <p><u>Supplemental Minute Documents.</u> Documents used by Board members for their general information or in consideration of action taken by them.</p> <p>a. <u>Notations.</u> Confidential reports to the Board regarding a recommended course of action on a case to be acted upon by tally sheet.</p> <p><u>PERMANENT.</u> Transfer to FRC five years after date of meeting. Offer to National Archives 20 years after date of meeting.</p> <p>b. <u>Calendar Memoranda.</u> Reports to the Board containing a recommended course of action for consideration at a Board meeting.</p> <p><u>PERMANENT.</u> Transfer to FRC one year after date of meeting. Offer to National Archives 20 years after date of meeting.</p> <p>c. <u>For Information Memoranda.</u> Reports to the Board for background information.</p> <p><u>PERMANENT.</u> Transfer to FRC one year after date of meeting. Offer to National Archives 20 years after date of meeting.</p> <p>d. <u>Agendas.</u> Schedule of items to be taken up at a Board meeting.</p> <p><u>PERMANENT.</u> Offer to National Archives with appropriate Destroy 10 years after meeting. minute volumes <i>JMN 9-25-75</i></p> <p>e. All other copies of above.</p> <p>Destroy after 5 years or when no longer needed, whichever is sooner.</p>		

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8.	<p><u>Conferences.</u> Transcripts of informal discussions between Board members and other parties to non-docketed complaints.</p> <p><u>PERMANENT.</u> Transfer to FRC 5 years after date of conference. Offer to National Archives 10 years after date of conference.</p>		
9.	<p><u>Docket Files.</u> Official records of the Board's formal proceedings. Include application, petition, complaint or Board order instituting an investigation, any amendments, exhibits, decisions of administrative law judges, transcripts of hearings or conference, copies of all orders affecting the processing and disposition of the case, and any correspondence relating to the case.</p> <p>a. All cases selected for inclusion in the bound volumes of the <u>Civil Aeronautics Board Reports.</u></p> <p><u>PERMANENT.</u> Select cases, then transfer to Federal Records Center 2 years after close of case. Offer to National Archives 10 year after close of case.</p> <p>b. Remaining cases that do not appear in <u>Reports.</u></p> <p>Transfer to FRC 2 years after close of case. Destroy 10 years after close of case.</p> <p>c. When <u>Reports</u> include all docketed cases, then the following selection criteria will be used:</p> <p>I. Docketed matters closed without action on the merits (withdrawn, or dismissed as moot or stale).</p> <p>(1) CAB staff random selection of one out of every 25 such cases.</p> <p><u>PERMANENT.</u> Select cases, then transfer to FRC one year after close of case. Offer to National Archives 10 years after close of case.</p> <p>(2) Remaining unselected cases.</p> <p>Transfer to FRC one year after close of case. Destroy 10 years after close of case.</p>		

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	<p>II. Docketed matters closed by staff members under delegation of authority.</p> <p>(1) CAB staff selection of three cases annually from each delegated authority office as listed in the <u>Code of Federal Regulations</u>.</p> <p><u>PERMANENT</u>. Select cases, then transfer to <u>FRC 2 years</u> after close of case. Offer to National Archives 10 years after close of case.</p> <p>(2) Remaining unselected cases.</p> <p>Transfer to FRC 2 years after close of case. Destroy 10 years after close of case.</p> <p>III. Docketed matters closed by Board action without public hearing.</p> <p>(1) CAB staff selection of cases involving "Grandfathers," rule making, confidential and classified, and other selected by the staff because of their special significance.</p> <p><u>PERMANENT</u>. Select cases, then transfer to <u>FRC 3 years</u> after close of case. Offer to National Archives 10 years after close of case.</p> <p>(2) Remaining unselected cases.</p> <p>Transfer to FRC 3 years after close of case. Destroy 10 years after close of case.</p> <p>IV. Docketed matters closed by Board action after public hearing.</p> <p>(1) For specifics, see III (1), above.</p> <p><u>PERMANENT</u>. Select cases, then transfer to <u>FRC 5 years</u> after close of case. Offer to National Archives 10 years after close of case.</p> <p>(2) Remaining unselected cases.</p> <p>Transfer to FRC 5 years after close of case. Destroy 10 years after close of case.</p>		

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	<p>d. Duplicates of documents found in a., b., and c., including working papers.</p> <p>Destroy after 7 years or when no longer needed for reference, whichever is sooner.</p> <p>10. <u>Docket Index.</u> An annotated table of contents which summarizes each document entered into the official dockets, except exhibits and correspondence.</p> <p>a. Record copy.</p> <p><u>PERMANENT.</u> Offer to National Archives when reference has ended.</p> <p>b. Photocopy.</p> <p><u>PERMANENT.</u> Offer to National Archives in 5-year blocks after case is closed.</p> <p>11. <u>Dockets Certified to the Courts.</u> Upon appeal of a Board decision, the docket is certified to the court, becomes part of the court's records, and is retained by the Board at the direction of the court. This file is not included in Item 9.</p> <p>a. Original certified dockets.</p> <p><u>PERMANENT.</u> Final disposition determined by court to which they belong. When released by court, offer to National Archives.</p> <p>b. Duplicate set.</p> <p>Destroy when certified docket has been released by the court.</p> <p>12. <u>City Cards.</u> Index card file indicating service requested and provided by various air carriers.</p> <p><u>PERMANENT.</u> Offer to the National Archives when no longer needed.</p>		

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13.	<p><u>Air Carrier Cards.</u> Index card file listing every trans- action (application or Board issuance) by carrier that is docketed in the Board.</p> <p><u>PERMANENT.</u> Offer to the National Archives when no longer needed.</p>		
14.	<p><u>Tally Sheets.</u> Under notation procedure, allows members to vote and state views informally on cases prior to formal meetings.</p> <p>Destroy after approval of final minutes of meeting which confirmed informal vote.</p>		
15.	<p><u>Manuscripts of Civil Aeronautics Board Reports.</u> Manuscript copies of volumes in the process of being printed or for future publication.</p> <p>Destroy when appropriate volume is published</p> <p style="text-align: center;"><u>OFFICE OF THE MANAGING DIRECTOR (OMD)</u></p>		
16.	<p><u>Legislative Oversight File.</u> Regarding 1958 Congressional investigation into Board action, policies, and programs.</p> <p><u>PERMANENT.</u> Offer to National Archives when no longer needed for reference.</p>		
17.	<p><u>Biography and Photograph Files.</u> Transitory information on members and other important officials of the Board.</p> <p>Destroy when no longer needed for reference.</p>		
18.	<p><u>State-Community Files.</u> Document complaints regarding air carrier service and meetings with CAB, carrier, and community representatives.</p> <p>Destroy when no longer needed for reference.</p>		
19.	<p><u>Congressional Inquiries.</u> Correspondence with members of Congress regarding Board-related subjects.</p> <p>Destroy when 2 years old.</p>		

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20.	<p><u>Consumer Complaint Case Files.</u> Public complaints to the Board concerning air carriers.</p> <p>a. Correspondence with individual complainant, Board and carrier, and report from carrier.</p> <p>Transfer to FRC when one year old. Destroy when 4 years old.</p> <p>b. Computer printout summarizing data from files.</p> <p>Destroy when no longer needed for reference.</p>		
21.	<p><u>Training and Employee Development Files.</u> Documents two to three day staff orientation program, including statistical training report, and contains information concerning such courses as reading improvement.</p> <p>a. Information on individual employee.</p> <p>Transfer to respective employee personnel folder.</p> <p>b. Duplicate documents.</p> <p>Destroy when 3 years old.</p>		
22.	<p><u>Equal Employment Opportunity Informal Complaint Files.</u> Counselors files-informal employee discrimination complaints.</p> <p>Destroy 1 year after file is closed.</p>		
23.	<p><u>Civil Rights Coordination Files.</u> Document carrier compliance with civil rights laws.</p> <p>a. Original file.</p> <p>Destroy when 5 years old.</p> <p>b. EEO copy.</p> <p>Destroy when 2 years old.</p>		

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	<u>OFFICE OF THE COMPTROLLER (OC)</u>		
24.	<p><u>Budget Policy and Procedures Correspondence Files.</u> Correspondence files showing CAB policy and procedures governing budget administration, and reflecting expenditures for Board programs.</p> <p><u>PERMANENT.</u> Transfer to FRC when 5 years old. Offer to National Archives when 20 years old.</p>		
25.	<p><u>Budget Estimates Files.</u> File copies of budget estimates comprising appropriation language sheets, narrative statements, and related schedules and data.</p> <p><u>PERMANENT.</u> Transfer to FRC when 5 years old. Offer to National Archives when 20 years old.</p>		
26.	<p><u>Management Studies.</u> Copy of each pamphlet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on management projects, together with supporting papers documentaing project inception, scope, procedure, and accomplishments.</p> <p><u>PERMANENT.</u> Transfer to FRC 10 years after date of study. Offer to National Archives 20 years after date of study.</p>		
27.	<p><u>Management Improvement Reports.</u> As submitted to such central staff agencies as the Office of Management and Budget, and the General Services Administration.</p> <p><u>PERMANENT.</u> Transfer to FRC 10 years after date of report. Offer to National Archives 20 years after date of report.</p>		
28.	<p><u>Internal Directives.</u> Issued by or for the head of an agency or any bureau or division thereof together with supporting case files, if any.</p> <p><u>PERMANENT.</u> Transfer to FRC 5 years after date of cancellation. Offer to National Archives 10 years after date of cancellation.</p>		

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29.	<p><u>Subsidy Claims and Payment Files.</u> Include claims and supporting lists of records, correspondence, field audit reports, and other documents related to subsidy claims by and payments to air carriers. (Summary of claims and payments published annually by CAB, and reflected in Items 24 and 25.)</p> <p>Transfer to FRC 3 years -- and destroy 10 years -- after close of month in which claim is paid.</p> <p style="text-align: center;"><u>OFFICE OF FACILITIES AND OPERATIONS (OFO)</u></p>		
30.	<p><u>Reading Files.</u> Copies of letters sent from the Board.</p> <p>a. Chairman's reading file.</p> <p><u>PERMANENT.</u> Transfer to FRC 5 years after date of correspondence. Offer to National Archives 20 years after date of correspondence.</p> <p>b. All other reading files.</p> <p>Destroy 2 years after date of correspondence.</p>		
31.	<p><u>Publications.</u> Unless otherwise specified in this schedule, this item includes publications, posters, charts, directives, regulations, booklets, volumes, speeches, reports to Congress, press releases, other similar material, and available indices thereto.</p> <p>a. Complete record set.</p> <p><u>PERMANENT.</u> Transfer to FRC when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed for reference.</p>		
32.	<p><u>Forms Files.</u> One copy of each form with data showing the inception and scope of the form, the program or administrative purpose of the form, and the related procedures instituted, revised, superseded, or canceled.</p> <p><u>PERMANENT.</u> Offer to National Archives when 20 years old or when no longer needed, whichever is longer.</p>		

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33.	<p><u>Security Violation Files.</u> Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies. <i>Destroy 10 years after close of case, Jdn 9-25-75</i> PERMANENT. Transfer to FRC 5 years after date of last action. Offer to National Archives 20 years after date of last action.</p>		
34.	<p><u>Mileages.</u> Computer printouts and looseleaf binders containing mileage between service points (domestic and international) as reported by military and commercial carriers.</p> <p>Destroy when superseded or when no longer needed.</p>		
35.	<p><u>Map Books.</u> Indicate route segments operated by various carriers, plus modifications. For staff use.</p> <p>Destroy when no longer needed for reference.</p>		
36.	<p><u>Schedules.</u> Printed schedule filed by various air carriers, with related correspondence.</p> <p>a. Certificated carrier schedules.</p> <p>Transfer to FRC 5 years after date of schedule. Destroy 10 years after date of schedule.</p> <p>b. Commuter flight schedules.</p> <p>Destroy when schedule is superseded or becomes nonoperative.</p> <p>c. Correspondence.</p> <p>Destroy when 2 years old.</p>		
37.	<p><u>Records Disposition Files.</u> Descriptive inventories, disposal authorizations, schedules for retirement of records, and correspondence or memoranda relating to revisions.</p> <p>Destroy when no longer needed.</p>		

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38.	<p><u>Excess Real Property Reports.</u> Reports of real property with related papers.</p> <p>Destroy when 20 years old.</p> <p style="text-align: center;"><u>OFFICE OF THE GENERAL COUNSEL (OGC)</u></p>		
39.	<p><u>Legislative Files.</u> Document preparation and processing of legislation proposed by or in the interest of the Board.</p> <p>a. Drafts of legislation, reports to committees on introduced legislation, and comments on legislative proposals.</p> <p><u>PERMANENT.</u> Transfer to FRC 5 years after proposal is enacted into law or killed. Offer to National Archives 10 years after bill is enacted or killed.</p> <p>b. Copies of related documents.</p> <p>Destroy when no longer needed for reference.</p>		
40.	<p><u>Litigation Files.</u> Document cases filed with courts of appeals against Board decisions. Contain correspondence memoranda, Board orders, research papers, court decision, and other documents.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed files in 5 year blocks. Transfer to FRC 10 years after close of case. Offer to National Archives 20 years after close of case.</p> <p>b. Remaining unselected files.</p> <p>Destroy in agency 10 years after close of case.</p>		

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41.	<p><u>Legal Opinion Files.</u> Copies of letters regarding significant legal opinions selected by the General Counsel. Indexed.</p>		
	<p><u>PERMANENT.</u> Transfer one copy of each such opinion to FRC when 10 years old. Offer to National Archives when 20 years old.</p>		
42.	<p><u>Slip Opinions.</u> Board-printed text of decision of courts of appeals.</p> <p>a. Complete set.</p> <p><u>PERMANENT.</u> Offer to National Archives 10 years after close of case.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p>		
43.	<p><u>Economic Rulemaking Proceedings.</u> Consist of work papers and other documents regarding economic rules cases (Generally docketed)</p> <p>Destroy 10 years after close of proceeding.</p>		
44.	<p><u>Non-Economic Rulemaking Proceedings.</u> Consist of work papers and other documents regarding new or amended Rules of Procedure of the Board's activities, i. e., Special Regulations, Organization Regulations, and Policy Statements.</p> <p>Destroy when no longer needed for reference.</p>		
45.	<p><u>Rate Cases.</u> Work papers, statistical reports, and other related documents regarding (a) Passenger, (b) Cargo and (c) International Air Transport Association rate cases.</p> <p>Destroy 5 years after case is closed.</p>		

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46.	<p><u>Foreign and Domestic Air Carrier Route Cases.</u> Contain briefs, decisions, work papers, copies of documents and other supporting material.</p> <p>Destroy when 7 years old or when no longer needed for reference, whichever is sooner.</p>		
47.	<p><u>Agreements, Interlocks, and Merger Case Files.</u> Contain work papers, and copies of documents found in dockets.</p> <p>Destroy when 7 years old or when no longer needed for reference, whichever is sooner.</p>		
48.	<p><u>Legal Research Files.</u> Contain a variety of accumulated material used as research tools for Board business or court cases.</p> <p>Destroy when no longer needed for reference.</p>		
<u>BUREAU OF OPERATING RIGHTS (BOR)</u>			
49.	<p><u>Executive Jet Aviation Case Files.</u> Documents gathered during the course of a lengthy investigation and which do not appear in Docket 17657.</p> <p><u>PERMANENT.</u> Offer to the National Archives simultaneously with Docket 17657.</p>		
50.	<p><u>Special Economic Studies.</u> Special one-time studies regarding such topics as changes in route authorizations and passengers denied boarding. Includes work papers, supporting documents, reports, evidence of any Board action.</p> <p>Destroy 5 years after date of report.</p>		
51.	<p><u>Applications for Authority to Conduct Schedules Air Services.</u> Copies of applications, supporting documents, work papers, and evidence of Board action (Official copy of which is filed in the appropriate docket).</p> <p>Destroy 3 years after Board action.</p>		

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52.	<p><u>Applications, Notices, and Reports.</u> Copies of various such documents, including any supporting materials, not otherwise specified in this schedule that are filed with the Board (Official copies of which are filed in the appropriate docket).</p> <p>Destroy 5 years after Board action.</p>		
53.	<p><u>Stock Ownership Reports.</u> Annual reports filed by directors and officers of each air carrier.</p> <p>Transfer to FRC 2 years after filing. Destroy 5 years after filing.</p>		
54.	<p><u>Inter-Carrier Agreements.</u> Applications, contracts, correspondence, staff reports, and copies of Board decisions regarding agreements between carriers involving control relationships, interlocking relationships, mergers, and various other matters affecting air transportation. (Significant agreements are docketed.)</p> <p>Transfer to FRC 5 years after Board action. Destroy 10 years after Board action.</p>		
55.	<p><u>Applications for Waiver of Charter Regulations.</u> Applications, supporting documents, and evidence of Board action.</p> <p>Transfer to FRC 2 years after filing. Destroy 5 years after Board action.</p>		
56.	<p><u>Aircraft Lease/Purchase Contracts.</u> Copies of contracts, correspondence, staff papers, and evidence of Board action.</p> <p>Transfer to FRC 3 years after filing. Destroy 8 years after filing.</p>		
57.	<p><u>Applications for Special Authority.</u> Request for exemptions, interchanges, suspensions, and changes in approved service plans, related staff papers, and evidence of Board action. Includes such applications as airport notices, change in foreign air transportation approved service plans, permissions to use an airport, pleadings, petitions for reconsideration, and approval of schedules.</p> <p>Destroy 3-1/2 years after Board action.</p>		

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58.	<p><u>Air Carrier Surety and Insurance Files.</u> Documents compliance with surety and insurance requirements.</p> <p>Destroy in agency 5 years after expiration or cancelation of surety bond or insurance.</p>		
59.	<p><u>Air Taxi Registrations.</u> Registration forms, certificates of insurance, and correspondence. Continued by annual registration.</p> <p>Transfer to FRC 2 years after expiration of registration period. Destroy 5 years after end of registration period.</p>		
60.	<p><u>Air Freight Forwarder Applications.</u> Applications, supporting documents, correspondence, staff papers, and evidence of Board action.</p> <p>Transfer to FRC 2 years after effective date. Destroy 7 years after effective date.</p>		
61.	<p><u>Foreign Aircraft Charter Permits.</u> One-time only applications, charter contracts, and evidence of Board action (Section 1108b of CAB regulations).</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
62.	<p><u>Blind-Sector Authorizations for Foreign Air Carriers.</u> Generally one-time applications, and evidence of Board action (Section 216 of CAB regulations).</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
63.	<p><u>Emergency Charter Reports.</u> Reports of substitute transportation in emergencies on charter flights and reports of emergency commercial charters for other direct carriers.</p> <p>Destroy in agency one year after flight date.</p>		

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64.	<p><u>Air Freight Forwarders Agreements.</u> Contracts, correspondence, staff reports, and copies of Board decisions regarding agreements between air freight forwarders. Indexed.</p> <p>Transfer to FRC 5 years after Board action. Destroy 10 years after Board action.</p>		
65.	<p><u>Overseas Military Personnel Charter Applications.</u> Applications, supporting documents, correspondence, staff memos, and evidence of Board action</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
66.	<p><u>Prior Approval of (Pro Rata) Charter Applications.</u> One-time only applications and evidence of Board action.</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
67.	<p><u>Inclusive Tour Charter Files.</u> Tour prospectus, promotional material, charter contracts, surety bond, depository agreements, related documents, and correspondence for one season only.</p> <p>Transfer to FRC 2 years after completion of program. Destroy 5 years after completion of program.</p>		
68.	<p><u>Travel Group Charter Files.</u> Charter contracts, promotional material, surety bonds, depository agreements, related documents, and correspondence for one season only.</p> <p>Transfer to FRC 2 years after completion of program. Destroy 5 years after completion of program.</p>		
69.	<p><u>Study Group Charter Files.</u> Charter contract, course syllabus, promotional material, depository agreements, related documents, and correspondence for one season only.</p> <p>Transfer to FRC 2 years after completion of program. Destroy 5 years after completion of program.</p>		

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70.	<p><u>Statements of Authorizations for Charters by Foreign Air Carriers.</u> One-time only applications, charter contracts, and evidence of Board action (Section 212 of CAB regulations).</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
71.	<p><u>Request for Advisory Opinions Regarding Charters.</u> Generally, one-time request from carriers for interpretation of Board's charter regulations and answers thereto.</p> <p>Transfer to FRC 2 years after filing. Destroy 5 years after filing.</p>		
72.	<p><u>Flight Report Files.</u> Contain flight reports by non-certificated carriers. These reports are no longer required to be filed with the Board.</p> <p>Destroy immediately.</p> <p style="text-align: center;"><u>BUREAU OF INTERNATIONAL AFFAIRS (BIA)</u></p>		
73.	<p><u>International Special Project Studies.</u> Document the justification of U. S. civil aviation positions to other countries. Staff recommendations made to the Board which approves and forwards them to the Department of State.</p> <p>a. Original documents and supporting material selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed studies in 5 year blocks. Transfer to FRC 5 years after close of file. Offer to National Archives 10 years after close of file.</p> <p>b. Staff working papers.</p> <p>Destroy after study is completed.</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
74.	<p><u>Classified Bilateral Files.</u> Document the modifications of aviation contracts between the United States and other countries. Also contain reports from civil aviation attachés at foreign posts that pass through the Department of State to the Board.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed files in 5 year blocks. Transfer to FRC 5 years after close of file. Offer to National Archives 10 years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 5 years after close of file. Destroy 10 years after close of file.</p>		
75.	<p><u>Foreign Air Briefs File.</u> Studies of economic, political, and other factors affecting air transportation in various foreign countries. Prepared from Department of State reports, record copies of which are retained by that agency.</p> <p>Destroy when 3 years old.</p>		
76.	<p><u>International Policy Statements.</u> Public statements of the President regarding U. S. international civil aviation policy.</p> <p>Destroy when no longer needed for reference.</p>		
77.	<p><u>International Agreements File.</u> Copies of civil aviation agreements between carriers or between carriers and countries.</p> <p>Destroy after agreements have ended or been superseded.</p>		
78.	<p><u>State Department Message File.</u> Messages from diplomatic and consular missions regarding civil air transportation. Routed to the Board via the Department of State. Originally, but no longer separated from other international affairs files series.</p> <p>a. Separated series.</p> <p>Destroy when 5 years old.</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
	<p>b. Filed within international files.</p> <p>Dispose with larger series.</p> <p>79. <u>International Organizations Files.</u> Document U. S.-CAB participation in various international civil aviation associations and organizations.</p> <p>Transfer to FRC when 3 years old. Destroy when 6 years old.</p>		
	<p style="text-align: center;"><u>BUREAU OF ECONOMICS (BE)</u></p> <p>80. <u>Special Rate Studies.</u> Working papers and final Staff reports of special rate problems not related to a specific rate proceeding.</p> <p>Transfer to FRC 3 years after close of file. Destroy 7 years after close of file.</p>		
	<p>81. <u>Carrier's Instructions Files.</u> Contains copy of carrier's instructions to agents publishing their tariff (filed pursuant to CAB Economic Regulations).</p> <p>Destroy 2 years after date of instruction.</p>		
	<p>82. <u>Tariff Publications and Transmittal Letters.</u></p> <p>a. Tariff publications: printed schedules and other supporting data of current rates published by domestic and foreign carriers.</p> <p>Transfer to FRC 5 years after being superseded. Destroy 10 years after supersession.</p> <p>b. Transmittal letters: cover letters with tariff publications.</p> <p>Transfer to FRC 2 years after receipt of letter. Destroy 7 years after date of receipt.</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
83.	<p><u>Tariff Memoranda Files.</u> Contains copies of memoranda and related staff working papers in connection with description of tariffs filed with the Board.</p> <p>Destroy 7 years after date of memoranda.</p>		
84.	<p><u>Complaints, Protests, and Petitions File.</u> Contains copies of formal documents (duplication of official docket) arising out of actions taken by carriers in protest against tariffs, staff working papers, memoranda related thereto.</p> <p>Destroy 2 years after date of document.</p>		
85.	<p><u>Tariff Rejection Notice File.</u> Copies of notices sent to carriers rejecting tariff.</p> <p>Destroy 5 years after date of notice.</p>		
86.	<p><u>Free and Reduced Rate Transportation File.</u> Documents required by economic regulations to enforce statutory prohibition insuring nondiscriminatory rates.</p> <p>a. Copies of carrier's rules and lists of officials authorized to issue passes.</p> <p>Destroy 5 years after cancellation.</p> <p>b. Free transportation requests issued by designated agencies for use by employees performing authorized duties.</p> <p>Transfer to FRC one year after filing. Destroy 5 years after filing.</p>		
87.	<p><u>Applications to Furnish Free or Reduced Rate Transportation.</u> Carrier's applications, staff working papers, correspondence, and evidence of Board action.</p> <p>Transfer to FRC 2 years after close of files. Destroy 7 years after close of files.</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
88.	<p><u>Special Tariff Permissions Files.</u> Carrier applications for various special tariff actions, staff working papers, and evidence of final Board action.</p> <p>Transfer to FRC 2 years after close of case. Destroy 7 years after close of case.</p>		
89.	<p><u>Commerical Rate Case Files.</u> Copies of formal documents (duplication of official docket) and staff working papers.</p> <p>Transfer to FRC 3 years after close of file. Destroy 7 years after close of file.</p>		
90.	<p><u>Mail Rate Case Files.</u> Copies of formal documents, staff analyses, memoranda, and other similar materials not in official docket in mail rate cases. Docketed.</p> <p>Transfer to FRC 4 years after close of case. Destroy 7 years after close of case.</p>		
91.	<p><u>Subsidy Mail Rate Files.</u> Case files, formal documents, material used in determining subsidy need, staff analyses, memoranda, work papers relating to subsidy payments to local service carriers under various individual and class rates, and also relating to studies and recommendations involving subsidy policy or administration.</p> <p>Transfer to FRC 4 years after close of case. Destroy 7 years after close of case.</p>		
92.	<p><u>Military Rate Files.</u> Case files, formal documents, work papers, staff analyses, and memoranda related to recommendation for rule amendments in connection with minimum military rates. Mostly docketed.</p> <p>Transfer to FRC 4 years after close of case. Destroy 7 years after close of case.</p>		
93.	<p><u>Guaranteed Loan Files.</u> Working papers, reports to and evidence of Board action on DOT requests for Board comments on air carrier applications for government guarantee of loans to finance aircraft purchases.</p> <p>Transfer to FRC 4 years after close of file. Destroy 7 years after close of file.</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
94.	<p style="text-align: center;"><u>BUREAU OF ENFORCEMENT (BOE)</u></p> <p><u>Court Enforcement Cases.</u> Cases that are initiated by the Department of Justice at the instance of the Board for action before Federal District Courts.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed files in 5 year blocks. Transfer to FRC 5 years after close of file. Offer to National Archives 12 years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 5 years after close of file. Destroy 10 years after close of file.</p> <p>c. Duplicate documents.</p> <p>Destroy 2 years after close of file.</p>		
95.	<p><u>Formal Enforcement Case Files.</u> Investigatory files regarding reported violations of Board rules and standards by air carriers.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed files in 5 year blocks. Transfer to FRC 5 years after close of file. Offer to National Archives 12 years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 5 years after close of file. Destroy 10 years after close of file.</p> <p>c. Duplicate documents.</p> <p>Destroy 2 years after close of file.</p>		
96.	<p><u>Closed Informal Enforcement Cases.</u></p> <p>a. Initial complaint and all investigative material.</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
	<p>Transfer to FRC 3 years after close of case. Destroy 10 years after close of case.</p> <p>b. Duplicate documents.</p> <p>Destroy when 7 years old or when no longer needed, whichever is sooner.</p> <p>97. <u>Audit Files.</u> Records relating to periodic audit of air carriers.</p> <p>a. Reports, related correspondence, and memoranda.</p> <p>Destroy when 5 years old or when no longer needed, which ever is sooner.</p> <p>b. Staff working papers.</p> <p>Transfer to FRC 2 years after audit. Destroy 10 years after audit.</p>		
98.	<p><u>Travel Group Charter Passenger Lists.</u> List of names of passengers filed by direct air carriers for each group charter flight.</p> <p>Destroy one year after flight.</p>		
99.	<p><u>BUREAU OF ACCOUNTS AND STATISTICS (BAS)</u></p> <p><u>Primary Financial and Operating Carrier Report Files.</u> Contain reports filed by the various classes of air carriers. Should include, but not be limited to, primary reports of certificated route air carriers, air freight forwarders, commuter air carriers, MAC charter carriers, scheduled all-cargo carriers, foreign air carriers, and Alaskan carriers. Submitted monthly, quarterly, and/or annually.</p> <p>a. Original.</p> <p>Transfer to FRC when 5 years old. Destroy when 20 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</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
100.	<p><u>Supplemental Formal Reports Files.</u> Statistical reports providing information supplemental to that reports in Item 99. Should include, but not be limited to, reports of freight loss and damage claims, scheduled arrival performance, unaccommodated passengers, passengers denied confirmed spaces, and accounting plans.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>		
101.	<p><u>Special Reports Files.</u> Contain formal and supplemental reports filed by air carriers on a one-time basis to meet a specific need of the Board.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>		
102.	<p><u>Temporary or Voluntary Recurrent Reports Files.</u> Reports filed on a temporary recurrent basis pursuant to a Board requirement or under a voluntary program administered by the Board. Should include, but not be limited to, origin and destination of passenger traffic reports and any temporary reports required by Board orders.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</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
103.	<p><u>ADP Planning Documents Files.</u> Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity.</p> <p><u>PERMANENT.</u> Offer to National Archives with related materials upon completion of program and/or project.</p>		
104.	<p><u>ADP Program Management Files.</u> Consist of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination, and operation of the mechanization program.</p> <p><u>PERMANENT.</u> Offer to National Archives with related material upon completion of program and/or project.</p>		
105.	<p><u>ADP Standardizations Files.</u> Consist of data elements and codes, standardization requests, and justification for all data systems developed by or for the Civil Aeronautics Board.</p> <p><u>PERMANENT.</u> Offer to National Archives with related material upon completion of program and/or project.</p>		
106.	<p><u>ADP Data Systems Planning Files.</u> Documents containing definition of system.</p> <p><u>PERMANENT.</u> Offer to National Archives with related materials upon completion of program and/or project.</p>		
107.	<p><u>ADP Information Retrieval System Master Reference File.</u> Magnetic media containing an index to patents, trademarks, and publications.</p> <p><u>PERMANENT.</u> Offer to National Archives with related materials upon completion of program and/or project.</p>		
108.	<p><u>ADP Economic Statistics Master Files.</u></p> <p>a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time.</p> <p><u>PERMANENT.</u> Offer to National Archives with related material upon completion of program and/or project.</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
	<p>b. Magnetic media containing noncumulative recurring periodic surveys.</p> <p><u>PERMANENT.</u> Offer to National Archives with related materials upon completion of program and/or project.</p>		
109.	<p><u>ADP Valid Transaction.</u> Magnetic tapes containing valid files of items used in additional statistical analysis.</p> <p>Destroy when no longer needed.</p>		
110.	<p><u>ADP Summary Data File.</u> Magnetic media substantially unpublished such as tapes containing data that are disclosure free.</p> <p>Destroy when no longer needed.</p>		
111.	<p><u>ADP Publication Tape File.</u> Magnetic media which are reproduced and disseminated as publication or used for reproducing a printed publication.</p> <p>Destroy when no longer needed.</p>		
112.	<p><u>ADP Sample and Subsample Data Files.</u> Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies.</p> <p>Destroy when no longer needed.</p>		

CIVIL AERONAUTICS BOARD

1st Draft
Includes only those
items questioned by
N N R on 12-10-74
& N N R on 2-18-75

This comprehensive records disposition schedule ^{sl}supersedes all previously approved schedules between the Civil Aeronautics Board and the National Archives and Records Service of the General Services Administration.

The following 24 items cover those records pertinent to the Civil Aeronautics Board that are listed in the General Records Schedules as not authorized for disposal:

1. Procurement Precedent Files. Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general Civil Aeronautics Board procurements. (GRS 3:1).
PERMANENT. Transfer to FRC after 10 years. Offer to National Archives after 20 years.
2. Surplus Property ²Deviation Files. Surplus property files documenting the initiation and development of transactions that deviate from established precedents with respect to general Civil Aeronautics Board disposal. (GRS 4:1).
PERMANENT. Transfer to FRC 10 years after close of file. Offer to National Archives 20 years after close of file.
3. Excess Real Property Reports. Reports of real property with related papers. (GRS 4:3).
Destroy after 20 years.
4. Budget Policy and Procedures Correspondence Files. Correspondence files showing Civil Aeronautics Board policy and procedures governing budget administration, and reflecting expenditures for Board programs. (GRS 5:1).
PERMANENT. Transfer to FRC after 5 years. Offer to National Archives after 20 years.

5. Budget Estimates Files. File copies of budget estimates comprising appropriation language sheets, narrative statements, and related schedules and data. (GRS 5:2).

PERMANENT. Transfer to FRC after 5 years. Offer to National Archives after 20 years.

6. Publications. Publications, posters, charts, directives, regulations, booklets, volume, speeches, press releases, and similar material, and available indexes thereto.

a. Complete record set (GRS 13:1 and 14:1)

PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 10 years old.

b. All other copies.

Destroy in agency when no longer needed.

7. Internal Directives. Issued by or for the head of an agency or any bureau or division thereof together with supporting case files, if any. (GRS 16:1).

PERMANENT. Transfer to FRC after 10 years. Offer to National Archives after 20 years.

8. Management Studies. Copy of each pamphlet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on management projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments. (GRS 16:2).

PERMANENT. Transfer to FRC after 10 years. Offer to National Archives after 20 years.

9. Records Disposition Files. Descriptive inventories, disposal authorizations, schedules for retirement of records and correspondence or memoranda relating to revisions. (GRS 16:3).

PERMANENT. Offer to National Archives after 20 years or when no longer needed, whichever is longer.

10. Forms Files. One copy of each form with data showing the inception and scope of the form, the program or administrative purpose of the form, and the related procedures instituted, revised, superseded, or canceled. (GRS 16:4).

PERMANENT. Offer to National Archives after 20 years or when no longer needed, whichever is longer.

11. Management Improvement Reports. As submitted to the Office of Management and Budget. (GRS 16:5).

PERMANENT. Transfer to FRC after 10 years. Offer to National Archives after 20 years.

12. Security Violation Files. Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies. (GRS 18:26).

PERMANENT. Transfer to FRC 5 years after date of last action. Offer to National Archives after 20 years.

13. Emergency Planning Case Files. Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of record copy of each plan or directive issued, with related background papers. (GRS 18:28).

PERMANENT. Transfer to FRC when obsolete or superseded. Offer to National Archives after 20 years.

14. Operating Tests Reports. Consist of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans. (GRS 18:30).

PERMANENT. Transfer to FRC 10 years after date of report. Offer to National Archives after 20 years.

15. ADP Planning Documents Files. Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data that reflect on the characteristics of the data automation activity. (GRS 20:I-1). PERMANENT. Offer to National Archives with related materials when no longer needed by the Civil Aeronautics Board.
16. ADP Program Management Files. Program management documents consisting of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination, and operation of the mechanization program. (GRS 20:I-2). PERMANENT. Offer to National Archives with related materials when no longer needed by the Civil Aeronautics Board.
17. ADP Standardizations Files. Standardization files consisting of data elements and codes, standardization requests, and justification for all data systems developed by or for the Civil Aeronautics Board. (GRS 20:I-5). PERMANENT. Offer to National Archives with related materials when no longer needed by the Civil Aeronautics Board.
18. ADP Data Systems Planning Files. Documents containing definition of system. (GRS 20:II-1). PERMANENT. Offer to National Archives with related materials when no longer needed by the Civil Aeronautics Board.
19. ADP Valid Transaction. Magnetic tapes containing valid file of items used in additional statistical analysis. (GRS 20:III-15). Destroy when no longer needed.

20. ADP Information Retrieval System Master Reference File. Magnetic media containing an index to patents and trademarks and publications.
(GRS 20:III-17).
PERMANENT. Offer to National Archives on termination of the Civil Aeronautics Board.
21. ADP Economic Statistics Master Files.
a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time. (GRS 20:III-23).
PERMANENT. Transfer to National Archives when no longer needed.
b. Magnetic media containing noncumulative recurring periodic surveys. (GRS 20:III-24).
PERMANENT. Transfer to National Archives when no longer needed.
22. ADP Summary Data File. Magnetic media substantially unpublished, such as tapes containing data that are disclosure free.
(GRS 20:III-39).
Destroy when no longer needed.
23. Publication Tape File. Magnetic media which are reproduced and disseminated as publication or used for reproducing a printed publication.
(GRS 20:III-40).
PERMANENT. Offer to National Archives when no longer needed for reference.
24. ADP Sample and Subsample Data Files. Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies. (GRS 20:III-44).
Destroy when no longer needed.

33. Legislative Oversight. Regarding Congressional investigation of the Board in 1958.

Destroy when no longer needed.

34. Congressional Inquiries. Correspondence with members of Congress regarding Board-related subjects.

Destroy after 2 years.

35. Consumer Complaint Case Files. Public complaints to the Board concerning air carriers.

a. Correspondence with individual complainant, Board and carrier, and report from carrier.

Transfer to FRC after 1½ years. Destroy after 3½ years.

b. Computer printout summarizing data from files.

Destroy when no longer needed for reference.

36. Docket Files. Official records of the Board's formal proceedings. Includes application, petition or Board order opening the case, any amendments thereto, pleadings, exhibits, transcripts of hearings, a copy of orders affecting the hearing or determination of the case, and any correspondence relating to the case.

a. Cases that appear in the bound volumes of the selective Civil Aeronautics Board Reports.

PERMANENT. Transfer to FRC 2 years after close of case. Offer to National Archives after 20 years.

b. When Reports volumes are edited to include all docketed cases, then the following criteria will be used:

I. Docketed matters closed without action on the merits (withdrawn, or dismissed as moot or stale).

(1) CAB staff random selection of one out of every 25 such cases.

PERMANENT. Select cases, then transfer to FRC after one year. Offer to National Archives after 10 years.

(2) Remaining unselected cases

Transfer to FRC after one year. Destroy after 10 years.

II. Docketed matters closed by Board staff members

under delegatdn of authority.

- (1) CAB staff selection of three cases annually from each delegated authority office as listed in the Code of Federal Regulations.

PERMANENT. Select cases, then transfer to FRC 2 years after close of case. Offer to National Archives after 10 years.

- (2) Remaining unselected cases.

Transfer to FRC 2 years after close of case. Destroy after 10 years.

III. Docketed matters closed by Board action without public hearing.

- (1) CAB staff selection of cases involving "Grand-fathers," rule making, confidential and classified, and others selected by the Staff because of their special significance.

PERMANENT. Select cases, then transfer to FRC 2 years after close of case. Offer to National Archives after 10 years.

- (2) Remaining unselected cases.

Transfer to FRC 2 years after close of case. Destroy after 10 years.

IV. Docketed matters closed by Board action after public hearing.

- (1) For specifics, see III (1), above.

PERMANENT. Select cases, then transfer to FRC 2 years after close of case. Offer to National Archives after 10 years.

- (2) Remaining unselected cases.

Transfer to FRC 2 years after close of case. Destroy after 10 years.

c. Duplicates of documents found in a. and b., including working papers.

Destroy when no longer needed.

37. Dockets Certified to the Courts. When a Board decision is appealed to the courts the docket file for that case becomes part of the court's record and is retained by the Board at the direction of the court. This file not included in Item 36.

a. Original certified dockets.

b. Duplicate set.

PERMANENT.

Final disposition determined by court to which they belong. When released by court, offer to National Archives.

Destroy when certified docket has been released by the court.

38. Docket Index. An annotated table of contents which summarizes each document entered into the official dockets, except exhibits and correspondence.

NOTE: The National Archives shall acquire a microfilm copy of the complete index after dockets are closed.

PERMANENT. Transfer to National Archives when reference has ended.

39. Case Cards or Formal Proceeding Status Cards. A short form of the docket index of Board cases that go to prehearing conference or hearing and beyond. Quick source of current, pertinent data on all formal proceedings.

~~DESTROY~~ Destroy in agency when no longer needed.

40. City Cards. Indicates airlines that have requested and/or have serviced or are now servicing various foreign and domestic cities, when no longer needed.

PERMANENT. Transfer to National Archives

41. Air Carrier Cards. Lists every transaction (application or Board issuance) by carrier that was docketed in the Board.

PERMANENT. Transfer to National Archives when no longer needed.

42. Conferences. Transcripts of informal discussions between Board members and other parties to informal complaints.

PERMANENT. Transfer to FRC after five years. Offer to National Archives after 10 years.

43. Documents Journal. Indicates dates due and received of documents for docket cases. Destroy when no longer needed.
44. Report of Docketed Matters. Monthly and quarterly compilations of the status and disposition of cases. Destroy when superseded or when usefulness has ended.
45. Order Cards. A consolidated compilation, summarizing each order issued by the Board. Destroy when no longer needed.
46. Formal Enforcement Case Files. Investigatory files regarding reported violations of Board rules and standards by carriers.
- a. Files selected by Board staff and archivist. PERMANENT. Transfer to FRC 5 years after close of file. Offer to National Archives after 20 years.
- b. Remaining unselected files. Transfer to FRC 5 years after close of file. Destroy after 10 years.
- c. Duplicate documents. Destroy after 2 years.
47. Formal Enforcement Case File Cards. Card guide to ascertain status of current cases in Item 46. Destroy when no longer needed.
48. Audit Files. Records relating to periodic audit of carriers.
- a. Reports, related correspondence, and memoranda. Transfer to FRC 5 years after audit. Destroy 20 years after audit.
- b. Staff working papers. Transfer to FRC 2 years after audit. Destroy 7 years after audit.

84. Litigation Files. Documents cases filed with courts of

appeals against Board decisions. Contain correspondence, memoranda, Board orders, research papers, court decision, and other documents.

a. Files selected by Board Staff and archivist

b. Remaining unselected files.

c. Duplicate documents and work papers.

PERMANENT. Transfer to FRC 5 years after close of case. Offer to National Archives after 20 years.

Transfer to FRC after 5 years. Destroy after 10 years.

Destroy after 2 years.

85. Legislative Files. Documents preparation and processing of legislation proposed by or in the interest of the Board.

a. Drafts of legislation, reports to committees on introduced legislation, and comments on legislative proposals.

b. Copies of related documents.

PERMANENT. Transfer to FRC 5 years after proposal is enacted into law or killed. Offer to National Archives after 10 years.

Destroy when no longer needed.

86. Procedural Files. Copies of documents regarding procedural aspects of the Board's activities.

Destroy in agency when no longer needed.

87. Legal Research Files. Contain a variety of accumulated material used as research tools for Board business or court cases.

Destroy in agency when no longer needed.

88. Index to Legal Research Files. Card index to records described under Item 87.

Destroy in agency when no longer needed.

89. Legal Opinion Files. Copies of letters regarding significant legal opinions selected by the General Counsel. Indexed.

PERMANENT. Transfer to FRC after 10 years. Offer to National Archive after 20 years.

90. Correspondence Control Lists. Used to control correspondence and memoranda that require an answer. Destroy when no longer needed.
91. Biography and Photograph Files. Transitory information on members and other important officials of the Board. Destroy in agency when no longer needed.
92. Classified Bilateral Files. Document the modifications of aviation contracts between the United States and other countries. Also contain reports from civil aviation attachés at foreign posts that pass through the Department of State to the Board.
- a. Files selected by Board staff and archivist. PERMANENT. Transfer to FRC 5 years after close of file. Offer to National Archives after 10 years.
- b. Remaining unselected files. Transfer to FRC after 5 years. Destroy after 10 years.
93. State Department Message File. Messages from diplomatic and consular missions regarding civil air transportation. Routed to the Board via the Department of State. Originally, but no longer separated from other international affairs files series.
- a. Separated series. Destroy in agency after 3 years.
- b. Filed within international files. Dispose with larger series.
94. International Policy Statements. Public ^{STATEMENTS} ~~utterances~~ of the President regarding U. S. international civil aviation policy. Destroy in agency when no longer needed.

95. International Organizations Files. Document.

U.S.-CAB participation in various international civil aviation associations and organizations.

Transfer to FRC after 4 years. Destroy after 7 years.

96. International Special Project Studies. Document the

justification of U.S. civil aviation positions to other countries. Staff recommendations made to the Board which approves and forwards them to the Department of State.

a. Original documents and supporting material selected by Board staff and archivist.

PERMANENT. Transfer to FRC 5 years after close of file. Offer to National Archives after 10 years.

b. Staff working papers.

Destroy in agency after study is complete.

97. International Agreements File. Copies of civil aviation agreements between carriers or between carriers and countries.

Destroy in agency after agreement has ended or been superseded.

98. Foreign Air Briefs File. Studies of economic, political, and other factors affecting air transportation in various foreign countries. Prepared from Department of State reports, record copies of which are retained by that agency.

Destroy in agency after 3 years.

99. Official Minutes of the Civil Aeronautics Board. Includes minutes of Board meetings, exhibits with supporting documents, and rulings signed by the members. Rulings involving foreign air carrier rates and routes are signed by the President. Bound and indexed.

- a. Record copy. PERMANENT. Offer to National Archives 4 years after date of last meeting in volume
- b. All other copies of volumes and all other copies of individual contents. Destroy in agency when no longer needed.
100. Preliminary Minutes of the Board. Draft copy of each official Board minutes without supporting exhibits or signed rulings. Destroy in agency when no longer needed.
101. Board Agenda. Used for Board meetings. Printed as "Status of Notation Items" and "Disposed of Since Last Report."
- a. Record copy. Destroy 1 year after meeting.
- b. All other copies. Destroy when no longer needed.
102. Tally Sheets. Allows members to vote and state views informally on cases prior to formal meetings. Destroy after approval of final minutes of meeting which confirmed informal vote.
- a.
103. Notations. Confidential staff reports to the Board regarding a recommended course of action on a case.
- a. Official Board copy kept separate from all other series of records. PERMANENT. Transfer to FRC after 5 years. Offer to National Archives after 25 years.
- b. All other copies. Destroy in agency when no longer needed.
104. "Green Order" File. Green paper copy of each decision of the Board. For outside distribution and for certification. Destroy in agency when no longer needed.

105. Minutes Index Cards. Ready reference to all action taken by the Board since its inception. Destroy in agency when no longer needed.
106. Inter-Carrier Agreements. Applications, contracts, correspondence, staff reports, and copies of Board decisions regarding agreements between carriers, such as controlled relationships, interlocking relationships, mergers, and various other agreements affecting air transportation. Transfer to FRC 5 years after Board action. Destroy after 7 years.
107. Stock-Ownership Reports. Annual reports filed by each director and officer of an air carrier. Transfer to FRC after 2 years. Destroy after 5 years.
108. Aircraft/Lease/Purchase Contracts. Copies of contracts, correspondence, staff papers, and evidence of Board action. Transfer to FRC after 3 years. Destroy after 7 years.
109. Index to Agreements and Modifications. Card index to records described under Item 106. Destroy in agency when no longer needed.
110. Index to Lease/Purchase Contracts. Card index to records described under Item 108. Destroy in agency when no longer needed.
111. Index to Interlocking Relationships. Cross-reference card index to records described under Item 106. Destroy in agency when no longer needed.
112. Applications for Special Authority. Request for exemptions, interchanges, suspensions, and changes in approved service plan, related staff papers, and evidence of Board action. Includes such applications as airport notices, change in foreign air transportation approved service plan, permission to use an airport, pleadings, petitions for reconsideration, and approval of schedules. Destroy in agency 3½ years after Board action.