

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Civil Aeronautics Board

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
Minutes Section

4. NAME OF PERSON WITH WHOM TO CONFER  
Craig Lindsay, Chief, Minutes

5. TEL EXT  
673-5422

LEAVE BLANK	
JOB NO	NC 1 197 78 2
DATE RECEIVED	2 DEC 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	2-10-78 <i>James B. Rhoads</i> Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/16/78	<i>Harmin Bergsman</i>	<i>Records Mgt officer</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7b	This schedule supersedes Item 14 of NC-197-76-1, revises the description of Item 7b of NC-197-76-1, and adds Items 7f, 7g, and 7h to NC-197-76-1.  <u>Calendar Memoranda/Memoranda for Board Action.</u> Reports to the Board containing a recommended course of action for consideration at a Board meeting. The designation "Calendar Memorandum" was changed to "Memoranda for Board Action." in 1977.  PERMANENT. Transfer to FRC one year after date of meeting. Offer to NARS 20 years after date of meeting.	NC-197-76-1, Item 7b	
7f	<u>Members' Voting (Tally) Sheets.</u> The "ballot" used by Board Members to indicate their votes on matters acted upon by the Notation procedure. Allows members to vote and state views informally on cases prior to formal meetings. (Arranged by meeting. ca. 1 cu. ft./yr.)  (1) <u>a.</u> Record copy--PERMANENT. Break file annually. Transfer to FRC at file break. Offer to NARS 20 years later. (2) <u>b.</u> All other copies--Destroy in agency when no longer needed for reference.	NC-197-76-1, Item 14	

*6 items*

*copies to agency, 9NC-S, NCW, NNB, NNFS, 2/13/78*

## Request for Records Disposition Authority - Continuation

JOB NO  
NCL-197-78-2PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7g	<p><u>Listing of Pending Notation Memoranda.</u> A daily listing of pending notation memoranda, containing a summary of each pending Notation on which votes are due and entries indicating which Members have returned a tally sheet.</p> <p>(1)a. Record copy--Break file annually. Transfer to FRC when 2 years old. Destroy 25 years later.</p> <p>(2)b. All other copies--Destroy in agency when no longer needed for reference.</p>		
7h	<p><u>Original Signed Order Issued Under Delegation of Authority.</u> The original order issued under delegated authority, signed by the official acting for the Board, serves as the authority for the Minutes Section to issue copies to be served on parties, <u>etc.</u></p> <p>Transfer to FRC 1 year after issuance. Destroy 5 years after issuance.</p>		