

REQUES. FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual
 on the Disposition of Federal Records)

TO THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1 FROM (AGENCY OR ESTABLISHMENT)
Civil Aeronautics Board

2 MAJOR SUBDIVISION
Office of the Comptroller

3 MINOR SUBDIVISION
Management Analysis Division

4 NAME OF PERSON WITH WHOM TO CONFER
Marvin Bergsman

5 TEL EXT
382-7631

LEAVE BLANK	
DATE RECEIVED <u>11/26/73</u>	JOB NO
DATE APPROVED	<u>174-060</u>
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
<u>11-28-73</u> DATE	<u>James B. Rhoads</u> 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 1 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.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records

11-19-73
(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
1	<p>Obsolete, moot or superseded Directives (CAB Manual Issuances, together with comments, concurrences, and related background material) as described in Part I Item 2c of the official CAB records retention plan.</p> <p>Retention: Permanent. Transfer to Federal records center when superseded.</p>		DISPOSAL NOT APPROVED
2	<p>Management Studies File consist of working drafts and final report of wide variety of special studies or projects undertaken by Management Analysis Division</p> <p>Retention: 5 years after date of study or project</p>		DISPOSAL APPROVED