

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 197

LEAVE BLANK	
DATE RECEIVED <u>10/2/73</u>	JOB NO. <u>174-061</u>
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
<u>11-5-73</u> DATE	<u>James B. Rhoads</u> 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

Office of the Secretary

3 MINOR SUBDIVISION

Minutes Section

4 NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT

Phyllis T. Kaylor, Chief, Minutes Sec. 382-7939

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.

128-7631

Marvin Bergsman  
 (Signature of Agency Representative)

September 21, 1973  
 (Date)

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>Memoranda, staff studies and other back-up material related to matters considered by the Board and reported on in Board Minutes.</p> <p>Retention Period - <del>20 years after date of Board meeting to which material relates.</del>  <u>Permanent</u>  <u>e. E. D.</u>  <u>10/30/73</u></p>		DISPOSAL NOT APPROVED