



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2023-0001

Status: APPROVED  
Date Approved: 08/17/2023

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-0237-2023-0001

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Outline of Records Schedule Items for DAA-0237-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	En Route Booklets	Temporary

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Records Schedule Items

DAA-0237-2023-0001-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	En Route Booklets	
Item Description	The en route booklet is used to document access to the aircraft and must be used for any work function involving passenger and/or cargo flight inspection operations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at completion of inspection.	
Retention Period	Destroy 5 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	10/04/2022
Approve	Colleen Shogan	08/17/2023