

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 DOT/Federal Aviation Administration

2 MAJOR SUBDIVISION
 Office of Cost and Performance Management

3 MINOR SUBDIVISION
 Standards and Information Division

4 NAME OF PERSON WITH WHOM TO CONFER
 Harold Eames

5 TELEPHONE
 (202) 267-9884

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-237-04-2

DATE RECEIVED
 12-12-2003

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request including amendments, is approved except for items that may be marked disposition not approved or 'withdrawn' in column 10

DATE
 5-3-04

ARCHIVIST OF THE UNITED STATES
 WITHDRAWN

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE
 12/9/03

SIGNATURE OF AGENCY REPRESENTATIVE
 Katrina Thomas *[Signature]*

TITLE
 FAA
 Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheet		

WITHDRAWN

Agency, NAWM, NAWMD, NAWME, NAWMW

*NARA Authority Superseded NCI-237-77-3 Item 2
FAA Order Superseded Items 1320.1 and 1320.1(a) in FAA Order 1350.15C*

Directives Case Files. These are the official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a copy of the directive, record of clearance and approvals, and significant background documents.

1. Cases for national, region-wide, or center-wide directives containing orders and handbooks; notices that change existing or prescribe new policies, organization or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, Chief Operating Officer, Regional or Center Directors regardless of subject matter.

a. Paper case files.

(1) Imaged. **TEMPORARY.** Destroy after determining image is an adequate substitute for the original

(2) Not Imaged. **PERMANENT.** Cut off files at the end of the calendar year in which they become inactive. Transfer to FRC within 4 years after cut-off. Transfer to NARA 20 years after cut-off.

b. Image files. **PERMANENT.** Transfer inactive files to NARA annually, 1 year after they become inactive.

2. Electronic mail and word processing system copies.

1) Electronic copies of items on this schedule used solely to generate a record keeping copy of the records described on this schedule and which have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Delete/destroy within 180 days after the recordkeeping copy has been produced.

2) Copies of items described on this schedule used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Delete when dissemination, revision, or updating is complete.