REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)
Department of Transportation

MAJOR SUBDIVISION
Federal Aviation Administration

MINOR SUBDIVISION
Headquarters, Regions, and Field

NAME OF PERSON WITH WHOM TO CONFER
Phillip A. Leach

TELEPHONE EXT
426-8735

DATE ARCHIVIST OF THE UNITED STATES
4-16-86

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 [ ] 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence □ is attached, or □ is unnecessary

DATE
12-20-85

C. SIGNATURE OF AGENCY REPRESENTATIVE
Phillip A. Leach

D. TITLE
Records Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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</table>
| 1.      | 5100. Federal-Aid Airport Program/Airport Development Aid Program Records  
(5) ADAP program control records Program control records consisting of ledger forms maintained by headquarters/regional airports offices.  
(a) Headquarters destroys one year after financial completion of all projects in a program. (b) Regions destroy three years after financial completion of all projects in a program. | Item 1350.15A  
5100  
(5) (a) and (b) | |
| 2.      | 5900. Planning Grant Program  
(1) Airport master planning and system planning project files Order  
(a) Office of the Associate Administrator for Airports  
Destroy one year after financial completion of all projects in program. | Item 1350.15A  
5900 (1)  
(a) | |

JUSTIFICATION: The Airports Office experience has shown that there is no need to reference these records after one year. The regions retain copies of each file for ten years or more.

3 ITEMS