

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**N1-237-86-4**

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

DATE RECEIVED

**3-18-86**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

**U. S. Department of Transportation**

In accordance with the provisions of 44 USC 3 the disposal request, including amendments, is approved except for items that may be marked "disposition approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

**Federal Aviation Administration**

3. MINOR SUBDIVISION

**Headquarters, Regions, and Centers**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Jim Westerkamp**

**(202) 426-3580**

**4-23-86**

**WITHDRAWN WITHDRAWN**

**6. CERTIFICATE OF AGENCY REPRESENTATIVE**

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 1 page(s) are not now needed for the business of the 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.

B. DATE  
**2/28/86**

C. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

D. TITLE

**Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><b>1310 MANAGEMENT ANALYSIS AND SURVEY RECORDS</b></p> <p>(1) <u>Management project files.</u> Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, accomplishments, administrative management reports, letters, or correspondence.</p> <p>Permanent. Transfer to Federal Records Center. Offer to NARA when ten years old.</p>	<p>FAA Order 1350.15A 1310, Item (1)</p>	<p><b>WITHDRAWN</b></p>
2.	<p><b>1370 DATA PROCESSING MANAGEMENT AND STATISTICAL RECORDS, SYSTEMS FILES, ADP DOCUMENTATION</b></p> <p>(1) <u>Data Processing project files.</u> Case files, system files, ADP documentation, and related working papers resulting from ADP studies and reports.</p> <p>Apply items 1310(1) and (2).</p> <p>(2) <u>Data processing report files.</u> Record copies of reports of automatic data processing in the agency.</p> <p>Transfer to Federal Records Center when one year old or earlier. Federal Records Center to destroy ten years after date of receipt.</p>	<p>1370, Item (1)</p> <p>1370, Item (2)</p>	<p><b>WITHDRAWN</b></p> <p><i>3 Items</i></p>