

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
DOT/FEDERAL AVIATION ADMINISTRATION

2. MAJOR SUBDIVISION OFFICE OF CHIEF COUNSEL, AGC  
FLIGHT STANDARDS SERVICE, AFS OFFICE OF AVIATION SYSTEMS STANDARDS, AVN

3. MINOR SUBDIVISION HQ/REG/CTR/FIELD OFFICES/  
OFFICE OF AVIATION SYSTEM STANDARDS, AVN

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
KATHLEEN YODICE, AGC-310 | 202-267-9956

LEAVE BLANK (NARA use only)

NUMBER  
1-237-92-3

DATE RECEIVED  
9-11-92

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 for ARCHIVIST OF THE UNITED STATES

5/20/94 James W. Syvock

### 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 2 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 8/25/92	SIGNATURE OF AGENCY REPRESENTATIVE RITA ANN WESTERFELD	TITLE AGENCY RECORDS OFFICER, AIT-300 202-267-9894
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
8030	<b><u>VIOLATION INVESTIGATION AND REPORTING RECORDS</u></b>		
1.	<b>Violation report and investigation files.</b> Records relating to the reporting and investigation of violation of rules, regulations, orders, and minimum standards of flight safety, such as Enforcement Investigative Reports and supporting information.		
1.a.	<b>Regional Flight Standards Offices.</b> Destroy in agency when necessary follow-up and corrective action is completed.		
1.b.	<b>Flight Standards Field Offices.</b>		
1.b.(1)	<b>Records relating to violations which result in legal enforcement action.</b>		
1 b.(1)(a)	<b>Official Case File.</b> Transfer to the office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150/1 of this order.		
1.b (1)(b)	<b>Copies of the Official Case File maintained by the Flight Standards Investigating office.</b> Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150/4 of this order.)		

NCI-237-77-3

Copies sent to Agency, NCF, NNT @ 5/31/94

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.b (2)	<b><i>Records relating to violations which result in administrative enforcement action.</i></b> Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150/4 of this order.)		
1.b.(3)	<b><i>Records resulting in "no action."</i></b> Destroy 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150/4 in this order.)		
1.b.(4)	<b><i>Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.</i></b> Destroy 1 month after the date of successful completion of reexamination or proof of qualification.		
1 c	<b><i>Aviation Standards National Field Office.</i></b> Withdrawn.		
1.d.	<b><i>Flight Standards Washington Headquarters Divisions.</i></b> Destroy 1 year after the case is closed in the EIS.		