

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
 OFFICE OF CHIEF COUNSEL, AGC AND OFFICE OF CIVIL AVIATION

3. MINOR SUBDIVISION SECURITY, ACS
 HQ/REG/CTR/FIELD

4. NAME OF PERSON WITH WHOM TO CONFER
 KATHLEEN YODICE, AGC-310

5. TELEPHONE
 202-267-9956

LEAVE BLANK (NARA use only)

JC NUMBER
 NI 237-92-5

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 10/13/99 James E. Moore

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*
 RITA ANN WESTERFELD

TITLE: AGENCY RECORDS OFFICER, AIT-300
 202-267-9894

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1650	CIVIL AVIATION SECURITY RECORDS		
5.	Air Carrier, Airport, and Individual Violation Files. Case files relating to investigations of air carrier and airport violations, and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security and motor vehicle actions including investigations, reports, statistical data and summaries.		
5.a.(1)	Case files relating to violations which result in Administrative Enforcement Actions. Destroy 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150/4 of this order.)		
5.a.(2)	Case files relating to violations which result in Legal Enforcement Actions.		
5.a.(2)(a)	Official Case File. 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.		
5.a.(2)(b)	Copies of the Official Case File maintained by the Civil Aviation Security Office of Primary Interest (OPI). Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150/4 of this order.)		

NI-237-76-1/1

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR USE ONLY)
	<p>5.a.(3) Case files resulting in "no action." 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 of this order.)</p> <p>5.a.(4) All other closed case files. Destroy when no longer needed for reference.</p> <p>5.b. All other offices. Withdrawn.</p>		