

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-237-97-1</i>	DATE RECEIVED <i>6-9-97</i>
1 FROM (Agency or establishment) DOT/Federal Aviation Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Air Transportation Division, AFS-200		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION HQ/REG/CTR/FIELD			
4 NAME OF PERSON WITH WHOM TO CONFER Janet Stewart, Records Management Officer, AFS-100	5 TELEPHONE	DATE <i>1-1-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 _____ 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 <i>6/3/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lisa McGlasson</i>	TITLE FAA RECORDS OFFICER, ABC-100 202-267-9885
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
41	Request Transfer of Disposition Authority from DOT Civil Aeronautics Board to FAA Office of Air Transportation Division, AFS-200 <u>Subsidy Claims and Payment Files</u> Include claims and supporting lists of records, correspondence, field audit reports, and other documents related to subsidy claims by and payments to air carriers Transfer to FRC 3 years old Destroy when 10 years old	<i>82</i> NC 197- 76 -1 Item 29 41	
42	<u>Financial Reports (Budget)</u> SF 138, SF 225 and other reports on the Status of appropriation accounts and apportionment a Annual report (End of Fiscal Year) Destroy when 5 years old b All other reports Destroy 3 years after end of fiscal year	GRS 5- 5 3a and 3b	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
43	<p><u>Financial Reference</u> Apportionment and reapportionments SF-132</p> <p>Destroy 2 years after the close of the fiscal year</p>	GRS #5- 6 <i>4</i>	
44	<p><u>General Ledger</u> CAB Form 516 include appropriation warrants, allotments summary, expenditures and other accounting documents listing</p> <p>Destroy 10 years after close of fiscal year involved</p>	<i>NCI-197-82-1</i> <i>Item 44</i>	
45	<p><u>Budget Fact Books</u> Work paper and data used in preparing budget estimates</p> <p>Destroy 1 year after the close of the fiscal year covered by the budget</p>	GRS #5- 2	
46	<p>Budget Records Correspondence and computations pertaining to routine administration and internal procedures</p> <p>Destroy when 2 years old</p>	GRS #5- 2 <i>1</i>	
47	<p><u>Deposits</u> Record of Moines received from carriers and individuals in payment of filing fees, license fees and special services invoices</p> <p>Destroy 6 years, 3 months after period covered by account</p>	GRS #6-1	
78	<p><u>Applications for waiver of Charter Regulations</u> Applications, supporting documents, and evidence of Board action</p> <p>Transfer to FRC 2 years after Board action Destroy 5 years after Board action</p>	<i>82</i> NC 197- 76 -1 Item # 55 <i>78</i>	
79	<p><u>Air Carrier Surety and Insurance Files</u> Documents compliance with surety and insurance requirements</p> <p>a Destroy 5 years after expiration or cancellation of surety bond or insurance</p> <p>b At Sunset, if CAB's function in this area is transferred to another agency Transfer these records to the successor agency</p> <p>c At Sunset, if CAB's function in this area terminates with no successor agency, transfer to FRC Destroy when 5 years old</p>	Item #58 <i>NCI-197-82-1</i> <i>Items 79a, 79b</i> <i>and 79c</i>	

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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)
80	<p><u>Air Taxi Registrations</u> Registration forms, certificates of insurance, and correspondence Continued by annual registration</p> <p>a Transfer to FRC 2 years after expiration of registration period Destroy 5 years after end of registration period</p> <p>b At Sunset, if CAB's function in this area is transferred to another agency Transfer these records to the successor agency</p> <p>c At Sunset, if CAB's function in this area terminates with no successor agency, transfer to FRC Destroy when 5 years old</p>	<p>Item #59 NCI-197-82-1 Items 80a, 80b and 80c</p>	
81	<p><u>Foreign Aircraft Charter Permits</u> One-time only applications, charter contracts, and evidence of Board action (Part 375 to CAB regulations)</p> <p>Transfer to FRC 1 year after filing, Destroy 5 years after filing</p>	<p>Item #61 NCI-197-82-1 Item 81</p>	
82	<p><u>Blind-Sector Authorizations for Foreign Air Carriers</u> Generally one-time applications, and evidence of Board action (Section 216 of CAB regulations)</p> <p>Transfer to FRC 1 year after filing Destroy 5 years after filing</p>	<p>Item #62 NCI-197-82-1 Item 82</p>	
83	<p><u>Emergency Charter Reports</u> Reports of substitute transportation in emergencies on charter flights and reports of emergency commercial charters for other direct carries</p> <p>Destroy 1 year after flight date</p>	<p>Item #63 NCI-197-82-1 Item 83</p>	