

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 237  
3 items

LEAVE BLANK	
DATE RECEIVED 2/11/74	JOB NO. 174-124
NC	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
2-25-74 Date	James B. Rhoads Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**


1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation
2. MAJOR SUBDIVISION  
Federal Aviation Administration
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
H. Ulasek

5. TEL. EXT.  
118-68735

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-10-74 (Date)  Chief, Systems Support Div., AMS-100 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>General correspondence files</u> , maintained by the Office of Accounting and Audit relating to the development and administration of FAA accounting and external audit policies, plans and standards.  TEN YEARS	NN166-60	item 1
2.	<u>GAO audit report files</u> , consisting of audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by the General Accounting Office of FAA activities.  TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED.	NN166-60	item 3
3.	<u>GAO audit follow-up files</u> , consisting of reports, correspondence and other documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.  TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED.		

The records described above, which are now earmarked for permanent retention, have been reassessed and temporary retention periods indicated proposed. Significant agency accounting and audit policies, programs and standards are documented in directives and directives case files that are being retained. (See Job NN 169-45). The retention period proposed

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>for GAO audit files is considered sufficient to meet FAA administrative and fiscal needs. A copy of this request is being submitted simultaneously to the General Accounting Office for concurrence.</p>		

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(See Instructions on Reverse)

RG-237

TO: GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C.

1. FROM (AGENCY OR ESTABLISHMENT)  
 Federal Aviation Agency

2. MAJOR SUBDIVISION  
 Office of Audit

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Henry T. Rasek

5. TEL. EXT.  
 96-27228

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DATE RECEIVED  
 SEP 14 1965

JOB NO.

DATE APPROVED  
 9/28/65

CONGRESSIONAL AUTHORIZATION

HOUSE REPORT NO. 1217

1/20/66

(Date)

Signature: *Lin J. [unclear]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:  
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this form should contain the name of the department and its major and minor divisions, and should help identify and locate the records.

A The records have ceased to have sufficient value to warrant further retention.  
 A

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.  
 B

(Date) \_\_\_\_\_ (Signature of Agency Representative) \_\_\_\_\_

7. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	ACTION TAKEN
General correspondence files reflecting the development and administration of FAA audit plans, systems, and standards and to determine the retention period of the records. If disposal is contingent upon the retention period should read: "Until as certain that microphotographic copies have been made in accordance with the standard procedures prescribed in FAA Regulation 9-23-65 (other than those described in item 1) of this schedule."	DISPOSAL APPROVED
GAO audit report files, consisting of coordination papers, final Agency correspondence accumulated in connection with audits by the GAO of FAA activities.	DISPOSAL APPROVED
Internal audit survey and report files, consisting of audit reports and supporting documents relating to the appraisal of internal Agency activities to insure the integrity of business transactions, prudent use of resources, and conformance with laws, regulations and policies.	DISPOSAL APPROVED

FOUR YEARS AFTER COMPLETION OF ACTION ON COMMITMENTS, except retain comprehensive audit reports of the agency and other programs. 9-23-65

RETAIN

RECEIVED

FAA has been notified of changes, 9-23-65

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 001 28 1958	JOB NO.
DATE APPROVED DEC 4 1968	NA 169-45
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. 91st CONGRESS 91-1158	DATE 4 APR 1969
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 49.	
4-21-69 [Signature] Archivist's Representative	

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of Transportation

2. MAJOR SUBDIVISION  
 Federal Aviation Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 H. Ulasek

5. TEL. EXT.  
 27226

6. CERTIFICATE OF AGENCY REPRESENTATIVE  
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list of schedule of 21 pages are proposed for disposal for the reason indicated ("X" only one)

A The records have ceased to have sufficient value to warrant further retention;  
 A  B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

[Signature] (Signature of Agency Representative)

Entries 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 should be identified and located the records to whom inquiries regarding the records should be referred.

ch Adm. [Signature]

ITEM NO.	DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	SAMPLE OR ACTION TAKEN
	Directives: case files, maintained for official internal use, prescribing policies, organizational procedures or providing information essential to the administration or operation of the agency. Each case file consists of a printed copy of the directive, record of clearance and approvals and significant background documents. Case files for directives issued for agencywide, nationwide, or centerwide application and containing long term or permanent material (such as orders and handbooks) and notices that change existing, or prescribe new policies, organization, or procedures or are approved by the Administrator, Deputy Administrator, associate administrators, or regional or center directors.	Box 8 should be marked if immediate disposal is requested. Box 9 should be marked if immediate disposal is requested. Box 10 should be marked if immediate disposal is requested. Box 11 should be marked if immediate disposal is requested. Box 12 should be marked if immediate disposal is requested. Box 13 should be marked if immediate disposal is requested. Box 14 should be marked if immediate disposal is requested. Box 15 should be marked if immediate disposal is requested. Box 16 should be marked if immediate disposal is requested. Box 17 should be marked if immediate disposal is requested. Box 18 should be marked if immediate disposal is requested. Box 19 should be marked if immediate disposal is requested. Box 20 should be marked if immediate disposal is requested. Box 21 should be marked if immediate disposal is requested.
	RETAIN.	

(b) Other directives Case files issued for agencywide, nationwide, or centerwide application containing one-time or temporary instructions (such as notices not covered by (a) above).

PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.

DISPOSAL APPROVED

for other directives

samples examined at agency

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>for directives</i></p> <p>(c) All <del>directives</del> case files issued for application below the agencywide, regionwide, or centerwide level (such as orders, handbooks, and notices). <i>See 11-26-68</i></p> <p>PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.</p> <p>Records described in item 1(b) and 1(c) document agency programs and procedures at local levels, or are limited to administrative and support services applying to Washington headquarters, or contain one-time or temporary information. Basic documentation of major FAA policies, programs and procedures is provided by records described in item 1(a), which are being retained.</p>	<p><i>samples wanted GX</i></p>	<p>DISPOSAL APPROVED</p>

GENERAL RECORDS SCHEDULE 6

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
<u>RECORDS OF TEMPORARY VALUE:</u>			
1.	Accountable officers' returns, comprising memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 9, and payroll records covered by Schedule 2).	Chronologically by payment period.	Dispose when Federal Records Center receives second subsequent document covering same type of payment.
	a. Security copies of payment lists prepared or used for disbursement by Treasury disbursing offices.	Chronologically by payment period.	Dispose when Federal Records Center receives second subsequent document covering same type of payment.
	b. All other returns files.	Chronologically.	Dispose 4 years after period covered by the account.
2.	General Accounting Office notices of exception (formal or informal) and related correspondence.	Chronologically.	Dispose 1 year after exception is reported as cleared by the General Accounting Office.
3.	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.	Case file or schedule in chronological order.	Dispose 2 years after date of settlement, providing certificate is cleared.
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Case file or schedule in chronological order.	Dispose 2 years after date of settlement, providing certificate is cleared.
	b. Certificates covering periodic settlements.	Case file or schedule in chronological order.	Dispose when subsequent certificate of settlement is received.
4.	Schedules of certificates of settlement of claims settled by the General Accounting Office.	Chronologically or by schedule number.	Dispose 2 years after date of settlement.
5.	Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants (other than records covered by item 1).	Chronologically.	Dispose 4 years after date of document.
6.	Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Conform to agency filing system.	Dispose after 2 years.
	a. Files used for workload and personnel management purposes.	Conform to agency filing system.	Dispose after 2 years.
	b. All other files.	Conform to agency filing system.	Dispose after 4 years.