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:
   [Signature]
   [Title]

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

[Signature]
[Title]

7. ITEM NO.
   General correspondence files, 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

   2. GAO audit report files, 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.

   3. GAO audit follow-up files, 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

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STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
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.
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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
   Office of Audit, Division of Financial Audit

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

5. TELEPHONE EXT.
   96-27228

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 contain the name of the individual, the date and location of incidents, and dates and locations of events specified.

A. The records have ceased to have sufficient value to warrant further retention on the expiration of the period of time indicated on the reverse of the form.

B. The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated on the reverse of the form.

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

D. The records are not required for administrative purposes.

7. EXPLANATION OF ITEM
   General correspondence files relating to the operation and administration of FAA audit plans, policies, procedures, and standards.

8. DATE APPROVED
   September 14, 1965

9. JOB NO.
   104-000-000

10. DISPOSAL APPROVED
    The records contained in the files described in item 7 are to be disposed of as directed.

F. GAU"

4. INTERNAL AUDIT SURVEY AND REPORT FILES, consisting of audit reports and supporting documents relating to the appraisal of internal Agency activities to ensure the integrity of business transactions, prudent use of resources, and conformance with laws, regulations, and policies.

RETAIN

FAA has been notified of changes.

Your copies, including original, to be submitted to the National Archives and Records Service.
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL Archives AND RECORDS SERVICE, WASHINGTON 20, D. C.

DATE RECEIVED
DEC 4, 1968

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Aviation Administration

3. MINOR SUBDIVISION


4. NAME OF PERSON WITH WHOM TO CONFERENCE

Mr. Ueale

5. SIGNATURE OF AGENCY REPRESENTATIVE


A

The records have ceased to have sufficient value to warrant further retention and are scheduled for destruction. 

B

The records will cease to have sufficient value to warrant further retention and are scheduled for destruction within the period of time indicated or on

C

RETAIN.

D

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

DISPOSAL APPROVED

JUNE 29, 1968

Four copies, including original, to be submitted to the National Archives and Records Service
(c) All directives—case files issued for application below the agencywide, regionwide, or centerwide level (such as orders, handbooks, and notices).

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

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.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RECOMMENDED METHOD OF FILING</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Records of temporary value: 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).</td>
<td>Chronologically by payment period.</td>
<td>Dispose when Federal Records Center receives second subsequent document covering same type of payment. Dispose 2 years after date of settlement, providing certificate is cleared. Dispose 1 year after exception is reported as cleared by the General Accounting Office.</td>
</tr>
<tr>
<td>a.</td>
<td>Security copies of payment lists prepared or used for disbursement by Treasury disbursing officers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>All other returns files.</td>
<td>Chronologically.</td>
<td>Dispose 4 years after period covered by the account.</td>
</tr>
<tr>
<td>2.</td>
<td>General Accounting Office notices of exception (formal or informal) and related correspondence.</td>
<td>Chronologically.</td>
<td>Dispose 1 year after exception is reported as cleared by the General Accounting Office.</td>
</tr>
<tr>
<td>3.</td>
<td>Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.</td>
<td>Case file or schedule in chronological order.</td>
<td>Dispose 2 years after date of settlement, providing certificate is cleared. Dispose when subsequent certificate of settlement is received.</td>
</tr>
<tr>
<td>a.</td>
<td>Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Certificates covering periodic settlements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Schedules of certificates of settlement of claims settled by the General Accounting Office.</td>
<td>Chronologically or by schedule number.</td>
<td>Dispose 2 years after date of settlement.</td>
</tr>
<tr>
<td>5.</td>
<td>Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants (other than records covered by item 1).</td>
<td>Chronologically.</td>
<td>Dispose 4 years after date of document.</td>
</tr>
<tr>
<td>6.</td>
<td>Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.</td>
<td>Conform to agency filing system.</td>
<td>Dispose after 2 years. Dispose after 4 years.</td>
</tr>
<tr>
<td>a.</td>
<td>Files used for workload and personnel management purposes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>All other files.</td>
<td>Conform to agency filing system.</td>
<td></td>
</tr>
</tbody>
</table>