

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

RG 237

LEAVE BLANK	
DATE RECEIVED <b>MAR 11 1974</b>	JOB NO. <b>NC 174-163</b>
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.	
3-29-74 Date	<i>James B Rhoads</i> 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  
Logistics activities
4. NAME OF PERSON WITH WHOM TO CONFER  
H. Ulasek
5. TEL. EXT.  
426-8735
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.

3/7/74 (Date)      *John B Moore* (Signature of Agency Representative)      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>Property acquisition correspondence files</u> , maintained by the Logistics Service relating to the development and administration of procurement, contracting and contract administration policies, plans and standards.  TEN YEARS		
2.	<u>Property management correspondence files</u> , maintained by the Logistics Service relating to the development and administration of materiel and property management policies, plans and standards, including programs for utilization, inventory, provisioning, warehousing, transportation, and the management of buildings, space and motor vehicles.  FOUR YEARS		
3.	<u>Project materials correspondence files</u> , maintained by the FAA Depot relating to the receipt, custody, shipment, modification, testing, and repairing of parts and components used in the establishment and maintenance of aids to air navigation.  FIVE YEARS		

*7 items*

**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
4.	<p><u>Property disposal correspondence files</u>, maintained by the Logistics Service relating to the development and administration of excess and surplus property disposal policies, plans and standards.</p> <p style="text-align: center;">TEN YEARS</p>		
5.	<p><u>Real property sales files</u>. Case files developed in General Services Administration conducted sales of FAA surplus real property and related personal property sold with the real estate.</p> <p style="text-align: center;">ONE YEAR AFTER SALE OF PROPERTY</p>		
6.	<p><u>Personal property sales files</u>. Case files developed in FAA conducted sales of small lots of surplus personal property at isolated locations valued at \$1,000 or less.</p> <p style="text-align: center;">FOUR YEARS AFTER FINAL PAYMENT</p>		
7.	<p><u>Reports of excess real property</u>.</p> <p style="text-align: center;">ONE YEAR AFTER DISPOSAL OF PROPERTY</p> <p>The records described above, now earmarked for permanent retention, have been reassessed and the temporary retention periods proposed are considered adequate for the agency's needs. FAA procurement and property management functions are operated under regulations issued by the General Services Administration and the Department of Transportation. Significant FAA implementation of these regulations are documented in directives and directives case files that are being retained (Job NN 169-45). Sales of surplus property are handled for FAA by GSA, except for small lots as indicated in item 6.</p>		