

REQUEST TO DISPOS AUTHORITY RECORDS

(See Instructions on Reverse)

RG 237

LEAVE BLANK	
DATE 9 1974 NC	JOB NO. 174-227
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.	
8-6-74 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.
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.

5/7/74 (Date) Max Gawlik (Signature of Agency Representative) Acting 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>Administrative policy and planning files</u> , consisting of documents relating to policy development and the overall planning, coordination, control and executive direction of the assigned missions of FAA. Specifically, these files are accumulated by the Administrator, the Deputy Administrator, Associate Administrators, and heads of regions and centers. PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.		
2.	<u>History program files</u> , consisting of documents prepared and accumulated by the FAA Historian. Included are historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records. PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.		
3.	<u>Organizational planning files</u> , consisting of documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority. Included are organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence. In general, these papers are maintained in directives case files. PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.		19 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>Committee official files</u>, consisting of minutes, agenda, reports and other papers documenting accomplishments of formally established FAA committees, boards, or similar groups.</p> <p>(a) Official files of the committee sponsor, secretariat, or recorder.</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p> <p>(b) All others.</p> <p><i>Destroy after</i> FOUR YEARS OR ^{when} NO LONGER NEEDED, WHICHEVER IS EARLIER</p>		
5.	<p><u>Committee management files</u>, consisting of documents relating to the establishment, organization, and termination of individual committees and boards; policies governing official membership; and related matters.</p> <p>(a) Files for advisory, interagency and international committees sponsored by FAA.</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p> <p>(b) Files for internal FAA committees.</p> <p><i>Destroy</i> ONE YEAR AFTER TERMINATION OF COMMITTEE</p>		
6.	<p><u>Committee inventory files</u>, consisting of annual and special inventory reports of FAA committees in existence.</p> <p>(a) Accumulated by the Federal Aviation Agency Committee Management Officer.</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p> <p>(b) Accumulated by the Federal Aviation Administration Committee Management Officer.</p> <p><i>Destroy after</i> FIVE YEARS</p> <p>(c) All others.</p> <p><i>Destroy after</i> TWO YEARS</p>		

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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
7.	<p><u>Management correspondence files</u>, consisting of correspondence, reports and related documents accumulated by management offices and staffs in the course of management planning and improvement, management information systems, paperwork management, work simplification, and data processing control.</p> <p>(a) Correspondence files of the Office of Management Systems relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p> <p>(b) All others.</p> <p><i>Destroy after FIVE YEARS</i></p>		
8.	<p><u>Management project files</u>, consisting of case files documenting the systematic formal review of organization structure, functions and operating procedures; resulting from automatic data processing surveys and feasibility studies; and relating to establishment of work measurement formulas and staffing standards. Each case file contains the officials record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments. (NOTE: Does not include project working papers, such as background materials, rough drafts, notes, interim reports, statistical data, etc., which are temporary.)</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p>		
9.	<p><u>Management information files</u>, consisting of manuals, charts, briefs, analysis sheets, and supporting documents developed in management information systems designed to provide top management with timely information on FAA organization, programs, resources, significant accomplishments and data on the aviation environment.</p> <p>(a) Record copies maintained by the Office of Management Systems.</p> <p><i>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</i></p> <p>(b) All others.</p> <p><i>Destroy WHEN SUPERSEDED OR NO LONGER NEEDED</i></p>		

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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
10.	<p><u>Management improvement report files</u>, consisting of management improvement and achievement reports submitted to the Office of Management and Budget, and related analyses and feeder reports.</p> <p>(a) Record copies maintained by the Office of Management Systems.</p> <p>TEN YEARS Permanent. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</p> <p>(b) All others.</p> <p><i>Destroy</i> WHEN SUPERSEDED OR NO LONGER NEEDED</p>		
11.	<p><u>Data processing report files</u>, consisting of record copies of reports of inventories of utilization and costs of automatic data processing in FAA submitted to General Services Administration through the Department of Transportation.</p> <p><i>Destroy after TEN YEARS. Transfer to Federal Records Center after four years or earlier</i></p>		
12.	<p><u>Aviation statistics publication files</u>, consisting of a record set of statistical publications, surveys and staff studies, such as FAA Air Traffic Activity, FAA Statistical Handbook of Aviation, and Census of U. S. Civil Aircraft.</p> <p>PERMANENT. Transfer to Federal Records Center after four years or earlier. Offer to National Archives in ten years.</p> <p>Records described above are generated in the general management and administration of the Federal Aviation Administration, and are presently earmarked for permanent retention. They have been reassessed and those considered to warrant preservation are continued as permanent. Those proposed for temporary retention are considered disposable after the time periods indicated. Items 6b, 6a and 11 are considered disposable because the reports are submitted to higher authority, where they should be available.</p>		