

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK | |
|--|-----------------------------------|
| DATE RECEIVED NOV 7 1974 | JOB NO. NC - 237 75 - 3 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| <i>12-13-74</i> Date <i>Walter Robert J.</i> <i>Archivist of the United States</i> | |

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
Personnel and training 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

NOV 4 1974

John Brown

Chief, Systems Support Div., AMS-100

(Date)

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1. | <p><u>Personnel management correspondence files</u>, consisting of correspondence, reports, and related materials accumulated in the administration of agency personnel management activities including recruitment, placement, career development, employee relations, salary and wage administration, military personnel management, and occupational safety, maintained by the Office of Personnel and Training.</p> <p style="text-align: center;">DESTROY AFTER TEN YEARS</p> | | |
| 2. | <p><u>Personnel management project files</u>, consisting of case files resulting from surveys and studies of personnel management functions and activities, maintained by the Office of Personnel and Training.</p> <p style="text-align: center;">DESTROY AFTER TEN YEARS</p> | | |
| 3. | <p><u>Training correspondence files</u>, consisting of correspondence, reports and related documents reflecting development and administration of programs relating to ^{a)} training in aviation professional skills; ^{b)} technical and management training; ^{c)} employee development; and ^{d)} direction and supervision of FAA schools, maintained by the Office of Personnel and Training.</p> <p style="text-align: center;">b, c, & d: DESTROY AFTER FIVE YEARS</p> <p style="text-align: center;">a: PERMANENT. Offer to the National Archiver after 10 years.</p> | | |

(Approx. 2 cu. ft. per yr.)

J.L.W./H.U. 3 Dec 74

Copy to Agency & NCW 12/19/74

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>Training program files</u>, consisting of correspondence, reports, course quotas, schedules and related materials created in the establishment of specific technical, management and specialized training programs and courses of instruction.</p> <p style="text-align: center;">DESTROY AFTER FIVE YEARS</p> | | |
| 5. | <p><u>Training manuals and other instructional directives</u>, consisting of record copies maintained by the issuing or controlling office.</p> <p style="text-align: center;">PERMANENT. Offer to the National Archives DESTROY FIVE YEARS AFTER SUPERSEDED OR OBSOLETE</p> <p style="text-align: right;">J.H.W./H.U. 3 Dec. 74</p> <p>The records described above, now marked for permanent retention, have been reassessed and the temporary retention periods proposed are considered adequate for FAA's needs. FAA personnel and training functions are performed under regulations of the Civil Service Commission as set forth in the Federal Personnel Manual and implementations of the Department of Transportation. Significant FAA implementation is documented in directives and directives case files that are being retained. (Job NN 169-45).</p> | <p>(Approx 3 to 5 ex./yr. per year.)</p> | |