REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Aviation Administration

3. MINOR SUBDIVISION
Civil Aviation Security Service

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TEL. EXT.
Fae B. Screws | 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.

May 6, 1976	John B Moore	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.	**Air carrier, airport and individual violation files.** Case files relating to investigations of air carrier and airport violations and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security including investigations, reports, statistical data and summaries.		
	(a) Case files are maintained by the office of primary interest, Principal Security Inspectors for designated air carrier violations, Air Transportation Security Field Offices for airport violations at airports under their jurisdiction and Air Transportation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction:		
	1 Case files relating to violations which result in legal enforcement action. Original case file is officially transferred to the Regional Counsel. These case files become legal enforcement files and are retained, transferred and destroyed in accordance with the standards applicable to legal enforcement files described in para 6 of this order. A copy of case files will be maintained by Civil Aviation Security offices of primary interest. This copy will be destroyed two years after the year in which the case is settled and closed.		

115–106

Copy to Agency 8-12-76 CW
Copy to All FRC's 8-20-76 CW

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101–11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	2 Case files relating to violations which result in administrative enforcement action (letter of correction). Destroy two years after the year in which the case is closed. 3 Case files relating to violations which do not require enforcement action. Destroy two years after the year in which the case is closed. 4 Files relating to violations which result in administrative enforcement action (Warnings). Destroy two years after the year in which the Warning is issued. (b) All other offices. Destroy two years after the year in which the case is closed, or the Warning is issued, or after reference value has been exhausted, whichever is sooner. Item 1650(5) of 1350.15 is rewritten to clarify file retention, transfer, and destruction standards and responsibilities for case files relating to investigations of air carrier and airport violations by individuals of Federal Aviation Regulations involving civil aviation security.		

GPO . 1975 O – 579-387