

**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 HQ *R.C.T.*

3. MINOR SUBDIVISION  
Region & District Offices

4. NAME OF PERSON WITH WHOM TO CONFER  
Fae B. Screws

5. TEL. EXT.  
*4268735*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 5 1976	JOB NO. <b>NC 1-237-77-2</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.	
NOV 16 1976 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

*9-28-76* *John B. Moore*  
Date (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>Airport project case files.</u> Case files on airport projects effected by agreements with the Federal Government under the Airport Development Aid Program (ADAP), Federal-aid Airport Program (FAAP), the Development Landing Areas National Defense Program (DLAND), and the Development Civil Landing Areas Program (DCLA), consisting of project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents.	NN-173-174	
	(a) <u>Airports Service.</u> Destroy five years after financial completion of project.	1350.15	(1) (a) <i>R.C.T.</i>
	* (b) <u>Regional Airports Division.</u> Destroy after micro-filing and the film is determined to be adequate substitute for the paper records. (1) Destroy microfilm when 50 years old.	1350.15	(1) (b)
	(c) <u>Airport District Offices.</u> Destroy five years after financial completion of project.	1350.15	(1) (c)
2.	<u>Airport project plan files.</u> Preliminary, approved, and as constructed plans maintained by regional headquarters airports offices.		
	(a) <u>Preliminary plans.</u> Destroy upon receipt of approved construction plans.	1350.15	(2) (a)
	FAA concurs in amendments herein initialed. Fae B. Screws/FAA R. C. Tagge/NARS- NCD 11-05-76	RG-237;	4 items

*Copy to Agency 11-19-76 R.C.T.  
Copy to All FRC's 11-19-76 CW*

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
	<p>(b) <u>Approved construction plan.</u> Destroy upon receipt of as constructed plans.</p>	1350.15	(2) (b)
	<p>* (c) <u>As constructed plans.</u> Destroy after microfilming and the film is determined to be adequate substitute for the paper records.</p> <p>(1) Destroy microfilm when 50 years old.</p> <p>* Microfilm will be made in accordance with FPMR 101-11.5.</p> <p>(Original records are required to be held more than 10 years) <i>R.C.T.</i></p>	1350.15	(2) (c)