TO:  GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

MAJOR SUBDIVISION  
Federal Aviation Administration

MINOR SUBDIVISION  
Hq., Region & District Offices

NAME OF PERSON WITH WHOM TO CONFER  
Fae B. Screws

TEL. EXT.  
426-8735

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  

Airport project case files. Case files on airport projects affected 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, drawings, and related documents.

(a) Office of Airports Programs. Destroy five years after financial completion of project.

(b) Regional Airports Division.

Case Files. Consisting of project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence and related documents. Destroy twenty years after financial completion of the project.

Airport Drawings/Layouts. Destroy fifty years after financial completion of the project. If microfilm is available, the original paper record may be destroyed after the film is determined to be an adequate substitute. Microfilm to be made in accordance with FPMR 101-11.5. Destroy microfilm after fifty years after financial completion of project.

Airport District Offices. Destroy five years after financial completion of project.
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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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| 2.      | **Airport project plan files.** Preliminary approved, and as constructed plans maintained by regional headquarters airports offices.  
  (a) **Preliminary Plans.** Destroy upon receipt of approved construction plans.  
  (b) **Approved Construction Plan.** Destroy upon receipt of as constructed plans.  
  (c) **As Constructed Plans.** Destroy fifty years after financial completion of the project. If microfilm is available, the original paper record may be destroyed after the film is determined to be an adequate substitute. Microfilm to be made in accordance with FPMR-101-11.5. Destroy microfilm fifty years after financial completion of the project. |
| 3.      | **Labor Management Relations Policies.** Correspondence, reports and related material concerning labor-management relations policies with the FAA.  
  (a) **National Labor-management agreements** relating to occupations peculiar to FAA, e.g., Air Traffic Controllers, Airway Facility employees, and Flight Standards Inspectors.  
  PERMANENT. Transfer to Federal Record Center when ten years old or sooner if inactive. Offer to NARS when 20 years old.  
  (b) **All other FAA labor-management agreements** at both National and Local levels relating to clerical and other types of employees common to most Federal agencies.  
  Temporary. Transfer inactive agreements to FRC. Destroy 15 years after date of agreement. |
| 4.      | **Airport project specification files.** Specifications for the design and construction of airports on completed FAA/ADAP projects, maintained by the regional Airport divisions and district offices.  
  Destroy upon financial completion of project. |

**NOTE:**  
Item 3 amended with the concurrence of FAA.  
F. B. Screws/FAA, R. C. Tages/NARS-NCD, 3-23 and 4-01-77
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<td>3</td>
<td>Labor Management Relations Policies. Correspondence reports 1350.15 and related material concerning labor-management relations policies in the FAA.</td>
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<td>0. NATIONAL AGREEMENTS. Permanent. Transfer to Federal Records Center after ten years or sooner if inactive.</td>
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<td>4</td>
<td>Airport project specification files. Specifications 1350.15 for the design and construction of airports on completed FAAF/ADAP projects, maintained by the regional Airport divisions and district offices.</td>
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