

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 21 MAR 1977	JOB NO. NC1 237 77 4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<p align="center"><i>4-7-77 James E. O'Neil</i> Date acting Archivist of the United States</p>	

**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
Hq., Region & District Offices
4. NAME OF PERSON WITH WHOM TO CONFER
Fae B. Screws
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

2/17/77 Lawrence R. Kelly
(Date) (Signature of Agency Representative)

Acting Chief, Systems Support Div.,
(Title) AMS-100

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Airport project case files.</u> 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.</p> <p>(a) <u>Office of Airports Programs.</u> Destroy five years after financial completion of project.</p> <p>* (b) <u>Regional Airports Division.</u></p> <p><u>1 Case Files.</u> Consisting of project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence and related documents.</p> <p>Destroy twenty years after financial completion of the project.</p> <p><u>2 Airport Drawings/Layouts.</u> 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.</p> <p>(c) <u>Airport District Offices.</u> Destroy five years after financial completion of project.</p>	<p>NC1-237-77-2</p> <p>11/5/76</p> <p>5100</p>	<p>RG 737, 10 items</p>

*Sent to agency, all FRC's, NCW, NNF, NNB
4/11/77*

Request for Records Disposition Authority - Continuation

JOB NO.

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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
2.	<p><u>Airport project plan files.</u> Preliminary approved, and as constructed plans maintained by regional headquarters airports offices.</p> <p>(a) <u>Preliminary Plans.</u> Destroy upon receipt of approved construction plans.</p> <p>(b) <u>Approved Construction Plan.</u> Destroy upon receipt of as constructed plans.</p> <p>(c) <u>As Constructed Plans.</u> 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.</p>		
3.	<p><u>Labor Management Relations Policies.</u> Correspondence, reports and related material concerning labor-management relations polices with the FAA.</p> <p>(a) <u>National Labor-management agreements</u> relating to occupations peculiar to FAA, e.g.s, Air Traffic Controllers, Airway Facility employees, and Flight Standards Inspectors.</p> <p>PERMANENT. Transfer to Federal Record Center when ten years old or sooner if inactive. Offer to NARS when 20 years old.</p> <p>(b) <u>All other FAA labor-management agreements</u> at both National and Local levels relating to clerical and other types of employees common to most General agencies.</p> <p>Temporary. Transfer inactive agreements to FRC. Destroy 15 years after date of agreement.</p>	1350.15 3710(1)	
4.	<p><u>Airport project specification files.</u> Specifications for the design and construction of airports on completed FAAP/ADAP projects, maintained by the regional Airport divisions and district offices.</p> <p>Destroy upon financial completion of project.</p>	1350.15 5100(3)	
NOTE:	<p>Item 3 amended with the concurrence of FAA. F. B. Screws/FAA, R. C. Tagged/NARS-NCD, 3-23 and 4-01-77.</p>		

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
2	<p><u>Airport project plan files.</u> Preliminary approved, and as constructed plans maintained by regional headquarters airports offices.</p> <p>(a) <u>Preliminary Plans.</u> Destroy upon receipt of approved construction plans.</p> <p>(b) <u>Approved construction plan.</u> Destroy upon receipt of as constructed plans.</p> <p>* (c) <u>As Constructed Plans.</u> 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.</p>		
*3	<p><u>Labor Management Relations Policies.</u> Correspondence reports and related material concerning labor-management relations policies in the FAA.</p> <p><i>Q. NATIONAL AGREEMENTS.</i> Permanent. Transfer to Federal Records Center after ten years or sooner if inactive. Offer to NARS after fifteen <i>within 20 years</i> old.</p> <p>and <i>b. LOCAL AGREEMENTS.</i> Transfer inactive agreements to FRC. Destroy 15 years after date of contract agreement.</p>	1350.15 3710(1)	F.B.S./FAA Z.C.T./NARS-NLD B-23-77
*4	<p><u>Airport project specification files.</u> Specifications for the design and construction of airports on completed FAAP/ADAP projects, maintained by the regional Airport divisions and district offices.</p> <p>Destroy upon financial completion of project.</p>	1350.15 5100(3)	