ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	T (Inactive)	Agency reported all records were destroyed. No more will be created.
2 / a	T (Inactive)	is superseded by DAA-0237-2022-0014-0001
2 / b	T (Inactive)	is superseded by DAA-0237-2022-0014-0001
3	T (Inactive)	superseded by DAA-0237-2022-0014-0001
4	T (Active)	
5	T (Active)	

NCD copy

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED: 28 MAR 1977	JOB NO.: NC1 237 77 6

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-13-77 (Date) James B. Rhoads, Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2. MAJOR SUBDIVISION
Federal Aviation Administration

3. MINOR SUBDIVISION
Headquarters/Regions

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

3/17/77 (Date) — Fae B. Screws for J. G. Gwinn (Signature of Agency Representative) — Chief, Documentation Methods Branch (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Military personnel files. Copies of orders of assignment, military histories, position descriptions, letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to FAA.	1350.15 Item 3250	
*	Destroy in agency one year after all claims have been settled. RTB 6/6/77 Justification: The FAA presently has outstanding accounts involving 412 of the former military sky marshals and an outstanding indebtedness exists for unpaid travel advances approaching one million dollars. Appeals from these former sky marshals continue to be received, some through members of Congress. In view of the sensitivity of the sky marshall program, possible court actions involving indebtedness for unpaid travel advances, and proof of participation in the program, it is considered highly desirable to retain these records for the time period stated above. (Volume 4 cubic feet.)		
* 2.	Domestic and International NOTAM files, consisting of teletype copies and related materials.	1350.15 Item 7930(1)	
	a. NOTAMs maintained by air traffic field facilities. Destroy 15 days after concellation.		
	b. NOTAMs maintained by the National Flight Data Center. Destroy 90 days after cancellation.		

6 items

115-106

Sent to agency and NNFS - 6/15/77 DO

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

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
* 3.	FDC NOTAM files, consisting of original FDC NOTAM and logbook containing identifier of affected location, description of text, data and time of issuance and cancellation. Transfer to Federal Records Center when three years old. Federal Record Center destroy five years later.		
* 4.	Airport Validation files, consisting of records used to collect, validate and disseminate a physical and operational description of all categories of airports in the United States, its territories and possessions to aviation interests. Transfer to Federal Records Center ~~after~~ when four years old. Federal Records Center destroy five years later. RTB 6/3/77 AERONATUICAL PUBLICATIONS		
* 5.	National Flight Data Digest (NFDD), consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes. Microfilm and destroy the original paper copy after the film is determined to be an adequate substitute. Microfilm to be made in accordance with FPMR-101-11.5. Destroy microfilm when 10 years old.		