

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 Headquarters/Regions

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

5. TEL. EXT. 426-8735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK DATE RECEIVED 28 MAR 1977 JOB NO. NC1 237 77 6 NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request... 6-13-77 James B. Rhoads 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.

3/17/77 Date J. G. Gwinn Signature of Agency Representative Chief, Documentation Methods Branch Title

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: Military personnel files. Row 2: Domestic and International NOTAM files.

115-406 Sent to agency and NNFS - 6/15/77

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.	<p>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.</p> <p>Transfer to Federal Records Center when three years old. Federal Record Center destroy five years later.</p>		
* 4.	<p>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.</p> <p>Transfer to Federal Records Center <del>after</del><sup>when</sup> four years old. Federal Records Center destroy five years later. RTB 6/3/77</p> <p>AERONAUTICAL PUBLICATIONS</p>		
* 5.	<p>National Flight Data Digest (NFDD), consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.</p> <p>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.</p>		