

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI 237 78 1	
DATE RECEIVED 6 DEC 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-27-77 Date	<i>James B. Gwinn</i> Archivist of the United States

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, Field	
4. NAME OF PERSON WITH WHOM TO CONFER Ms. Fae 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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 11-25-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Fae B. Screws</i> J. G. GWINN	E. TITLE Chief, Documentation Methods Branch, AMS-140
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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
1	<p><u>Internal Flight Standards Evaluation Reports</u>: Contains information concerning the effectiveness and the performance of the various Flight Standards Offices in carrying out policies, systems, standards and procedures. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.</p> <p>(a) <u>National Program Evaluation Reports</u>.</p> <p>1 <u>Headquarters Evaluation Staff</u> - Transfer to Federal Records Center when two years old. Federal Records Center Destroy when seven years old.</p> <p>2 <u>Regional Flight Standards Offices</u> - Transfer to Federal Records Center when two years old. Federal Records Center Destroy when seven years old.</p> <p>3 <u>Flight Standards Field Offices</u> - Destroy upon notification that the regions has received and accepted the corrective action report.</p>		

*mg 12-28-77 All FRCs
 FAA
 agencies NNF*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(b) <u>Office Evaluation Reports.</u></p> <p>1 <u>Headquarters Evaluation Staff</u> - Destroy when superseded, when necessary followup and corrective action is completed or when no longer needed.</p> <p>2 <u>Regional Flight Standards Offices</u> - Destroy when superseded, when necessary followup and corrective action is completed or when no longer needed.</p> <p>3 <u>Flight Standards Field Offices</u> - Destroy upon notification that the region has received and accepted the corrective action report.</p> <p>AEROMEDICAL CERTIFICATION RECORDS</p>		
2.	<p><u>Medical examination clear files.</u> Reports of medical examination of airmen containing no significant pathology, arranged numerically by number reflecting year and sequence of receipt.</p> <p>(a) <u>Original records.</u> Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be adequate substitute for paper records.</p> <p>(b) <u>Microfilm of original records.</u> Destroy after 30 years. Do not transfer to Federal Records Center.</p>	<p>NC1-237-77-7 Item 8 1350.15 9200(1)</p>	
3.	<p><u>Medical examination pathology files.</u> Case files consisting of applications for medical certificates and other related documents evidencing the physical status of airmen having medical disabilities.</p> <p>(a) <u>Inactive original records.</u> Transfer original records that have been inactive for five years to the Federal Records Center. Federal Records Center destroy after record has been inactive for 50 years. <i>Destroy 50 years after case is closed. sc 12-16-77</i></p> <p>(b) <u>Active records.</u> Microfilm original records that have had activity within the past five years. Micro-</p> <p>(1) film in accordance with 41 CFR 101-11.504. (1) Destroy original record after microfilm is determined to be an adequate substitute for paper records. (2) Do not transfer microfilm to the Federal Records Center. (2) Destroy micorfilm 50 years after record becomes inactive.</p>	<p>NC1-237-77-7 Item 9</p>	<p><i>5 years after case is closed</i></p>