

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 287 79 2
DATE RECEIVED	8 DEC 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-8-79</i> Date	<i>James B. Phelan</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, Region, Field

4 NAME OF PERSON WITH WHOM TO CONFER
Ms. 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 3 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 <i>11/30/78</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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>PROPERTY MANAGEMENT RECORDS</p> <p><i>This schedule amends various items for the FAA manual and includes some new items.</i></p> <p><u>Field supply and equipment files.</u> Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills of lading, and other documents pertaining to the acquisition, transfer and disposal of equipment and supplies maintained by air traffic field facilities, aviation safety district offices, airport district offices, and airway facilities flight standards field office.</p>	1350.15A Item 4600 (9) (a)	<p>II NNA 912 1(b)</p> <p>II NNA 1102 5(b)</p> <p>II NNA 1306 5(b)</p>
*	<p>(a) <u>Records relating to equipment transactions.</u> Destroy two years after equipment is released from district office.</p>		
*2.	<p>MEDICAL EXAMINER RECORDS</p> <p><u>Computer master files.</u> Tape record of personal identification and location information on current and former Aviation Medical Examiners (AMEs).</p> <p>Destroy two years after death or 25 years after dedesignation.</p> <p><i>denotes either new disposition or new file (previously unscheduled).</i></p>		13 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 or 3
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	AEROMEDICAL EXAMINER RECORDS		
*3.	<p><u>Medical examination locator files.</u> Microfilm and microfiche containing file locator information on airmen by name, date of birth, medical identification number, (MID) and pathology number (PI).</p> <p>Destroy inactive records when 50 years old.</p>		
	ENVIRONMENTAL HEALTH RECORDS		
*4.	<p><u>X-ray files.</u> X-rays made in connection with employee health programs maintained by agency medical offices.</p> <p>(a) <u>Pathological.</u> Employees' pathological X-rays, post accident X-rays, and related examinations and morbidity records maintained by agency offices.</p> <p>Destroy when 55 years old.</p> <p>(b) <u>Nonpathological.</u> Destroy when five years old.</p>	1350.15A	
	AIRCRAFT REGISTRATION AND RECORDATION RECORDS		
*5.	<p><u>Aircraft registration and recordation files.</u> Case files containing a history of registered aircraft including ownership information, lien and airworthiness data, and related correspondence and indexes.</p>	1350.15 Item 8050(1)	
*	<p>(a) <u>If microfilmed.</u></p> <p>(1) <u>Original records.</u> Microfilm in accordance with 41CFR101-11.507C (1). Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>(2) <u>Microfilm of original records.</u> Destroy when it is determined that the aircraft is no longer in existence.</p>	NCJ-237-77-3 (17)	
*	<p>(b) <u>If not microfilmed.</u> Destroy when it is determined that the aircraft is no longer in existence.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 of 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<u>Engine, propeller, and spare parts files.</u> Card files containing lien information on parts which are used as a cross reference to conveyances generally filed in aircraft registration and recordation file.	1350.15A Item 8050(2) <i>NC1-237-77-3 (17)</i>	
*	Destroy when it is determined that the part is no longer in existence.		
7.	<u>Legislative proposal files.</u> Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's position and related indexes.	1350.15A Item 2050(2) (b)2	<i>NC1-237-77-3 (83-2-b2)</i> WITHDRAWN
<i>delete</i>			
*	<u>All other.</u> Destroy four years after close of case.		
	ACQUISITION RECORDS	1350.15A Item	
*8.	Utility contracts will be added as sub-para(c) to Item 4400(3). Disposition proposed is in accordance with Federal Procurement Regulations.	4400(3) <i>NC174-163 (1)</i>	
	<u>Case files relating to utility contracts</u> regardless of monetary value. Destroy six years after service is completed.		
	FACILITY OPERATIONS RECORDS		
*9.	<u>Familiarization Travel Request Files.</u> Request for access to aircraft or free transportation files for the purpose of observing air traffic control procedures in flight, or in-flight evaluation of air traffic services.	1350.15A Item 7230(5)	
	(a) <u>Standard Form 160.</u> Destroy by issuing authority one year after the last SF 160 form in the book has been used.		
	(b) Familiarization Travel Request (FAA Form 1500-7). Destroy one year after travel completed or earlier if purpose has been served.		