

Reqd NCD 28 Aug 79

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-231-79-3
DATE RECEIVED Aug. 28, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
11-14-79 Date <i>acting</i> James E. O'neill 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 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 4 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 8-23-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Fae B. Screws</i>	E. TITLE <i>Mgmt Analyst</i>
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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	AIRSPACE ALLOCATION AND USE RECORDS <u>Airspace docket files.</u> Case files pertaining to development of dockets in terminal and enroute airspace rulemaking actions. Transfer to Federal Records Center five years after close of case. Federal Records Center destroy ten years later. (NOTE: Item revised to be consistent with item 2100 (h) which contains the public comments vs. the development of the actual docket.)	Order 1350.15A Item 7400 (2) NCI-237-77-3, Item 60	
*2	AERONAUTICAL CHARTS RECORDS <u>Aeronautical chart and flight information.</u> Case files pertaining to aeronautical chart and flight information requirements. Destroy two years after cancelled or superseded.	Order 1350.15A Item 7910	
*3	PERSONNEL PROGRAM RECORDS <u>Training and Proficiency Files.</u> FAA Form 3120-1, Training and Proficiency Record. <i>to NAF, agency, all FRC's (except NCD) - 12/4/79 all changes approved by F. Screws per telecon 11/8/79</i>		<i>14 items</i>

When transferring from an ATC facility to a staff position in the regional, Washington, Center, or Academy offices—transfer to the OPF until such time as the ATCS returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for ~~permanent retention~~ disposition with the OPF.

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FACILITY OPERATIONS RECORDS

4. Daily Record of Facility Operations and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent. Order
1350.15A
Item
7230(2)(d)
- * a. Facility Logs dated May 1, 1974 through July 3, 1976. Destroy after the first full pay period in 1982.
- b. Facility logs dated after July 3, 1976. Destroy when six months old.

NOTE: Facility logs described in a. above need to be retained for six years (statute of limitations on Federal Labor Standards Act claims). The times noted on the facility logs subject to FLSA, are not a part of the time and attendance cards on file with the agency. Procedures for recording this data on the T&A card were not placed into effect until the pay period beginning July 4, 1976. Therefore these facility logs are the only agency record for FLSA retroactive payments.

FEDERAL-AID AIRPORT PROGRAM/AIRPORT DEVELOPMENT AID PROGRAM RECORDS

5. Airport project case files. Case files on airport projects affected by agreements with the Federal Government under the Airport Development Aid Program (ADAP) and the Federal-aid Airport Program (FAAP), consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents. (1350.15A
5100(1))^{a+}_(b)
NCI-237-
77-4, #.1
- * (a) Office of the Associate Administrator for Airports. Transfer to Federal Records Center when financially completed, ~~for a five year retention period.~~ Destroy 5 yrs. later. NCI-237-77-4,
Item 1a
- (b) Regional Airports Division/Airports District Offices. Maintain one copy of project case files in either the regional Airports Division or Airports District Offices. Transfer to the Federal Records Center ~~after~~ ^{upon} financial completion, ~~for a twenty year retention period.~~ Destroy 20 yrs. later. NCI-237-77-4,
Item 1b (c) *

6. Airport project plan files. Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices. 1350.15A
5100(2))
- (a) Preliminary plans. Destroy upon receipt of approved construction plans. *NCI-237-77-4, Item 2a (same)*
- (b) Approved construction plan. Destroy upon receipt of as-constructed plans. *NCI-237-77-4, Item 2b (same)*
- * (c) As-constructed plans. *1) Paper (if not filmed) - Transfer to FRC when volume warrants.* Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications. *2) If microfilm is available, the original paper record may be destroyed after the film is determined to be an adequate substitute.* *3) Microfilm is to be made in accordance with Federal Property Management Regulations, FPMR 101-11.5. These records may be forwarded to the Federal Records Center for retention when volume warrants.* *Destroy Film 50 yrs. after financial completion of project.* *NCI-237-77-4, Item 2c*
- * 7. ADAP Program control records. Program control records consisting of ledger forms maintained by headquarters/regional airport offices. 1350.15A
5100(4)

a. Headquarters-destroy five years after financial completion of all projects in a program. b. Regions-destroy three years after financial completion of all projects in a program.

- * 8. Headquarters FAAP/ADAP fund control records. Documents relating to the financial status of airport grant-in-aid projects, including the control and apportionment of funds to regions. 1350.15A
5100(6)
- (a) Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP. Destroy 50 years after financial completion of program. 1350.15A
5100(6)(a)+(b)
- (b) Request for changes in allotment and suballotment. Destroy three years after program is completed. 1350.15A
5100(6)(c)

JUSTIFICATION: The card records are the only national set of records for the Airport Development Aid Program (ADAP) and the Federal-aid Program (FAAP). Each card shows state, city, airport, amount of Federal matching funds, items of development, grant agreement date, dates of progression of project until financial completion for each project. They are contained in a volume of approximately three cubic feet.

In the FAAP program, there are 7,964 projects for over \$1.2 billion Federal funds. These FAAP cards are the last remaining complete record of Federal involvement in airports funded by the Government.

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The ADAP program has over 4,938 projects for over \$3.2 billion Federal funds.

These cards are used on a daily basis to answer inquiries from Congressional offices, private organizations, the public and other governmental offices. They are updated on a continuous basis.

These records are not considered to have archival value, however, they are of long term administrative value to the agency. There are no plans to transfer the cards to a Federal Records Center.