

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO   | NC1-237-81-2  |
| DATE RECEIVED  | June 23, 1981   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |   |
| 7-2-81<br><i>Date</i>  | <i>Adrian W. ...</i><br><i>Archivist of the United States</i> |

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, Centers

|  |                          |
|--|--------------------------|
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><i>Bert LaCroix</i> | 5. TEL. EXT.<br>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 1 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<br><i>6/14/81</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Bert LaCroix</i> | E. TITLE<br><i>Chief, Documentation Records Br</i> |
|---------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO.                         | 10. ACTION TAKEN |
|-------------|--|--|------------------|
| 1           | <p><u>Time and Attendance Report Files</u></p> <p>Time and attendance documents, such as FAA Form 2730-68-1 or equivalent used in payroll preparation and processing.</p> <p><del>Destroy after GAO audit or when three years old, whichever is sooner. (If reports are used to show accumulated leave dispose of in accordance with item (2) above.)</del></p> <p>a. <u>Original Records</u> when <i>microfilmed</i> in accordance with 41 CFR 101-11.504. Destroy original records after microform is determined to be adequate substitute for paper records.</p> <p>b. <u>Microform of original Records.</u> <del>Destroy after three years.</del> Destroy after GAO audit or when three years old, whichever is sooner. (If reports are used to show accumulated leave, dispose of in accordance with FAA 2730.(2), Leave Record Files.)</p> | <p>1350.15A<br/>2730.(3)</p> <p>GRS 2-3a</p> |                  |

*Amended by  
SC 6-30-81*

*Closed out: 7-7-81: K.I.J.  
Copy to Agency*

*2 items*