

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 Date	<i>Adrian W. ...</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, Centers

4. NAME OF PERSON WITH WHOM TO CONFER
Bert LaCroix
Bert LaCroix

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 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 <i>6/14/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Bert LaCroix</i>	E. TITLE <i>Chief, Documentation Records Br</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	<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>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.)</p> <p>a. Original Records 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> Destroy after three years. 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 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