

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

19 Oct 81

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
Flight Operations

4 NAME OF PERSON WITH WHOM TO CONFER
Phillip Leach

5 TEL EXT
426-8735

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO | NC1-237-82-1 |
| DATE RECEIVED | October 19, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | <i>10-29-81</i> <i>Archivist of the United States</i> |

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>10/19/81</i> | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Bert LaCruz</i> | E. TITLE Chief, Documentation Methods Branch, AMS-140 |
|---------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|--------------------------------|------------------|
| 1. | <p><u>AGENCY AIRCRAFT OPERATIONS RECORDS</u></p> <p><u>Aircraft Request and Use Record Forms - 4040.6</u> Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft, and purpose of flight.</p> <p>Destroy when one year old.</p> <p><u>Justification:</u> FAA presently retain form 4040-6, Aircraft Request and Use Record only 90 days. Certain information, such as the justification for rental, is not found elsewhere. The Assistant Chief, Aircraft Programs Division, Office of Flight Operations agreed that 90 day retention period is too short for post audit purposes.</p> | <p>1350.15A</p> <p>4040(3)</p> | |

Miss data change sheet not required. SC

*Closed Out: Copy to Agency & NNF
11-4-81: K.R.H.*

1 item