REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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 10/29/81

D SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE Chief, Documentation Methods Branch, AMS-140

7. ITEM NO

8. DESCRIPTION OF ITEM
AGENCY AIRCRAFT OPERATIONS RECORDS

1. Aircraft Request and Use Record Forms - 4040.6
Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft, and purpose of flight.

Destroy when one year old.

Justification: 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.

1350.15A

9. SAMPLE OR JOB NO 4040(3)

10. ACTION TAKEN

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11