ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

Item	Status	Title	Why Inactive
1	Inactive (T)	Motor Vehicle Management Records, Motor Vehicle Operators Files.	Use GRS 5.4, Item 110 (DAA-GRS-2016-0011-0001)
2	Inactive (T)	Motor Vehicle Management Records, all other	All records were destroyed. No more will be created.
3A and 3B	Inactive (T)	Mechanical Reliability Reports (MRR's) System Data	All records were destroyed. No more will be created.
1	Inactive (T)	Mechanical Interruption Summary (MIS) System Data Files.	All records were destroyed. No more will be created.
4/1/A	**Active (T)**	Airport Certification Program General Files Office of Associate Administrator for Airports	
4/1/C	**Active (T)**	Airport Certification Program General Files Regional Airports Divisions	
4/1/B	**Active (T)**	Airport Certification Program General Files Airport District Offices	
5-10	N/A	Were withdrawn	Not approved
11(1)(a)1	**Active (T) in part**	Agency Office of Primary Interest, Civil ...original records which were microfilmed	Superseded in part, for Airworthiness Directives only, by DAA-0237-2023-0009-0002.
11 (1)(a)2	Inactive (T)	Agency Office of Primary Interest, Civil . . ..microfilm of original records	All records were destroyed. No more will be created.
11 (1)(a)3	Inactive (T)	Agency Office of Primary Interest, Civil . . ..not microfilmed	All records were destroyed. No more will be created.
11 (1)(a)4	Inactive (T)	Agency Office of Primary Interest, Civil . . .. Special conditions	Superseded by DAA-0237-2023-0009-0003
11 (1)(a)5(a)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..original records which were microfilmed	All records were destroyed. No more will be created.

11(1)(a)5(b)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..microfilm of original records	All records were destroyed. No more will be created.
11(1)(a)5(c)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..not microfilmed	All records were destroyed. No more will be created.
11(1)(a)6(a) [incorrectly labled as c]	Inactive (T)	Agency Office of Primary Interest, Civil . . ..original records which were microfilmed	Agency reported all records were destroyed. No more will be created.
11(1)(a)6(b)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..microfilm of original records	All records were destroyed. No more will be created.
11(1)(a)6(c)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..not microfilmed	All records were destroyed. No more will be created.
11(1)(a)7(a)	Active (T) in part	Agency Office of Primary Interest, Civil . . ..original records which were microfilmed	Superseded in part, for petitions for exemptions to rules created by Aviation Safety only, by DAA-0237-2023-0009-0004.
11(1)(a)7(b)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..microfilm of original records	All records were destroyed. No more will be created.
11(1)(a)7(c)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..not microfilmed	All records were destroyed. No more will be created.
11(1)(a)8(a)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..original records which were microfilmed	Superseded by DAA-0237-2023-0005-0001.
11(1)(a)8(b)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..microfilm of original records	Agency reported all records were destroyed. No more will be created.
11(1)(a)8(c)	Inactive (T)	Agency Office of Primary Interest, Civil . . ..not microfilmed	Agency reported these instructions are obsolete
12/1a	**Active (P)**	General Rulemaking dockets: substantive rules, not microfilmed	
12/1b	Inactive (T)	General Rulemaking dockets: substantive rules, original records which were microfilmed	Agency confirmed this process is obsolete
12/1c	**Active (P)**	General Rulemaking dockets: substantive rules, microfilm of original records	
12/2a	Inactive (T)	General Rulemaking dockets: unselected, not microfilmed	Agency confirmed this process is obsolete
12/2b	Inactive (T)	General Rulemaking dockets: unselected, original records which were microfilmed	Agency confirmed this process is obsolete
12/2c	Inactive (T)	General Rulemaking dockets: unselected, microfilm of original records	Agency reported all records were destroyed. No more will be created.
12/2(b)	Inactive (T)	Exemption dockets (nonmedical) not microfilmed	Agency confirmed this process is obsolete
12/2(b)a1	Inactive (T)	Exemption dockets (nonmedical) original records which were microfilmed	Agency confirmed this process is obsolete
12/2(b)a2	Inactive (T)	Exemption dockets (nonmedical) microfilm of original records	Agency reported all records were destroyed. No more will be created.

12/2(c)1a	Inactive (T)	Exemption dockets (Medical): Denied not microfilmed	Agency confirmed this process is obsolete
12/2(c)1b	Inactive (T)	Exemption dockets (Medical): Denied original records which were microfilmed	Agency confirmed this process is obsolete
12/2(c)1c	Inactive (T)	Exemption dockets (Medical): Denied microfilm of original records	Agency reported all records were destroyed. No more will be created.
12/2/(c)2a	Inactive (T)	Exemption dockets (medical) Granted not microfilmed	Agency confirmed this process is obsolete
12/2/(c)2b	Inactive (T)	Exemption dockets (medical) Granted original records which were microfilmed	Agency confirmed this process is obsolete
12/2(d)a	Inactive (T)	Special conditions dockets.not microfilmed	Agency confirmed this process is obsolete
12/2(d)b	Inactive (T)	Special conditions dockets original records which were microfilmed	Agency confirmed this process is obsolete
12/2(d)c	Inactive (T)	Special conditions docketsmicrofilm of original records	Agency reported all records were destroyed. No more will be created.
12/2(e)a	Inactive (T)	Airworthiness directives dockets (issued in Washington D.C.) not microfilmed	All records were destroyed. No more will be created.
12/2(e)b	Inactive (T)	Airworthiness directives dockets (issued in Washington D.C.) original records which were microfilmed	Agency reported all records were destroyed. No more will be created.
12/2(e)c	Inactive (T)	Airworthiness directives dockets (issued in Washington D.C.) microfilm of original records	All records were destroyed. No more will be created.
12/2(f)a	Inactive (T)	Denials and dispositions of petitions for rulemaking not microfilmed	All records were destroyed. No more will be created.
12/2(f)b	**Active (T)**	Denials and dispositions of petitions for rulemaking original records which were microfilmed	Agency confirmed this process is obsolete
12/2(f)c	Inactive (T)	Denials and dispositions of petitions for rulemaking microfilm of original records	All records were destroyed. No more will be created.
12/2(h)a	Inactive (T)	Washington airspace dockets not microfilmed	All records were destroyed. No more will be created.
12/2(h)b	Active (T)	Washington airspace dockets original records which were microfilmed	Agency confirmed this process is obsolete
12/2(h)c	Active (T)	Washington airspace docketsmicrofilm of original records	All records were destroyed. No more will be created.
13	Inactive (T)	National Transportation Safety Board (NTSB) Recommendations not microfilmed	superseded by DAA-0237-2023-0017-0011
13(a)1	Inactive (T)	National Transportation Safety Board (NTSB) Recommendations original records which were microfilmed	Superseded by DAA-0237-2023-0017-0011.
13(a)2	Inctive (T)	National Transportation Safety Board (NTSB) Recommendations	Superseded by DAA-0237-2023-0017-0011.

14(a)	**Active (T)**	Preambles and Code of Federal Regulations (CFRs):paper records original records which were microfilmed	
14(b)	Inactive (T)	Preambles and Code of Federal Regulations (CFRs) microfilm	All records were destroyed. No more will be created.
15(a)	Inactive (T)	Routine control files original records which were microfilmed	All records were destroyed. No more will be created.
15(b)	Inactive (T)	Routine control files microfilm of original records	All records were destroyed. No more will be created.
15(c)	Inactive (T)	Routine control files, all other	All records were destroyed. No more will be created.
16 (a)	Inactive (T)	Official contract, purchase order, and lease files.	Use GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001).

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-237-83-1
DATE RECEIVED: 10-4-82
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. 11-30-83 (Date) — 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	5. TEL EXT
Phillip Leach	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 11 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/30/82	Phillip Leach	Acting Records Officer

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
* 1.	Motor Vehicle Management Records Motor Vehicle Operators Files. Includes drivers test, authorizations to use, safe drivers award and related correspondence. Destroy three years after separation of employee or three years after recession of authorization to operate government-owned vehicle, whichever is earlier.	Order 1350.15A 4670 (G)	
* 2.	All Other. Destroy when three years old.	Order 1350.15A 2730 (4)(b) GRS Item 8b	
* 3.	(8) Mechanical Reliability Reports (MRR's) System Data files. Data created prior to the service difficulty data system, and stored on magnetic tape by the Flight Standards National Field Office.		
	(a) Master tape record. Erase after microfilming and film is determined to be an adequate substitute.	Order 1350.15A Item 8300 (b)	
	(b) Microfilm of the taped data. Destroy when five years old.		

all changes per P.L. of FAA & MG of NARS 11-17-93 MG — 16 items

115-107 NO MASS DATA CHANGE SHEET REQUIRED

NNB, NNF + Agency Sent 12-8-83 by DMW.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

CONTINUATION OF SF-115A

Sample or Job No.

* 1 Mechanical Interruption Summary (MIS) System Data Files.

Order 1350.15A Item 8300 (8)

Data Retained in the district office.
Destroy when one year old.

4. 5280 AIRPORT CERTIFICATION PROGRAM

(1) General Files. Correspondence, records, reports, etc., pertaining to program administration. Subject matter includes arrangement for airport inspections (but not the substance of the inspection), explanation and advice on certification matters in general (but not on the certification determination of a specific airport, fiscal programs, personnel management, etc. Excludes material described in subparagraphs (2) and (3) below.

(a) Office of Associate Administrator for Airports. Transfer to Federal Records Center when four years old. Federal Records Center destroy when twenty years old.

(b) Regional Airports Divisions. Transfer to Federal Records Center when four years old. Federal Records Center destroy when twenty years old.

(c) Airport District Offices. Destroy when four years old.

5. (2) Airport Certification Files. Applications, correspondence, certificates, operations manuals/specifications, inspection reports, enforcement actions, etc., pertaining to the status of a specific airport with respect to compliance (or noncompliance) with certification, award, denial, suspension, retention, revocation or return of a certificate.

(a) Office of Airport Standards. Airport certification files are the record responsibility of regional elements of the Airports Program. For those cases where the Office of Airport Standards is operationally involved, compile the official record of that involvement and destroy nonrecord preparatory material. Transfer to Federal Records Center when four years old and send a copy of the record transmittal sheet to the associated region. Federal Records Center destroy when nine years old or when litigation in which records are involved is completed, whichever is later. See exceptions paragraph below.

withdrawn

(b) Regional Airports Divisions/District Offices/Field Offices. (The office of record responsibility varies according to regional practices.) Compile the official record and destroy nonrecord preparatory material. Transfer to Federal Records Center when four years old. Federal Records Center destroy when nine years old or when litigation in which records are involved is completed, whichever is later. See exceptions paragraph below.

(c) Exceptions to Subparagraphs (2)(a) and (2)(b) above. Airport operating certificates and airport operations manuals specifications have some unique characteristics which require special handling.

CONTINUATION OF SF-115A

Sample or
Job No.

1 Office with record responsibility retain the official records of the application, approval, and award of the existent operating certificate of an airport until that certificate is terminated. Then, append those records to the termination documentation. For application of the retention and destruction standards, the date of the certificate termination action becomes controlling for this entire group of records (the certificate application, approval, award, and termination). Transfer to Federal Records Center four years after termination. Federal Records center destroy nine years later or when litigation in which records are involved is completed, whichever is later. withdrawn

2 For airport operations manuals/specifications, the date of cancellation (of individual pages or in total) is controlling for application of the retention and destruction standards. Destroy when superseded or canceled.

6. (3) Program policy and guidance files. Documents which: establish policy and guidance program-wide and the development of the policy and guidance which documents program.

(a) Office of Airports Standards. Compile the official record and destroy nonrecord preparatory material. For program policy and guidance files, the date the establishing document is cancelled or superseded is controlling for the application of the retention and destruction standards. Transfer to Federal Records Center when four years old. Federal Records destroy when nine years old or when litigation in which records are involved in is complete, whichever is later. withdrawn

7. 8700 General Aviation Operation - Pilot Examiners Certification Program

(1) 8700 Pilot Examiner Stanardization Program files. Letters, reports, procedures for designating pilot examiners, correspondence signed by the Associate Administrator for Administration, recurrent Pilot Examiners Standardization Training Course outline, course objectives, policy and procedure changes, documents pertaining to program goals, Congressional data outlining FAR-61 and 141 which deals with upgrading pilot training standards and documents on the development of pilot examiners courses. Permanent. Transfer to Federal Records Center when five years old. Offer to NARS when fifteen years old. withdrawn

Sample or Job No.

(2) General Correspondence files. Routine Correspondence pertaining to course schedule files, letters by regions, briefing notes, letters pertaining to rental/lease of video equipment, reports containing records of attendence and attendees performance. Transfer to Federal Records Center when four years old. Federal Records Center to destroy six years after receipt.

(3) Initial and Recurrent Examiners. Records containing pilot examiners test results, course schedules, pilot examiners registration, type of training i.e., airplane, balloon, glider, rotorcraft, etc. Course comments, questionnaires, records of conferences, and telephone calls. Reports on pilot examiners standardization courses, and planning schedules for workshops assignments. Pilot examiners list, containing a catalog of pilot examiners by regions, district, and designations. Destroy when four years old.

withdrawn

(4) Statistical Data. Computer generated statistical data used for evaluations of pilot examiners by cause factors e.g., Accident/incident violations. Transfer to Federal Records Center when four years old. Federal Records Center destroy when ten years old.

8. 22. PHYSICAL AND NATURAL SCIENCES. These records are created in connection with research and development programs relating to the High Altitude Pollution Program, to determine the environmental effects on the atmosphere of high altitude aircraft exhaust emissions. The program develop standards, procedures, and the performance of aircraft engine components, for reducing pollutant emissions at high altitudes.

9900 GENERAL RECORDS

9. (1) General Correspondence files. Correspondence, reports and relating materials documenting scientific data of specific projects of energy efficient engine component development and integration; advanced turbine engines, kinetic study of the reaction of H302 with N02; stratosphere-to-troposphere transfer using radioactive tracer data in a one-dimensional parameterigation; ultraviolet absorbtion cross sections of H02H02 Vapor; applicapability of two and one dimensional parameterization of atom atmospheric tracer transports to prognostic photochemical models of the stratosphere; perturbation of atmospheric mechanism by emission from aircraft; and generalized transport-tensor for two-dimensional culerian models. Permanent. Transfer to Federal Record Center when five years old. Federal Records Center offer to NAR ten years later.

withdrawn

CONTINUATION OF SF-115A | Sample or Job No.

~~* 10. 6000 GENERAL RECORDS~~

(1) General correspondence files. Routine correspondence, reports, engineering drawings, and related documents accumulated in the administration and operation of programs for survey, installation, construction, maintenance, and inspection of air navigation, air traffic control, and aeronautical communiction facilities and equipment; and the determination of requirements for procuement, manufacture, and distribution of equipment, but EXCLUDING files described elsewhere in this paragraph. | Order 1350.15A Item 6000 (3)(a)(b)

* (3) Facilities establishment files. Case files maintained by Washington headquarter and regional headquarters offices relating to the engineering construction, and installation of facilities. | Order 1350.15A Item 6000 (3)(a)(b)(c)

(a) Agency of primary interest. PERMANENT. Transfer to the Federal Records Center when inactive. Offer to NARS ten years later.

1 If Microform.

a Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

b Microfilm of original records. Transfer silver original and one copy to NARS for permanent preservation. withdrawn

(b) Program case files. Destroy five years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the governnment.

1 Original records. Destroy original records after microfilm is determined to be an adequate substitute for paper records. Microfilm in accordance with 41 CFR 101-11.504.

2 Microfilm copies.

Destroy five years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the government.

(c) Project case files. Destroy five years after decommissioning of related facility.

1 Original records. Destroy original records after microfilm is determined to be an adequate substitute for paper records. Microfilm in accordance with 41 CFR 101-11.504.

2 Microfilm copies.

~~Destroy five years after decommissioning of related facility.~~

CONTINUATION OF SF-115A

Sample or Job No.

8040 REGULATORY RECORDS

* 11. (1)

(a) Agency Office of Primary Interest, Civil Air Regulations (CARS), Federal Aviation Regulations (FARs) and Airworthiness Directives.

Order 1350.15A Item 8040 (1) (a) 1, 2, 3, 4, 5, 6, 7, 8,

1 Original records. Microfilm in accordance with 41CFR 101.11.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records.

2 Microfilm of original records. Destroy fifteen years after the issued date of final rule or withdrawal notice.

3 If not microfilmed. Transfer to Federal Records Center ten years from the issued date of final rule or withdrawal notice. Federal Records Center destroy five years after receipt.

* 4 Special conditions. Transfer to the Federal Records Center two years from issued date. Federal Records Center destroy three years after receipt.

Order 1350.15A Item 8040 (1)(a) 1 2, 3, 4, 5, 6, 7, 8,

* 5 Airworthiness and Operations Review Program and related rulemaking activities.

(a) Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records.

(b) Microfilm of original records. Destroy fifteen years from the issued date of final rule or withdrawal notice.

(c) If not microfilmed. Transfer to Federal Records Center two years from the issued date of final rule or withdrawal notice.

Destroy when 7 years old.

* 6 Denials of petitions for rulemaking.

(c) Oringinal records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records.

(b) Microfilm of original records. Destroy five years from the denial date.

(c) If not microfilmed. Transfer to Federal Records Center two years from the denial date. Federal Records Center destroy three years after receipt.

CONTINUATION OF SF-115A

Sample or Job No.

* 7 Petitions for exemptions.

(a) Original records. Microfilm in accordance with 41 CFR 101-1.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records.

(b) Microfilm of original records. Destroy five years from the grant or denial date.

(c) If not microfilmed. Transfer to Federal Records Center two years from the grant or denial date. Federal Records Center destroy three years after receipt.

* 8 Petitions for reconsideration of operations specifications.

(a) Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

b Microfilm of original records. Destroy five years from date of amendment or denial date.

c If not microfilmed. Transfer to the Federal Records Center two years from the date of amendment or denial. Federal Records Center destroy three years after receipt.

12. 2100 RULES AND REGULATIONS RECORDS

*1 Dockets relating to substantive rules that attracted great public or industry attention and response; signified an advance in aerotechnology, had significant impact on general aviation commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF GENERAL COUNSEL (OGC). Permanent. Transfer to Federal Records Center thirty years after close of file. Offer to NARS twenty five years later.

Order 1350.15A Item 2100 (1)(a) 1

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of orignial records. Permanent. Offer to National Archives and Records Services (NARS) record copy of microfilm/microfiche with accompanying subject index ~~when filming is complete and verification of quality of film or fiche.~~ in 10 year blocks when the latest records are 30 years old.

CONTINUATION OF SF-115A

Sample or Job No.

* 2 Unselected dockets. Transfer to Federal Records Center thirty years after close of file. Federal Records Center destroy twenty-five years later. Order 1350.15A Item 2100 (1)(a) 2

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of original records. Destroy fifty-five years after close of file.

* (b) Exemption dockets (non-medical). Transfer to Federal Records Center five years after termination date. Federal Records Center destroy five years later. Order 1350.15A Item 2100 (1)(b)

a If Microformed.

1 Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records.

2 Microfilm of original records. Destroy ten years after termination date.

* (c) Exemption dockets (Medical).

1 Denied exemptions. Transfer to Federal Records Center two years after close of file. Federal Records Center destroy five years later. Order 1350.15A Item 2100 (1) (c)

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of original records. Destroy seven years after close of file.

* 2 Granted exemptions. Transfer to Federal Records Center two years after close of file. Federal Records Center destroy thirty years later.

CONTINUATION OF SF-115A | Sample or Job No.

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records. | Order 1350.15A Item 2100

* (d) Special conditions dockets. Transfer to Federal Records Center thirty years after close of file. Federal Records Center destroy when FAA cancels type certificate of aircraft. | (1) (d)

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of original records. Destroy when FAA cancels type certificate of aircraft.

* (e) Airworthiness directives dockets (Issued in Washington, D.C.). Transfer to Federal Records Center when thirty years old. Federal Records Center destroy when FAA cancels type certificate. | Order 1350.15A Item 2100 (1) (e)

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of original records. Destroy when FAA cancels type certificate.

* (f) Denials and dispositions of petitions for rulemaking dockets. Transfer to Federal Records Center ten years after issue of denial. Federal Records Center destroy twenty-five years later. | Order 1350.15A Item 2100 (1) (f)

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm of original records. Destroy thirty-five years after issue of denial.

* (h) Washington airspace dockets. Transfer to Federal Records Center five years after close of case. Federal Records Center destroy ten years later. | Order 1350.15A Item 2100 (1) (h)

CONTINUATION OF SF-115A

Sample or Job No.

a If Microformed.

b Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

c Microfilm or original records. Destroy fifteen years after close of case.

13. (3) National Transportation Safety Board (NTSB) Recommendations. Case files of safety recommendations, resulting from accidents/incidents of various aircraft, correspondence and documents used in the development and formation of airworthiness directives (ADs). Correspondence addressed to the FAA Administrator and Congressional responses. Place in inactive file when five years old. Transfer to Federal Records Center when ten years old from issued date of ADs. Federal Records Center destroy five years later.

Order 1350.15A Item 8040(3)

a If Microformed.

1 Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records when microfilm is determined to be an adequate substitute for paper records.

2 Microfilm of original records. Destroy twenty years from issued date of ADs.

14. (4) Preambles and Code of Federal Regulations (CFRs). History sheets, background and justification of rules pertaining to CARs, FARs, and CFRs, as they relate to aviation safety rule-making activities.

Order 1350.15A Item 8040 (4)

(a) Preamble, CFR, and history sheets. Microfilm a five year block in accordance with 41 CFR 101-11.504. Destroy paper record when microfilm is determined to be an aequate substitute. DO NOT TRANSFER TO FEDERAL RECORDS CENTER.

(b) Microfilm of original records. ~~Permanent. Two film copies will be offered to National Archives and Records Services upon filming and verification of quality of film.~~ Destroy when no longer needed for administrative use.

CONTINUATION OF SF-115A

Sample or Job No.

*15. Routine control files — Order 1350.15A Item 7-0

Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work progress sheets, statistical tabulating aids such as punched cards, and records which control work and record action taken.

(a) Original records. Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be an adequate substitute for paper records. — Order 1350.15A Item 7-0

(b) Microfilm of original records. Destroy when work is completed or when no longer needed for operating purposes. DO NOT transfer to Federal Records Center.

(c) All other. Destroy when work is completed or when no longer needed for operating purposes. DO NOT transfer to Federal Records Center.

* 16. Official contract, purchase order, and lease files. Case files documenting the initiation and administration of procurement transactions, including negotiation, award, administration, inspection, testing, acceptance and payment. (Note: This item does not relate to any contract files stored at the Aeronautical Center as vital records.) — Order 1350.15A Item 4400 (3) (a)

(a) Transactions of more than $10,000 and all construction contracts exceeding $2,000, dated after July 25, 1974. Transfer to Federal Records Center after final payment. Federal Records Center destroy six years and three months after receipt.