

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

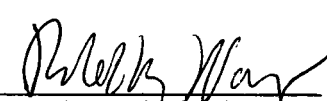
3 MINOR SUBDIVISION
Headquarters, Regions/Centers, field, facilities

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Phillip Leach

426-8735

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO NCL-237-83-3 | |
| DATE RECEIVED 6-8-83 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 26 SEP 1983 <i>Date</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 2 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 |
|---------|---|-----------------|
| 6/6/83 |  | Records Officer |

| 7 ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-----------|---|--|------------------|
| 1 | <p>(3) <u>Internal Evaluation Reports.</u> Contains information concerning the effectiveness and performance of the various offices and facilities in carrying out policies, systems, standards, and procedures. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.</p> <p>(a) <u>National Program Evaluation Reports.</u></p> <p>1 <u>Headquarters Evaluation Staff.</u> Transfer to Federal Records Center when two years old. Federal Records Center destroy when seven years old.</p> <p><i>See continuation sheet.</i></p> | <p>FAA Order 1350.15A Item 5 1300 (3)(a) 1, 2, and 3</p> <p>(b) 1, 2, and 3</p> | |

MASS DATA CHANGE SHEET NOT REQUIRED

8 items

115-107 *NIF SENT 10-13-83 by DMW.*

2 Regional Offices. Transfer to Federal Records Center when two years old. Federal Records Center destroy when seven years old.

3 Field Offices. Destroy upon notification that the regions have received and accepted the corrective action is completed or when no longer needed.

4 Facilities. Destroy upon notification that the regions have received and accepted the corrective action is completed or when no longer needed.

(b) Office Evaluation Reports.

1 Headquarters Evaluation Staff. Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.

2 Regional Offices. Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.

3 Field Offices. Destroy upon notification that the region has received and accepted the corrective report.

4 Facilities. Destroy upon notification that the region has received and accepted the corrective action report.