

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-237-84-1	
DATE RECEIVED 10-3-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>OLJ/ev</i> Date	<i>John W. Warr</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
Airmen Certification Division

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 <i>9/23/83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Phillip Leach</i>	E TITLE <i>Records Officer</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.	<u>Passport</u> Crewmember Files. Applications, such as FAA Form 8066 or equivalent, photographs of crewmembers (U.S. Citizens employed on U.S. registered aircraft and commercial operators which are used in international air commerce.) Destroy 60 years after surrender or cancellation of the crewmember certificate.	FAA Order 1350.15A 8060 (4) item (1).	
2.	<u>Crewmember Correspondence to the State Department.</u> These files consists of applicants requests, lists of applicants, approved applications, correspondence to and from the the State Department, verifications of approved certificates. Destroy 60 years after date of correspondence. <i>when 2 years old.</i> <u>JUSTIFICATION:</u> These are airmen files needed to issue cards to crewmembers on international air carriers. The card is used as the crewmember passport. <u>Annual Volume:</u> Approximately 3 cubic feet annually.	FAA Order 1350.15A 8060 (5) item (1).	

see revision of disposition P. 1A

all changes per P. 2 of FAA & M.G. of NARS M.G. 9-21-84

NO MASS DATA CHANGE SHEET REQUIRED

2 items

Sent agency copy 10/29 060 / sent copies to TR, NNF

NCW 10/30/84 CLD

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO
NC1-237-84-1

PAGE
2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Crewmember Passport Files.</p> <p>Place in inactive files when crewmember certificate is surrendered or cancelled. Transfer inactive files to FRC when 5 years old. Destroy when 15 years old.</p>		<p><i>Change per P.L. of FAA & M.G. of NARS M.G. 9-21-84</i></p>