

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NC1-237-85-1
1 FROM (Agency or establishment) Department of Transportation		DATE RECEIVED	10-16-85
2 MAJOR SUBDIVISION Federal Aviation Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Aviation Activity Branch		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Phillip A. Leach	5 TELEPHONE EXT 426-8735	DATE 2-10-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 10/17/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Phillip A. Leach</i>	D TITLE Records Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	<u>History of Loan Guarantee Program Files.</u> Memoranda, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program. Arranged chronologically. Current volume: 6 in. <u>Disposition.</u> Permanent. Offer to National Archives in 1996 or when last loans are paid, whichever is sooner.		
2.	<u>General Correspondence Files.</u> Correspondence, memoranda, reports, and other records relating to the daily administration of of the loan guarantee program. <u>Disposition.</u> Transfer to FRC when four years old. Destroy when eight years old.		
3.	<u>Aircraft Loan Guarantee Records.</u> Case files for loans which have been paid in full and applications for loans which have been denied or withdrawn. <u>Disposition.</u> Transfer to FRC when five years old. Destroy when ten years old.		

3 items