**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO:** GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. **FROM (AGENCY OR ESTABLISHMENT):**
   - Department of Transportation

2. **MAJOR SUBDIVISION:**
   - Federal Aviation Administration

3. **MINOR SUBDIVISION:**
   - Documentation Methods Branch

4. **NAME OF PERSON WITH WHOM TO CONFER:**
   - H. Ulasek

5. **TEL. EXT.:**
   - 42-68735

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

<table>
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Forms Numerical Files.</strong> Case files containing a copy of each form and revision, request for approval and justifications, copy of prescribing directive and related correspondence. Destroy two years after cancellation or supercession. This item was previously submitted on Job No. NNL73-137 (item 1). It was returned &quot;Disposal Not Approved.&quot; Disposal of these files as indicated above is based on General Records Schedule 16 which states that agencies whose forms are prescribed by directives should seek authorization for their disposal. All of FAA's operational program forms are documented by a prescribing directive. For archival purposes, the directives files are being retained in lieu of the forms numerical files.</td>
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