

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK		R6237
DATE RECEIVED	JOB NO.	
24 MAY 1973	NN173-137	
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 "with-drawn" in column 10.		
6-12-73	James B. Rhoads	
Date	Archivist of the United States	

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

MAY 13 1973

John D. Moore

Chief, Systems Support Division

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Forms Numerical Files.</u> Case files containing a copy of each form and revision, request for approval and justifications, copy of prescribing directive and related correspondence.</p> <p>Destroy two years after cancellation or supercession.</p> <p>This item was previously submitted on Job. No. NN173-137 (item 1). It was returned "Disposal Not Approved." 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.</p>	NN173-137 item 1	