

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	LEAVE BLANK
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	JOB NO. <u>1</u> DATE RECEIVED <u>11/21/89</u>
1. FROM (Agency or establishment) Department of Transportation	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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.
2. MAJOR SUBDIVISION Office of the Secretary	
3. MINOR SUBDIVISION Office of General Counsel, Regulation and Enforcement	
4. NAME OF PERSON WITH WHOM TO CONTACT David Parker	5. TELEPHONE EXT. _____ DATE <u>11/29/89</u> ARCHIVIST OF THE UNITED STATES <i>Claudia Jenkins</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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
11-20-89	<i>David H. Parker Sr.</i>	

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>OFFICIAL DOT AVIATION ORDERS AND NOTICES</b></p> <p>This series includes original signed DOT aviation orders and notices with coordination memos and issuance authorizations. Orders are numbered sequentially by a three number code: year, month and number of issuance for that particular month. Notices, filed as a separate sub-series, are arranged by date of issuance. Current volume is 14 cubic feet and estimated annual accumulation is less than 6 cubic feet.</p> <p><b>DISPOSITION: PERMANENT.</b> Cutoff at end of calendar year (CY). Transfer to FRC when 2 years old. Transfer to NARA when files are 10 years old.</p>		<i>1 item</i>