

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-398-04-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/16/04</i>	
1 FROM (Agency or establishment) U S. Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Bureau of Transportation Statistics			
3 MINOR SUBDIVISION Office of Airline Information			
4. NAME OF PERSON WITH WHOM TO CONFER Gloria Laury	5 TELEPHONE NUMBER (202) 366-0923	DATE <i>9-20-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/12/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gloria Laury</i>		TITLE Administrative Specialist
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>City/Airport Nomenclature, Data Bank 5</u> This quarterly file contains city/airport alphabetic and numeric codes, full name spelling (up to 30 characters), abbreviated name spelling (up to 20 characters), and geographic coordinates for all cities in flight itineraries reported in the Passenger Origin and destination Surveys. a. Data File Disposition: Permanent . Cutoff annually. Transfer 4 quarterly reels to the National Archives when last quarter data is available for public distribution. b. Documentation. Regardless of medium, systems specifications, file specifications, codebooks, records layouts, user guides, output specifications, and final reports relating to Data Bank 5. Disposition: Permanent . Transfer copy of documentation with the data files. Transfer updates	NCI-197-82-1/146	<i>c.c. Agency NARA</i>

and changes annually with subsequent transfers of the data files.