

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570 71-398-04-21	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-16-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Buzz Rife		(202) 366-6112	DATE 8/16/04 ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5. 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 8/12/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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>Carrier Compensation Files</u> This record series contains requests from air carriers for compensation resulting from business losses resulting from the 9/11/2001 attack. Includes initial request (Form 330-A) and subsequent correspondence between OAI and the carrier. This schedule applies to all the described records regardless of physical media. a. Original Disposition: Disposable . Transfer to the FRC when 5 years old. Destroy when 20 years old. b. Audit copies. Disposition: Disposable . Keep in office 1 year after audit closure, then destroy. c. Electronic copies created with word		<i>cc Agency, NWMW</i>

c. Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

processing and electronic mail applications.

~~Disposition: Disposable. Delete when record copy is generated.~~