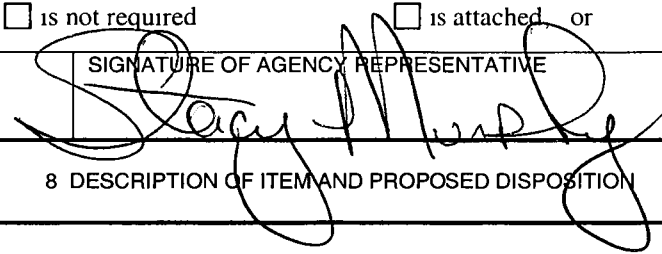


MRH 8/23/04 - rev.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <del>NI-570-04-23</del> NI- <del>570-04-23</del>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/16/2004 / (9/17/2004)	
1 FROM (Agency or establishment) U S. Department of Transportation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Transportation Statistics		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Airline Information			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Herman	5 TELEPHONE NUMBER (202)366-9059	DATE 2-15-05	ARCHIVIST OF THE UNITED STATES J. Kellogg
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 type="checkbox"/> is not required <input type="checkbox"/> is attached      or <input type="checkbox"/> has been requested			
DATE 9-14-04	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Primary Financial and Operating Carrier Report and Correspondence Files</u>  Contains reports filed by air carriers. Includes, but is not limited to, reports filed by certificated, commuter, scheduled all-cargo, foreign MAC charter, air freight forwarders, and Alaskan carriers. Submitted monthly, quarterly, and/or annually.  Does not include machine-readable data files, which are covered under separate records schedules  Does not include copies of reports maintained by the Public Reference Room which are reference copies.  This schedule applies to all the described records regardless of physical media.  a. Original  Disposition: <b>Disposable</b> . Keep in the office for 3 years, then retire to the FRC. Destroy when 20 years old.	NCI-197-82-1 Item 115	
<i>cc Agency NARA</i>			

b. Confidential copies

Disposition: **Disposable**. Keep in a secure area in the office for 10 years, then retire to the FRC. Destroy when 20 years old.

c All other copies.

Disposition: **Disposable**. Destroy when 3 years old or when no longer needed, whichever is sooner.

d(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete within 180 days after the recordkeeping copy has been produced

d(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

2.

Supplemental Formal Reports Files

Statistical reports providing information supplemental to the reports filed above. Includes, but is not limited to, reports of freight loss and damage claims, scheduled arrival performance, unaccommodated passengers, passengers denied confirmed spaces, deep discount and passengers carried from gateway to coupon destination.

a. Original

Disposition: **Disposable**. Keep in the office for 2 years, then transfer to the FRC. Destroy when 7 years old.

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b. All other copies.

Disposition: **Disposable** Destroy when 5 years old or when no longer needed, whichever is sooner.

c(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete within 180 days after the recordkeeping copy has been produced.

c(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

Credit to Candidate Reports

Form 183, carrier submission of Extension of Credit to Political Candidates.

a. Original

Disposition: **Disposable**. Keep files in the office for 2 years after the election in which credit was extended, then transfer to the FRC. Destroy 10 years after the election in which credit was extended.

b(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition **Disposable**. Destroy/delete within 180 days after the recordkeeping copy has

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been produced.

b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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