

NRH 8/23/04 - rev.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER ~~NI-570-04-23~~  
NI-~~570-04-23~~

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*Just Kellard*

**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,

is not required

is attached; or

has been requested.

DATE  
9-14-04

SIGNATURE OF AGENCY REPRESENTATIVE  
*Sharon Herman*

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 GRS OR SUPERSEDED JOB CITATION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. Primary Financial and Operating Carrier Report and Correspondence Files  
  
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: **Disposable**. Keep in the office for 3 years, then retire to the FRC. Destroy when 20 years old.

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*cc Agency NARA*

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.

3.

Credit to Candidate Reports

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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

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.