

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 570 71-398-04-36	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Clay Moritz	5 TELEPHONE NUMBER (202) 366-4385	DATE 4/7/04	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 8/12/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clay Moritz</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Audit Files</u> Records relating to periodic audit of air carriers. This schedule applies to all the described records regardless of physical media. a. Reports, related correspondence, and memoranda. Disposition: Disposable . Destroy when 5 years old or when no longer needed, whichever is sooner. b. Staff working papers. Disposition: Disposable . Transfer to FRC 2 years after close of case. Destroy 5 years after audit. c. Electronic copies created with word processing and electronic mail applications. Disposition: Disposable . Delete when record copy is generated. <i>cc Agency NAWM</i>	NCI-197-82-1 Item 114	

