

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-237-95-4	DATE RECEIVED 5-15-95
1 FROM (Agency or establishment) DOT/Federal Aviation Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Associate Administrator for Air Traffic, AAT-		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Air Traffic Headquarters/Centers/ Field Organizations			
4 NAME OF PERSON WITH WHOM TO CONFER Tom Henderson, ATZ-10	5 TELEPHONE 202-267-3076	DATE	ARCHIVIST OF THE UNITED STATES

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 now needed for the business of 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 3/16/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rita Ann Westerfeld</i> Rita Ann Westerfeld	TITLE FAA Records Officer, Information Management Division, ATT-100
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent. Destroy when 6 months old, EXCEPT when used as supporting documentation for time and attendance records, destroy when 1 year old (per item 3600.1).	FAA Order 1350.15B 7230 Item 2(d) SF115-237-079-3 Item 4	
2.	Flight plans, FAA Form 7233-3, or equivalent. (1) Military flight plans filed directly with FAA facilities. Destroy when 15 days old. (2) Withdrawn. Section 7230, 2(f)1, Military Flight Plans for FAA Facilities.	7230 Item 2(f)	
3.	Air Traffic facility evaluation files. Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up findings. (a) Agency office of primary interest. Transfer to Federal Records Center 3 years after close of evaluation. Federal Records Center destroys 7 years after close of evaluation. (b) Air Traffic field facilities. Destroy when 2 years old.	7230 Item 4(a)	