

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

## **(P) Permanent**

## (T) Temporary



**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

2. MAJOR SUBDIVISION  
Federal Aviation Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
H. Ulasek

5. TEL. EXT.  
118-68735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7/26/74 *James E. O'Hall*  
Date *Acting Archivist of the United States*

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

<i>6/28/74</i>		<i>Walter J. Matthias</i> for JOHN B. MOORE	Chief, Systems Support Div., AMS-100 (Title)
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.
1.	<p><u>Security programs correspondence files</u>, consisting of correspondence, reports, and related materials accumulated in the administration and direction of security and protective <del>services</del> programs, including prevention of criminal acts against air transportation, personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security.</p> <p>(a) Correspondence files of the Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hi-jacking, bomb threats, aircraft and cargo security, air security guards, and the development of deterrent systems for the prevention of criminal acts against air transportation. Includes studies and reports of significant accomplishments.</p> <p align="center">PERMANENT. Offer to the National Archives after 10 years, T.L.W./H.U, <i>16 July 1974</i></p> <p><i>Destroy after TWO YEARS</i></p> <p>(b) All others.</p>		
2.	<p><u>Investigative files</u>, consisting of case files resulting from investigations of alleged or suspected ethical conduct violations; criminal violations of Federal aeronautical statutes (hi-jacking, sabotage, carrying of prisoners, etc.); violations of other Federal criminal statutes (bribery, fraud, theft, etc.) and illegal operations of aircraft and airmen; medical, psychiatric, or behavior patterns and moral character of airmen; unauthorized disclosure of classified information; and related investigations.</p>		

*Jerry Wallace sent a copy to the FRC, 8/1/74/10  
Agency also*

LEAVE BLANK	
DATE RECEIVED	JOB NO.
JUL 3 1974	NC - 237 - 75-1
NOTIFICATION TO AGENCY	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) Official case files maintained by the Office of Investigations and Security, <u>EXCEPT</u> those relating to cases appealed to the courts; linked with Congressional investigations, or otherwise of demonstrated interest to Congress or the Executive Office of the President; or the subject of considerable public interest, which are PERMANENT <i>and are to be offered to the National Archives 30 years after case is closed.</i> J.L.W./N.U. <i>Destroy</i> THIRTY YEARS AFTER CASE IS CLOSED</p> <p>(b) Case files maintained by regional security offices.</p> <p><i>Destroy</i> TWO YEARS AFTER CASE IS CLOSED</p>		<i>16 July, 1974</i>
3.	<p><u>Investigative index files</u>, consisting of card files related to case files described in item 2 above.</p> <p>(a) Index files maintained by the Office of Investigations and Security.</p> <p>DESTROY WITH RELATED CASE FILE</p> <p>(b) Index files maintained by regional security offices.</p> <p><i>Destroy</i> THIRTY YEARS AFTER RELATED CASE FILE IS DESTROYED</p> <p>The records described above, which are now earmarked for permanent retention, have been reassessed. Those considered to warrant preservation are continued as permanent. Planning and policy files relating to security programs concerned with criminal acts against air transportation are proposed for permanent retention because they reflect a security activity peculiar to the FAA. Files relating to traditional personnel, information, physical, and communications security programs are proposed for disposal. Adequate documentation of such programs is contained in related directives and directives case files that are being retained (Job NN 169-45).</p> <p>The retention periods proposed for investigative case files parallels that provided for personnel security case files (See Job NN 163-162).</p>		