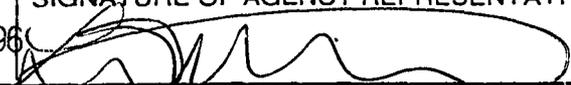


| | | | |
|---|---|--|--------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | DO NOT WRITE IN THESE SPACES AVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | W1-237-96-4 |
| 1 FROM (Agency or establishment) Dept of Transportation | | DATE RECEIVED | 8-12-96 |
| 2 MAJOR SUBDIVISION Federal Aviation Administration | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION Office of Aviation Policy + Plans (APO-330) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Ann Crowell Ken Harris | 5 TELEPHONE 202-267-9082 202-267-3314 | 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 1 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 AUG 7 1996 | SIGNATURE OF AGENCY REPRESENTATIVE  | TITLE FAA Records Officer |
|--------------------|---|------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|--|---------------------------------------|
| | Aircraft Loan Guarantee Program (FAA Order 1350.15B 4200 Series) See attached page | 237-85-1 | |

Original

1. History of Loan Guarantee Program Files. Memoranda, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program

SF-115
237-85-1
Approved 2/10/86

PERMANENT. Transfer to NARA when final loans are closed

2. General Correspondence Files. Correspondence, memoranda, reports, and other records relating to the daily administration of the loan guarantee program

Cutoff files annually Transfer to FRC when 1 year old Destroy when 3 years old

3. Aircraft Loan Guarantee Records. Case files for loans which have been paid in full and applications for loans which have been denied or withdrawn

Transfer closed case files to FRC when 6 months old Destroy when 6 years old

The Aircraft Loan Guarantee Program has been extended beyond the original 1996 completion date. The program is not guaranteeing new loans but is instead completing administration of the loans previously guaranteed which are not expected to be closed out for another 6 to 7 years. When the files were originally appraised for retention and disposition, the program had been discontinued for extending new loans, but staff were retained to close out the loans as they were paid off or to negotiate settlement for delinquent loans. Since then, the program personnel have decided that the files do not need to be retained for as long as they were originally scheduled and wish to reduce the transfer and retention dates.

Correspondence Files 1993 -
Total Volume 3.5 cubic feet
Cubic Feet per Year 1

Case Files 1990 -
Total Volume 93 cubic feet
Volume to be Transferred approximately 70 - 75 cubic feet