## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: NC-174-000124

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

N1-237-09-023 item 1 supersedes item 1 N1-237-09-023 item 10 supersedes items 2 and 3

Date Reported: 8/9/2023 NC-174-000124

(See Instructions on Reverse)

RG 237

DATE RECEIVED JOB NO.

NOTIFICA	JION TO	AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-25-14 Janus Beloule

Archivist of the United States

## 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:

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 poge(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

	(Signature of Agency Representative)	(Title)	r
7. M NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	General correspondence files, maintained by the Office of Accounting and Audit relating to the development and administration of FAA accounting and external audit policies, plans and standards.	NN166-60	item 1
	TEN YEARS		
2.	<u>GAO</u> <u>audit</u> <u>report</u> <u>files</u> , consisting of audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by the General Accounting Office of FAA activities.	NN166-60	item 3
	TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED.		
3.	GAO audit follow-up files, consisting of reports, correspondence and other documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.		
	TEN YEARS, PROVIDED THAT ACTION ON AUDIT RECOMMENDATIONS HAS BEEN COMPLETED.		
	The records described above, which are now earmarked for permanent retention, have been reassessed and temporary retention periods indicated proposed. Significant agency accounting and audit policies, programs and standards are documented in directives and directives case files that are being retained. (See Job NN 169-45). The retention period proposed		



### 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
	for GAO audit files is considered sufficient to meet FAA administrative and fiscal needs. A copy of this request is being submitted simultaneously to the General Accounting Office for concurrence.		
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Standard Form No. 115 Revised November 1951 Prescribed by General Services Administration

4.

# REQUEST FOR AUTHORITY

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DISPOSAL APPROVED

Standard Form No. 115 Revised November 1951 Prescribed by General Services
Administration
GSA Reg. 8-IV-106

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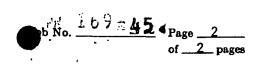
Entry 8 should show for disposal.

RETAIN.

Other directives Case files issued for agencywide, (b) regionwide, or centerwide application containing onetime or temporary instructions (such as notices not covered by (a) above).

PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.

DISPOSAL APPROVE



### 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
	(c) All directives case files issued for application be- low the agencywide, regionwide, or centerwide level (such as orders, handbooks, and notices).	for the	
	PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.		DISPOSAL APPRO-
	Records described in item 1(b) and 1(c) document agency programs and procedures at local levels, or are limited to administrative and support services applying to Washington headquarters, or contain one-time or temporary information Basic documentation of major FAA policies, programs and procedures is provided by records described in item 1(a),		and we
	which are being retained.		. "The state of the state of th
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### GENERAL RECORDS SCHEDULE 6

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
	RECORDS OF TEMPORARY VALUE:		
1.	Accountable officers' returns, compris- ing memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not other- wise provided for in this schedule (ex- clusive of freight records covered by Schedule 9, and payroll records covered by Schedule 2).		**************************************
	a. Security copies of payment lists prepared or used for disbursement by Treasury disbursing offices.	Chronologically by payment period.	Dispose when Federal Records Center Treceives second subsequent document covering same type of pay- ment.
	b. All other returns files.	Chronologically.	Dispose 4 years after period covered by the account.
2.	General Accounting Office notices of exception (formal or informal) and related correspondence.	Chronologically.	Dispose 1 year after excep- tion is reported as cleared by the General Accounting Office.
3•	Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.		•
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Case file or schedule in chronological order.	Dispose 2 years after date of settlement, providing certificate is cleared.
	<ul> <li>b. Certificates covering periodic settlements.</li> </ul>	Case file or schedule in chronological order.	Dispose when subsequent certificate of settlement is received.
4.	Schedules of certificates of settlement of claims settled by the General Accounting Office.	Chronologically or by schedule number.	Dispose 2 years after date of settlement.
5.	Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants (other than records covered by item 1).	Chronologically.	Dispose 4 years after date of document.
6.	Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	,	
	a. Files used for workload and personnel management purposes.	Conform to agency filing system.	Dispose after 2 years.
····	b. All other files.	Conform to agency filing system.	Dispose after 4 years.