## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-237-75-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>3/7/2025</u>

#### **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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

item 1a, 1b, 1c, 2a, 2b, 3

## SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 listed here may have been previously annotated on the schedule itself.

Item 4 Superseded by NC1-237-77-03, Item 60

Item 5a Superseded by NC1-237-77-03, Item 61a

Item 5b Superseded by NC1-237-77-03, Item 61b

Item 6 Superseded by NC1-237-77-03, Item 62

Item 7 Superseded by NC1-237-77-03, Item 64a and 64b

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 3/7/2025 NC-237-75-004

# TO DISPOSE OF RECORDS

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

(See Instructions on Reverse)

LEAVE BLANK DATE RECEIVED

JAN 3 1 1975

NC-237-75-4

NOTIFICATIO	NI TO	CENCY
NOTIFICATION	/N IO #	IJENCI

In accordance wi	th the provisions of 44 U.S.C. 3303a	the dis
posal request, in	cluding amendments, is approved ex	cept for
items that may b	e stamped "disposal nat approved" o	r ''with-
drawn" in colum	n 10.	

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

TO: GENERAL SERVICES ADMINISTRATION,

Department of Transportation

Federal Aviation Administration

1. FROM (AGENCY OR ESTABLISHMENT)

Air traffic activities 4. NAME OF PERSON WITH WHOM TO CONFER

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

H. Ulasek

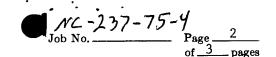
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retentian periods specified

5. TEL. EXT.

426-8735

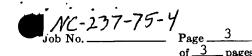
(Date)		upport Div (Title)	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Air traffic management correspondence files, consisting of correspondence, reports and other documents relating to the administration and operation of programs dealing with the management and control of civil and military air traffic in the navigable airspace.	cición Frit 404-14	
	a. Correspondence files of the Air Traffic Service relating to the development and evaluation of national air traffic management plans, policies and procedures.  Transfer to FRC when 10  PERMANENT Offer to MARS when 10	7000 (i)(i)	
	b. Correspondence files of the Air Traffic Service other than those described in a.  DESTROY AFTER FIVE YEARS	(16-)	
	c. Correspondence files of regional Air Traffic Divisions	· (L)	
	DESTROY AFTER THREE YEARS		
2	Regional planning and evaluation data files, consisting of reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.	7030 (1) (4)	
<del>-</del>	Copy to Agency & Field 4/24/7500	STANDARD	// ster

STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4 115-105



## 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
	a. Official file copies.  Transfer to FRC when I go old.  PERMANENT Offer to NARS when 10 go old,  b. All others.		
	DESTROY AFTER ONE YEAR		į
3	Air traffic operation summary files, consisting of air traffic control, instrument approach and delay time summaries prepared by the Air Traffic Service. Contain current workload in terms of groups transmitted, number of flight assistance services, number of telephone contacts, flight plans relayed, notices to airmen relayed and public weather services.	7200	
	DESTROY AFTER FIVE YEARS		
4	Airspace docket files, consisting of official dockets in terminal airspace rulemaking actions containing petitions, notices, comments and related correspondence, maintained by regional Air Francis Divisions. 1905, PC. 1. PERMANENT Transper to FRC when 5 yes old, 5-18-76 Office Transper to FRC when 5 yes old, 5-18-76 Office Transper to FRC when 5 yes old.	7400 (2)	
5	Airspace rulemaking project files, consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.		
	a. Case files relating to restricted or prohibited airspace.  Transfer to FR (when 5 goodd, PERMANENT Offer to NARS when 10 goodd,		
	b. All Others.		
	DESTROY TEN YEARS AFTER CLOSE OF CASE		
6	Airspace general project files, consisting of case files of staff studies relating to topics such as new types of airspace designations, research, and procedures.	7400	
	DESTROY SIX YEARS AFTER CLOSE OF PROJECT		



## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	SAMPLE OR JOB NO.	ACTION TAKEN
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)  Airport airspace analysis case files, consisting of documents relating to aeronautical studies of the effect of proposed construction, alteration, activation and deactivation of airports on the use of airspace.  Transparts FRC when 5 words, PERMANENT Office with 5 words, PERMANENT of air traffic, including the management and control of air traffic, including the allocation and utilization of airspace, and are presently earmarked for permanent retention. They have been reassessed and those considered to warrant preservation are continued as permanent. Those proposed for temporary retention are considered disposable after the time periods indicated.	9. SAMPLE OR JOB NO.  748 0 (2)	10. ACTION TAKEN