INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-237-76-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

      Item 1A is superseded by N1-237-92-005 item 5. Note: The intent of N1-237-92-005 item 5B (withdrawn) is to indicate that the FAA is no longer using a separate disposition for All other offices. Item 1B is therefore obsolete.

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of Transportation

2. MAJOR SUBDIVISION
   Federal Aviation Administration

3. MINOR SUBDIVISION
   Civil Aviation Security Service

4. NAME OF PERSON WITH WHOM TO CONFER
   Fae B. Screws

5. TEL. EXT.
   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 ___2___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

May 6, 1976 _____ *(signature)* John B Moore _____ Chief, Systems Support Div., AMS-100
Date _____ (Signature of Agency Representative) _____ (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	**Air carrier, airport and individual violation files.** Case files relating to investigations of air carrier and airport violations and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security including investigations, reports, statistical data and summaries.		

(a) Case files are maintained by the office of
primary interest, Principal Security Inspectors
for designated air carrier violations, Air
Transportation Security Field Offices for air-
port violations at airports under their juris-
diction and Air Transportation Security
Divisions for violations by individuals when
investigative responsibility is within the
regional jurisdiction:

1 Case files relating to violations which
result in legal enforcement action.
Original case file is officially transferred
to the Regional Counsel. These case files
become legal enforcement files and are
retained, transferred and destroyed in
accordance with the standards applicable to
legal enforcement files described in para 6
of this order. A copy of case files will be
maintained by Civil Aviation Security offices
of primary interest. This copy will be
destroyed two years after the year in which
the case is settled and closed.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>2</u> <u>Case files relating to violations which result in administrative enforcement action (letter of correction)</u>. Destroy two years after the year in which the case is closed.		
	<u>3</u> <u>Case files relating to violations which do not require enforcement action</u>. Destroy two years after the year in which the case is closed.		
	<u>4</u> <u>Files relating to violations which result in administrative enforcement action (Warnings)</u>. Destroy two years after the year in which the Warning is issued.		
	(b) **All other offices.** Destroy two years after the year in which the case is closed, or the Warning is issued, or after reference value has been exhausted, whichever is sooner.		
	Item 1650(5) of 1350.15 is rewritten to clarify file retention, transfer, and destruction standards and responsibilities for case files relating to investigations of air carrier and airport violations by individuals of Federal Aviation Regulations involving civil aviation security.		

115–203   **Four copies, including original, to be submitted to the National Archives**   **STANDARD FORM 115-A**
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101–11.4

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