

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 1 1972	JOB NO. NN-173-137
NOTIFICATION 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 "with-drawn" in column 10.	
Date 2-28-73	Archivist of the United States <i>James B. Brooks</i>

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

Documentation Methods Branch AMS-140

4. NAME OF PERSON WITH WHOM TO CONFER

Grace Glass

5. TEL. EXT.

42-68735

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

29 JAN 1973

John B. Moore
(Signature of Agency Representative)

Chief, Systems Support Division,
AMS-100 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Forms Numerical Files.</u></p> <p>Case files containing a copy of each form and revision, request for approval and justifications, copies of prescribing directives and related correspondence.</p> <p>a. Retain a record set of each form with instructional sheet. <i>(the remaining records)</i></p> <p>b. Destroy two <i>one</i> years after cancellation or supersession</p>		DISPOSAL NOT APPROVED
2	<p><u>Records Disposition Files.</u></p> <p>Documents accumulated by records management activities relating to the destruction and retirement of files, including schedules, authorizations for disposal, transfer documents, and related material.</p> <p>a. Retain all instructional issuances on records management and continuing authorities for the disposal of records. <i>(the remaining records)</i></p> <p>b. Destroy when related records destroyed or no longer used in the agency</p> <p>The preceding documents relate to the administrative management of forms and records and have no administrative value to the agency beyond the retention periods specified.</p>		DISPOSAL NOT APPROVED

MCO
2/27/73

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2 items