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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK JOB NO. <u>1</u> | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | DATE RECEIVED <u>11/21/89</u> | |
| 1. FROM (Agency or establishment) Department of Transportation | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 2. MAJOR SUBDIVISION Office of the Secretary | | DATE <u>11/21/89</u> ARCHIVIST OF THE UNITED STATES <u>Claudia Jenkins</u> | |
| 3. MINOR SUBDIVISION Office of General Counsel Regulation and Enforcement | | 4. NAME OF PERSON WITH WHOM TO CONFER David Parker | |
| 5. TELEPHONE EXT. | | 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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

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| B. DATE <u>11-20-89</u> | C. SIGNATURE OF AGENCY REPRESENTATIVE <u>David H. Parker Sr.</u> | D. TITLE | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
| 1. | OFFICIAL DOT AVIATION ORDERS AND NOTICES This series includes original signed DOT aviation orders and notices with coordination memos and issuance authorizations. Orders are numbered sequentially by a three number code: year, month and number of issuance for that particular month. Notices, filed as a separate sub-series, are arranged by date of issuance. Current volume is 14 cubic feet and estimated annual accumulation is less than 6 cubic feet. DISPOSITION: PERMANENT. Cutoff at end of calendar year (CY). Transfer to FRC when 2 years old. Transfer to NARA when files are 10 years old. | | 1 item |