**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**TO**

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

**FRO**

Department of Transportation

Federal Aviation Administration

Aviation Activity Branch

**NAME OF PERSON WITH WHOM TO CONFER**

Phillip A. Leach

**DATE RECEIVED**

10-16-85

**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, 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

**DATE**

10/17/85

**SIGNATURE OF AGENCY REPRESENTATIVE**

Phillip A. Leach

**D TITLE**

Records Officer

**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**9 GRS OR SUPERSEDED JOB CITATION**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)**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>DISPOSITION</th>
<th>FUTURE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>History of Loan Guarantee Program Files. Memoranda, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program. Arranged chronologically. Current volume: 6 in. Disposition. Permanent. Offer to National Archives in 1996 or when last loans are paid, whichever is sooner.</td>
<td>Transfer to FRC when four years old. Destroy when eight years old.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>General Correspondence Files. Correspondence, memoranda, reports, and other records relating to the daily administration of the loan guarantee program. Disposition. Transfer to FRC when four years old. Destroy when eight years old.</td>
<td></td>
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<tr>
<td>3.</td>
<td>Aircraft Loan Guarantee Records. Case files for loans which have been paid in full and applications for loans which have been denied or withdrawn. Disposition. Transfer to FRC when five years old. Destroy when ten years old.</td>
<td></td>
<td></td>
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</tbody>
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