

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-237-86-2	DATE RECEIVED 12-20-85
1 FROM (Agency or establishment) Department of Transportation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Federal Aviation Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Headquarters, Regions, and Field			
4 NAME OF PERSON WITH WHOM TO CONFER Phillip A. Leach	5 TELEPHONE EXT 426-8735	DATE 4-16-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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

B DATE 12/18/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Phillip A. Leach</i>	D TITLE Records Officer
--------------------	--	----------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	5100. Federal-Aid Airport Program/Airport Development Aid Program Records (5) <u>ADAP program control records</u> Program control records consisting of ledger forms maintained by headquarters/regional airports offices. (a) Headquarters destroys five ^{one} year after financial completion of all projects in a program. (b) Regions destroy three years after financial completion of all projects in a program.	Order 1350.15A Item 5100 (5) (a) and (b)	
2.	5900. Planning Grant Program (1) <u>Airport master planning and system planning project files</u> (a) Office of the Associate Administrator for Airports Destroy one year after financial completion of all projects in program. <u>JUSTIFICATION</u> : The Airports Office ^{ACJ} experience has shown that there is no need to reference these records after one year. The regions retain copies of each file for ten years or more.	Order 1350.15A Item 5900 (1) (a)	

3 items