REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
U.S. Department of Transportation

MAJOR SUBDIVISION
Federal Aviation Administration

MINOR SUBDIVISION
Headquarters, Regions, and Centers

NAME
Jim Westerkamp

SUBDIVISION

OFFICER

DATE RECEIVED
3-18-86

5. TELEPHONE EXT.
(202)426-3580

DATE
4-23-86

ARCHIVIST OF THE UNITED STATES

WARNING: WITHDRAWN

REQUEST

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 303 the disposal request; including amendments, is approved or "withdrawn" in column 10. If no request is proposed for disposal, the signature of the Archivist is not required.

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 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.

DATE
2/28/86

8. DESCRIPTION OF ITEM

ITEM NO.

(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTIVITIES TAKEN

NARSU (ONLY)

1. 1310 MANAGEMENT ANALYSIS AND SURVEY RECORDS
(1) Management project files. Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, accomplishments, administrative management reports, letters, or correspondence.

Permanent - Transfer to Federal Records Center. Offer to NARA when ten years old.

2. 1370 DATA PROCESSING MANAGEMENT AND STATISTICAL RECORDS,
SYSTEMS FILES, ADP DOCUMENTATION
(1) Data Processing project files. Case files, system files, ADP documentation, and related working papers resulting from ADP studies and reports.

Apply items 1310(1) and (2).

(2) Data processing report files. Record copies of reports of automatic data processing in the agency.

Transfer to Federal Records Center when one year old or earlier. Federal Records Center to destroy ten years after date of receipt.