

<b>REQUEST FOR RECORD DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-237-92-1	DATE RECEIVED 3-9-92
1. FROM (Agency or establishment) DOT/Federal Aviation Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Air Traffic Program Management, ATZ-100		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION HQ/REG/CTR/FIELD			
4. NAME OF PERSON WITH WHOM TO CONFER Vicki Bland, Records Management Officer, AAT-10	5. TELEPHONE 202-267-9115	DATE 9/2/92	ARCHIVIST OF THE UNITED STATES Clausen Wecker

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 11 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 3/2/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rita Ann Westerfeld</i> RITA ANN WESTERFELD	TITLE FAA RECORDS OFFICER, AIT-410 202-724-0385
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	7230 <u>FACILITY OPERATION RECORDS</u>  5. <u>Familiarization Travel Request Files</u> Contains general correspondence and information, certification of destruction records, control logs, and requests for access to aircraft or free transportation in flight, or inflight evaluation of air traffic services.  a. <u>General Correspondence Files</u> . Contains general correspondence and information and certification of destruction records. Cut-off at the end of each fiscal year. Destroy 2 years after cut-off.  b. <u>FAA Form 4650-xx, Familiarization Travel Request Forms Log</u> . Contains the distribution records of all Request for Access to Aircraft or Free Transportation, FAA Form 7000-5, booklets shipped or issued. Cut-off at the end of each fiscal year. Destroy 2 years after cut-off.  c. <u>FAA Form 7000-5, Request for Access to Aircraft or Free Transportation</u> . Contains the Record of Requests Issued log for each FAA Form 7000-5 booklet completed. (The		3 items

*Copies sent to agency, NSR, NN-W, NNT 9/9/92*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

PAGE

2 OF

7  
ITEM  
NO

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9. GRS OR  
SUPERSEDED  
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USE ONLY)

1

7230 FACILITY OPERATION RECORDS CONTINUED...

log is completed/closed when the last voucher in the booklet has been dispensed.) Cut-off closed record at the end of each fiscal year. Destroy 2 years after cut-off.