

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JC NUMBER N1-237-92-5	DATE RECEIVED 9-11-92
1. FROM (Agency or establishment) DOT/FEDERAL AVIATION ADMINISTRATION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF CHIEF COUNSEL, AGC AND OFFICE OF CIVIL AVIATION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 SECURITY, ACS HQ/REG/CTR/FIELD			
4. NAME OF PERSON WITH WHOM TO CONFER KATHLEEN YODICE, AGC-310	5. TELEPHONE 202-267-9956	DATE 10/13/99	for ARCHIVIST OF THE UNITED STATES James E. Moore
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 <u>2</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 8/25/92	SIGNATURE OF AGENCY REPRESENTATIVE RITA ANN WESTERFELD	TITLE AGENCY RECORDS OFFICER, AIT-300 202-267-9894	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1650	CIVIL AVIATION SECURITY RECORDS		
5.	Air Carrier, Airport, and Individual Violation Files. Case files relating to investigations of air carrier and airport violations, and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security and motor vehicle actions including investigations, reports, statistical data and summaries.		
5.a.(1)	Case files relating to violations which result in Administrative Enforcement Actions. Destroy 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150/4 of this order.)		
5.a.(2)	Case files relating to violations which result in Legal Enforcement Actions.		
5.a.(2)(a)	Official Case File. Transfer to the office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150/1 of this order.		
5.a.(2)(b)	Copies of the Official Case File maintained by the Civil Aviation Security Office of Primary Interest (OPI). Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150/4 of this order.)		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR USE ONLY)
	<p>5.a.(3) Case files resulting in "no action." Destroy 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150/4 of this order.)</p> <p>5.a.(4) All other closed case files. Destroy when no longer needed for reference.</p> <p>5.b. All other offices. Withdrawn.</p>		