TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Transportation

2. MAJOR SUBDIVISION  
Federal Aviation Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
H. Ulasek

5. TEL. EXT.  
118-68735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

1 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.

Date (Signature of Agency Representative)  
Chief, Systems Support Div., AMS-100 (Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>General correspondence files, maintained by the Office of Accounting and Audit relating to the development and administration of FAA accounting and external audit policies, plans and standards.</td>
<td>NN166-60 item 1</td>
</tr>
<tr>
<td>2.</td>
<td>GAO audit report files, consisting of audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by the General Accounting Office of FAA activities.</td>
<td>NN166-60 item 3</td>
</tr>
<tr>
<td>3.</td>
<td>GAO audit follow-up files, consisting of reports, correspondence and other documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactory implemented.</td>
<td></td>
</tr>
</tbody>
</table>

The records described above, which are now earmarked for permanent retention, have been reassessed and temporary retention periods indicated proposed. Significant agency accounting and audit policies, programs and standards are documented in directives and directives case files that are being retained. (See Job NN 169-45). The retention period proposed
for GAO audit files is considered sufficient to meet FAA administrative and fiscal needs. A copy of this request is being submitted simultaneously to the General Accounting Office for concurrence.
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE,
WASHINGTON, D.C.

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Aviation Agency

2. MAJOR SUBDIVISION
Office of Audit

3. MINOR SUBDIVISION
Office of Audit, Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Henry T. Hall

5. TEL. EXT.
96-27228

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records and that the records described in this form constitute the name of the office or function and the purpose for which the records are proposed for disposal. (Sign only)

[Signature]
Henry W. Hall

7. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)

A. General correspondence files relating to the operation and administration of FAA audit plans, policies, systems, and standards (other than those described in item 1)

B. General correspondence files relating to the operation and administration of FAA audit functions (other than those described in item 1)

C. Audit report files, consisting of reports, coordination papers, final Agency replies, and related correspondence accumulated in connection with audits by the GAO of FAA activities.

FOUR YEARS AFTER COMPLETION OF ACTION ON COMMITMENTS, except retain comprehensive audit reports of the agency and related programs up to 7-25-65

8. REASONS FOR DISPOSAL

A. The records have ceased to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

B. The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

[Signature]
Henry W. Hall

Date: SEP 14 1955

Job No.

[Redacted]

REOUIRED FOR AUTHORITY

TO DISPOSE

REVISED NOVEMBER 1951

J. Remedied by General Services Administration

GSA Reg. S-IV-III

Four copies, including original, to be submitted to the National Archives and Records Service

10-10549-2 600

[Redacted]
REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D.C.

1. FROM (AGENCY OR ESTABLISHMENT)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFERENCE REGARDING DISPOSAL

5. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records and that the records described in this list are no longer needed and are subject to destruction.

NAME: H. Ulasek
TEL. EXT.: 27226

A. The records have ceased to have sufficient value to warrant further retention, and are to be disposed of after the period of time indicated or on the occurrence of the event specified.

B. The records will cease to have sufficient value to warrant further retention, and are to be disposed of after the period of time indicated or on the occurrence of the event specified.

ITEM NO. | DESCRIPTION OF ITEM
--- | ---
1 | Directives-case files, maintained for official internal use, those prescribing policies, organizations, or procedures, or providing information essential to the administration or operation of the agency. Each case file consists of a printed copy of the directive, record of issuance, and significant background documents involved in its issuance. Case files are maintained with GSA records centers.

(a) Case files for directives issued for agencywide, regionwide, or centerwide application and containing only long-term or permanent material (such as orders and regulations
(b) Other directives Case files issued for agencywide, regionwide, or centerwide application containing onetime or temporary instructions (such as notices not
covered by (a) above).

PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED. DESTROY INACTIVE FILE AFTER 5 YEARS.
(c) All directive case files issued for application below the agencywide, regionwide, or centerwide level (such as orders, handbooks, and notices).

PLACE IN INACTIVE FILE WHEN DIRECTIVE IS SUPERSEDED OR CANCELED, DESTROY INACTIVE FILE AFTER 5 YEARS.

Records described in item 1(b) and 1(c) document agency programs and procedures at local levels, or are limited to administrative and support services applying to Washington headquarters, or contain one-time or temporary information. Basic documentation of major FAA policies, programs and procedures is provided by records described in item 1(a), which are being retained.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RECOMMENDED METHOD OF FILING</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accountable officers' returns, comprising memorandum copies of accounts current, all supporting vouchers, schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 9, and payroll records covered by Schedule 2).</td>
<td>Chronologically by payment period.</td>
<td>Dispose when Federal Records Center receives second subsequent document covering same type of payment.</td>
</tr>
<tr>
<td></td>
<td>a. Security copies of payment lists prepared or used for disbursement by Treasury disbursing offices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. All other returns files.</td>
<td>Chronologically.</td>
<td>Dispose 4 years after period covered by the account.</td>
</tr>
<tr>
<td>2.</td>
<td>General Accounting Office notices of exception (formal or informal) and related correspondence.</td>
<td>Chronologically.</td>
<td>Dispose 1 year after exception is reported as cleared by the General Accounting Office.</td>
</tr>
<tr>
<td>3.</td>
<td>Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</td>
<td>Case file or schedule in chronological order.</td>
<td>Dispose 2 years after date of settlement, providing certificate is cleared.</td>
</tr>
<tr>
<td></td>
<td>b. Certificates covering periodic settlements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Schedules of certificates of settlement of claims settled by the General Accounting Office.</td>
<td>Chronologically or by schedule number.</td>
<td>Dispose 2 years after date of settlement.</td>
</tr>
<tr>
<td>5.</td>
<td>Records relating to the availability, collection, custody and deposit of funds, including appropriation warrants (other than records covered by item 1).</td>
<td>Chronologically.</td>
<td>Dispose 4 years after date of document.</td>
</tr>
<tr>
<td>6.</td>
<td>Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.</td>
<td>Conform to agency filing system.</td>
<td>Dispose after 2 years.</td>
</tr>
<tr>
<td></td>
<td>a. Files used for workload and personnel management purposes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. All other files.</td>
<td>Conform to agency filing system.</td>
<td>Dispose after 4 years.</td>
</tr>
</tbody>
</table>