# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

**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
   Civil rights activities

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

5. TEL. EXT.
   118-68735

6. CERTIFICATE OF AGENT REPRESENTATIVE:

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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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

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<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Civil rights general files, consisting of correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. (Includes status reports, EEO counselor data, and evaluations.</td>
<td>R a) Status reports and evaluations. Retain permanently. 6) Other records five years. Destroy after 5 years.</td>
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<tr>
<td>2</td>
<td>Minority employment report files, consisting of reports of minority accessions, promotions, etc.</td>
<td>6 years</td>
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<tr>
<td>3</td>
<td>Civil rights plan files, consisting of documents relating to the development of (1) EEO Action plans, to assure equal opportunity in internal FAA employment, and (2) Hometown plans, to assure equal opportunity in employment by contractors. Includes plans, amendments, goals and objectives reports, and related correspondence.</td>
<td>6 years</td>
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</tbody>
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Chief, Systems Support Div., AMS-100

(Date)

(Title)

(Signature of Agency Representative)

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STANDARD FORM 115  
Revised November 1970  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4  
115-105
7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN
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4. | Discrimination complaint files, consisting of case files developed in processing complaints of discrimination in internal FAA employment and in employment practices by contractors. |  | 

**FIVE YEARS**

5. | Civil rights compliance review files, consisting of case files developed in reviews of airlines holding government contracts, direct contractors and subcontractors, and airports receiving FAA sponsored Federal assistance to assure compliance with civil rights regulations. |  | 

**FIVE YEARS**