

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JAN 31 1975</b>	JOB NO. <b>NC-237-75-4</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
4-21-75 Date	<i>James B. Rhoads</i> Archivist of the United States

**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  
Air traffic activities

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

5. TEL. EXT.  
426-8735

6. 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; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**JAN 24 1975**

(Date)

*Wilbur J. Mallinas*  
(Signature of Agency Representative)

*Acting*  
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
1	<p><u>Air traffic management correspondence files</u>, consisting of correspondence, reports and other documents relating to the administration and operation of programs dealing with the management and control of civil and military air traffic in the navigable airspace.</p> <p>a. Correspondence files of the Air Traffic Service relating to the development and evaluation of national air traffic management plans, policies and procedures.</p> <p align="center">PERMANENT <i>Transfer to FRC when 5 yrs. old.</i></p> <p>b. Correspondence files of the Air Traffic Service other than those described in a.</p> <p align="center">DESTROY AFTER FIVE YEARS</p> <p>c. Correspondence files of regional Air Traffic Divisions.</p> <p align="center">DESTROY AFTER THREE YEARS</p>	<p><i>Review FRA 4/24/75</i></p> <p>7000 <i>(1) (9)</i></p> <p>11 <i>(6)</i></p> <p>" <i>(L)</i></p>	
2	<p><u>Regional planning and evaluation data files</u>, consisting of reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.</p>	<p>7030 <i>(1) (9)</i></p>	

*Copy to Agency & Field 4/24/75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Official file copies. PERMANENT <i>Transfer to FRC when 5 yrs old. Offer to NARS when 10 yrs old.</i> b. All others. DESTROY AFTER ONE YEAR		
3	<u>Air traffic operation summary files</u> , consisting of air traffic control, instrument approach and delay time summaries prepared by the Air Traffic Service. Contain current workload in terms of groups transmitted, number of flight assistance services, number of telephone contacts, flight plans relayed, notices to airmen relayed and public weather services. DESTROY AFTER FIVE YEARS	7200 (1)	
4	<u>Airspace docket files</u> , consisting of official dockets in terminal <sup>and enroute</sup> airspace rulemaking actions containing petitions, notices, comments and related correspondence, maintained by regional <del>Air Traffic Divisions</del> . <i>Enroute, Conn. Divisions. F.B.S./R.C.I.</i> PERMANENT <i>Transfer to FRC when 5 yrs old. 5-18-76 Offer to NARS when 10 yrs old.</i>	7400 (2)	
5	<u>Airspace rulemaking project files</u> , consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order. a. Case files relating to restricted or prohibited airspace. PERMANENT <i>Transfer to FRC when 5 yrs old. Offer to NARS when 10 yrs old.</i> b. All Others. DESTROY TEN YEARS AFTER CLOSE OF CASE		
6	<u>Airspace general project files</u> , consisting of case files of staff studies relating to topics such as new types of airspace designations, research, and procedures. DESTROY SIX YEARS AFTER CLOSE OF PROJECT	7400 (3)	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7	<p><u>Airport airspace analysis case files</u>, consisting of documents relating to aeronautical studies of the effect of proposed construction, alteration, activation and deactivation of airports on the use of airspace.</p> <p style="text-align: center;"><i>Transfer to FRC when 5 yrs old.</i>                      PERMANENT <i>Offer to NARS when 10 yrs old.</i></p> <p>The records described above are created in programs for the management and control of air traffic, including the allocation and utilization of airspace, and are presently earmarked for permanent retention. They have been reassessed and those considered to warrant preservation are continued as permanent. Those proposed for temporary retention are considered disposable after the time periods indicated.</p>	7480 (2)	