REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of Transportation

2. MAJOR SUBDIVISION
   Federal Aviation Administration

3. MINOR SUBDIVISION
   Flight Standards Service

4. NAME OF PERSON WITH WHOM TO CONFER
   Jim Gwinn

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

   10/7/76
   (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>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Passenger request files. Documents providing record of passengers carried aboard FAA aircraft. when</td>
<td></td>
<td>RG-237; 1 item</td>
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<tr>
<td></td>
<td>Destroy/actuar 90 days old.</td>
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Item 4040 (3) of 1350.15 is rewritten to change the retention period to be consistent with the 90-day retention period used by air carrier and commercial operators as required by Federal Aviation Regulation, Part 121.