REQUEST FOR RECORD DISPOSITION AUTHORITY

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
   Headquarters, Regions, Field

4. NAME OF PERSON WITH WHOM TO CONFER
   Ms. Fae Screws

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   11-26-77

D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

E. TITLE
   Chief, Documentation Methods Branch, AMS-140

7. ITEM NO

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

   1 Internal Flight Standards Evaluation Reports: Contains information concerning the effectiveness and the performance of the various Flight Standards Offices in carrying out policies, systems, standards and procedures. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.

      (a) National Program Evaluation Reports.

      1 Headquarters Evaluation Staff - Transfer to Federal Records Center when two years old. Federal Records Center Destroy when seven years old.

      2 Regional Flight Standards Offices - Transfer to Federal Records Center when two years old. Federal Records Center Destroy when seven years old.

      3 Flight Standards Field Offices - Destroy upon notification that the regions has received and accepted the corrective action report.
(b) **Office Evaluation Reports.**

1. **Headquarters Evaluation Staff** - Destroy when superseded, when necessary followup and corrective action is completed or when no longer needed.

2. **Regional Flight Standards Offices** - Destroy when superseded, when necessary followup and corrective action is completed or when no longer needed.

3. **Flight Standards Field Offices** - Destroy upon notification that the region has received and accepted the corrective action report.

**AEROMEDICAL CERTIFICATION RECORDS**

2. **Medical examination clear files.** Reports of medical examination of airmen containing no significant pathology, arranged numerically by number reflecting year and sequence of receipt.

   (a) **Original records.** Microfilm in accordance with 41 CFR 101-11.504. Destroy original records after microfilm is determined to be adequate substitute for paper records.

   (b) **Microfilm of original records.** Destroy after 30 years. Do not transfer to Federal Records Center.

3. **Medical examination pathology files.** Case files consisting of applications for medical certificates and other related documents evidencing the physical status of airmen having medical disabilities.

   (a) **Inactive original records.** Transfer original records that have been inactive for five years to the Federal Records Center. Federal Records Center destroy after record has been inactive for 50 years.

   (b) **Active records.** Microfilm original records that have had activity within the past five years. Microfilm in accordance with 41 CFR 101-11.504. Destroy original record after microfilm is determined to be an adequate substitute for paper records. Do not transfer microfilm to the Federal Records Center. Destroy microfilm 50 years after record becomes inactive.