

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1 237 78 3	
DATE RECEIVED	
13 MAY 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-25-78 Date	James P. O'Neil Archivist of the United States

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

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 \_\_\_\_\_ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5-9-78	Fae B. Screws	Mgmt Analyst

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p style="text-align: center;">D</p> <p><u>WNRC Accession 237-51-A-184/40, Boxes 1289 thru 1291.</u>                      (Location: W 10-63-13-<del>8</del><sup>4</sup> thru 63-13-<del>5</del><sup>5</sup>)</p> <p>Records of the Operations Section of CAA consisting of operations specifications and airport-radio range instrument approach procedure (Form ACA 511). These forms authorized specific air carriers to operate into and out of specific airports, and contain specifications for conducting instrument approach procedure. Date span: 1940-5.</p> <p style="text-align: center;">Destroy immediately.</p>		
2	<p style="text-align: center;">E</p> <p><u>WNRC Accession 237-51-A-184/40, Box 1297.</u>                      (Location: W 10-63-13-<del>6</del><sup>6</sup>)</p> <p>Records of the Operations Section of the CAA consisting of mimeographed portions of pages and supplemental pages of a CAA handbook containing instructions for inspection work. Numerous duplicate copies, as well as receipts signed by inspectors and others who received the handbook. Date span: 1943-6.</p> <p style="text-align: center;">Destroy immediately.</p>		

10 items

to agency NNF - 7/31/78 by RTB  
 to WNRC - 10/31/78

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3	<p>WNRC Accession 237-51-<del>A-184/40</del><sup>F</sup>, Boxes 1346 thru 1351. (Location: W 10-63-7-2) <del>thru 63-7-3</del>)</p> <p>Records of the CAA Operations Section consisting of inspectors' requests for access to aircraft (Form ACA 110), inter-office memoranda and correspondence with air carriers concerning access to aircraft, copies of requests for access to aircraft filed in individual inspectors' folders. Date span: 1939-1948.</p> <p>Destroy immediately.</p>		
4	<p>WNRC Accession 237-51-<del>A-184/40</del><sup>G</sup>, Boxes 1378 thru 1383. (Location: W 10-63-9-<del>1</del> thru -63-9-2)</p> <p>Records of the CAA Operations Section consisting of copies of mimeographed Civil Aeronautics Board orders which were issued after CAB hearings regarding rail rates, interpretations of agreements, freight rates, air carriers' certificates of public convenience and necessity, compensation for transportation of mail, 1938-49; also (in portions of Boxes 1378 thru 1380) inspectors' violation reports (From 430) with related correspondence charging air carriers with violation of CAA regulations and procedures, 1943-5; also reports on minor accidents, flight interruptions, and defects of air carriers, 1943-5.</p> <p>Destroy immediately.</p>		
5	<p>WNRC Accession 237-51-<del>A-184/40</del><sup>H et al</sup>, Boxes 1377, 1378, 1384 thru 1389, 1396, 1397, 1402 thru 1404. (Location: <del>W 10-63-9-7 thru 63-9-6</del>)</p> <p>Records of the CAA Radio Section consisting of general correspondence with air carriers requesting them to comply with CAA requirements regarding operations specifications on aircraft radio installation, navigation transmitters, ground radio communication and navigational facilities, radio equipment and maintenance, flight radio operators, and radio performance; records relating to National Airlines' application for air carrier operating certificate, 1941-5. Also includes application forms 775, which were completed by air carriers to request authority to use given airmen as 1st pilot, 2nd pilot, check pilot, dispatcher, flight radio operator, or other task in scheduled air carrier operations, 1941-7.</p> <p>Destroy immediately.</p>		

Location:  
377 = W 10-63-7-6  
378 = -63-9-1  
384-1389 =  
W 10-63-9-2  
thru -9-3  
396 = W 10-63-9-4  
397 = W 10-63-9-4  
402 thru 1404 =  
W 10-63-9-5

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p>6</p> <p>Location: 1269 thru 1288= W10-63-13-1 thru 63-13-4</p> <p>352 thru 1376= W10-63-7-2 thru -63-7-6</p> <p>390 = W10-63-9-3 391 = W10-63-9-3</p> <p>396 thru 1401= W10-63-9-4 thru -63-9-5</p> <p>405 thru 1409= W10-63-9-5 thru W10-63-9-6</p>	<p>WNRC Accession <sup>K et al</sup> 237-51-A-184/40, Boxes 1269 thru 1288, 1352 thru 1376, 1390, 1391, 1396 thru 1401, 1405 thru 1409. (Location: <del>W 10-63-13-2 thru 63-13-7</del>)</p> <p>Records of the Operations Unit, Air Carrier Inspection Section. These are air carrier case files consisting of applications for airline competency certificate; individual airman records listing the names and certificate numbers of each dispatcher and outlining the portion of the route or routes over which dispatching authority for him is requested; instructions and regulations relating to weather conditions; flight schedules and lists of airline fares; affidavits; correspondence concerning maintenance manuals; competency letter forms; applications made by air carriers for approval of first pilot, second pilot, check pilot, or dispatcher for service in scheduled air operations; company operation forms relating to engine overhaul, airplane performance, propeller overhaul, and routine inspection; applications for air carrier operating certificate; service competency letters and amendments; airmen competency letters; weather competency letters; certificates of incorporation of airlines; applications for new or extended routes between cities, accompanied by sectional aeronautical charts showing the proposed routes; proving flight test reports; daily file of the Air Carrier Operations Section; pilot application forms for air carrier type rating and/or air carrier class and horsepower rating; system operations circulars; system maintenance circulars; air mail mileage maps; letters of application for authority on airline routes; and other papers relating to approved operations and maintenance procedures. Date span: 1934-48.</p> <p>Destroy immediately.</p>		
<p>7</p>	<p>WNRC Accession <sup>237- P</sup> 51-A-184/40, Boxes 1410 thru 1413. (Location: W 10-63-9-7)</p> <p>Records of the CAA General Inspection Branch consisting of certificates of waiver of air traffic rules, with related correspondence and maps showing the areas affected by the waivers. All the waivers included in this accession are expired, and were given for specific purposes such as crop dusting, hunting female coyotes, spraying, seeding, air patrolling, aerial photographing, and so forth. Date span: 1943-9.</p> <p>Destroy immediately.</p>		

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8	<p>WNRC Accession 237-51-<sup>Q</sup><del>A-184/40</del>, Boxes 1328 thru 1329. (Location: W 10-63-15-<del>2</del>)</p> <p>Records of the Program Engineering Branch (Office of Federal Airways) pertaining to the Development of Landing Areas for National Defense (DLAND) and Development of Civilian Landing Areas Program (DCLA), programs set up to complete the work of the old WPA at 30 locations. Records consist of general correspondence relating to specific airport projects; progress and delay reports; appropriation summary sheets; allotment reports; mimeographed tentative construction directives with some modifications made for DCLA programs; reports on analysis of allotments, costs, and balances; analysis reports of DLAND construction project accounts; lists of general airport requirements; reports, correspondence, and related papers pertaining to regional DLAND projects; reports and correspondence concerning airport program national defense; records relating to seaplane landing areas, all-weather airways, air navigation aids, airport lighting, air marking, approach lights, compass locators, Canadian facilities, the establishment of a communications station on Swan Island, and beacons; and maps and blueprints showing airport layouts and construction details, plus aeronautical charts, most of which were created by the Airways Engineering Division of the CAA. Date span: 1941-8.</p> <p>Destroy immediately.</p>		
9	<p>WNRC Accession 237-51-<sup>R</sup><del>A-184/40</del>, Box 1299. (Location: W 10-63-13-<del>2</del>)</p> <p>Records of the Operations Section of the CAA, consisting of mimeograph master and duplicate copies of circulars and memoranda issued by the Chief of the Air Carrier Division. Subjects include instructions on filling out certain forms, lists of provisional airports, operations specifications, interpretations of certain regulations, proposed reorganization of the Air Carrier Division, and others. Date span: January - December, 1945</p> <p>Destroy immediately.</p>		

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<p>10 Location: 292 thru 1296 = W10-63-13-5 thru -63-13-6</p> <p>298 = W10-63-13-6</p> <p>303 thru 1305 = W10-63-13-6 thru W-10-63-15-1</p> <p>307 = W10-63-15-1</p> <p>315 = W10-63-15-1</p> <p>316 = W10-63-15-1</p> <p>335 = W10-63-5-6</p> <p>339 thru 1341 = W10-63-5-6</p> <p>342 thru 1345 = W10-63-7-1</p> <p>392 = W10-63-9-3</p>	<p>WNRC Accession 237-51-<sup>S et al</sup><del>K-184/40</del>, Boxes 1292 thru 1296, 1298, 1303 thru 1305, 1307, 1315, 1316, 1335, 1339 thru <del>1345, 1392, thru 1393.</del> (Location: <del>W10-63-5-7 thru 63-15-2</del>)</p> <p>General office file of the Air Carrier Division. These records were received and created by all sections of the Air Carrier Division. Records consist of foreign operations specifications; day files of several CAA officials consisting of copies of correspondence and memoranda; address lists of CAA officials and scheduled air carriers; administrative orders; air navigation aids; aircraft accident reports; Air Coordinating Committee policy statements; domestic and foreign airline statistical reports; airplane operating manuals; air traffic regulations; minutes of meetings of CAA-CAB subcommittees, Safety Regulation Staff, Air Coordinating Committee, and others (mimeographed); trip reports by various air carriers; memos, correspondence, and related documents concerning proposed revisions in regulations; personnel files; inspection reports on foreign airports; activity reports; mimeographed general statistical reports; personnel applications for assignments; efficiency reports; airport progress reports; circulars created by the Weather Bureau; consolidated reports; war files; questionnaires and surveys; office notices; forms for requisition of stationery and supplies; records of telephone conversations; telephone directories; CAB releases; Civil Aeronautics journals; mimeographed CAB calendars of prehearings conferences; digests of Congressional Records; weekly summaries of CAB orders and regulations (Box 1304); annual reports of the Air Carrier Operations Section (reports for different years are not filed in sequence); CAA organization charts; directories of airports (Box 1316); mimeographed minutes and reports of CAA-CAB committee (Box 1335); correspondence, reports, and minutes of meetings of the Technical Advisory committee regarding instrument approach procedures; technical standard orders; correspondence concerning Master Form 511 (Operations Specifications, Airport-Radio Range Instrument Approach Procedure); mimeographed CAB reports (Box 1392); and other similar records. Date span: 1940-8.</p> <p>Destroy immediately.</p>		