

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

REC'D NCD 29 Jun 78 M

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
Regional Headquarters

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

5. TEL EXT
426-8735

LEAVE BLANK	
JOB NO NCJ 237 78 5	
DATE RECEIVED JUN 29 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>7-5-78</i> Date	<i>James E. O'Neill</i> Archivist of the United States

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 1 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 <i>6-26-78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Fae B. Screws</i>	E. TITLE <i>FAA, RMO</i>
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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
86.	<p><u>Legal enforcement files.</u> Case files relating to legal actions taken with respect to alleged violations of civil air safety regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.</p> <p>(a) <u>Cases forwarded to and processed by the Washington Headquarters legal office.</u> Transfer to the Federal Records Center two years after settlement. Federal Records Center destroy ten years after settlement.</p> <p>(b) <u>All others.</u> Transfer to the Federal Records Center two years after settlement. Federal Records Center destroy ten years after settlement.</p> <p><u>Justification:</u> In the revision of FAA Records Schedules no provisions was made for the regional offices to transfer their inactive enforcement files to a FRC. The ten year retention proposed was the policy in the past and is vital since some of the cases are recalled for responses to FOIA requests and as violation history for future enforcement actions.</p> <p><i>to agency, NNE/NNFS, all FRC's 7/7/78 RButler</i></p>	<p>NCJ 237-77-3 (Item 86)</p> <p>1350.15A 2150(1)</p>	<p><i>2 items</i></p>