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/Centers, field, facilities

4 NAME OF PERSON WITH WHOM TO CONFER
Phillip Leach

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.

7 ITEM NO

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

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1 (3) Internal Evaluation Reports. Contains information concerning the effectiveness and performance of the various offices and facilities 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.

   See continuation sheet.

MASS DATA CHANGE SHEET NOT REQUIRED

9 ITEMS
2 Regional Offices. Transfer to Federal Records Center when two years old. Federal Records Center destroy when seven years old.

3 Field Offices. Destroy upon notification that the regions have received and accepted the corrective action is completed or when no longer needed.

4 Facilities. Destroy upon notification that the regions have received and accepted the corrective action is completed or when no longer needed.

(b) Office Evaluation Reports.

1 Headquarters Evaluation Staff. Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.

2 Regional Offices. Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.

3 Field Offices. Destroy upon notification that the region has received and accepted the corrective report.

4 Facilities. Destroy upon notification that the region has received and accepted the corrective action report.