REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
   Airmen Certification Division

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 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.

7. ITEM NO

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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>D SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E TITLE</th>
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   1. Crewmember Files. Applications, such as FAA Form 8066 or equivalent, photographs of crewmembers (U.S. Citizens employed on U.S. registered aircraft and commercial operators which are used in international air commerce.)

      Destroy 60 years after surrender or cancellation of the crewmember certificate.

   2. Crewmember Correspondence to the State Department. These files consists of applicants requests, lists of applicants, approved applications, correspondence to and from the the State Department, verifications of approved certificates, item (1),

      Destroy 60 years after date of correspondence.

      JUSTIFICATION: These are airmen files needed to issue cards to crewmembers on international air carriers. The card is used as the crewmember passport.

      Annual Volume: Approximately 3 cubic feet annually.

NO MASS DATA CHANGE SHEET REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114
<table>
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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>GR No OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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<td>1</td>
<td>Crewmember Passport Files.</td>
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<td>Place in inactive files when crewmember certificate is surrendered or cancelled. Transfer inactive files to FRC when 5 years old. Destroy when 15 years old.</td>
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Change per P. Lof FARA
4 M.G. of NARS
M.G. 9-21-84