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  
Headquarters, Regions, Centers

4 NAME OF PERSON WITH WHOM TO CONFER  
Phillip Leach  
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

C DATE  
10/7/83

D. SIGNATURE OF AGENCY REPRESENTATIVE  
Records Officer

E. TITLE  

7 ITEM NO  
8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)  
9 SAMPLE OR JOB NO  
10. ACTION TAKEN

<table>
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<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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| 1       | Time and Attendance Report Files | 1350.15A  
Time and Attendance (T&A), documents such as; FAA Form 2730-68-1 or equivalent used in payroll preparation and processing. | NC1-237-61-2 |

Justification: We need to extend the retention period of the T&A records because of legal requirements. In addition, we need them to compute retroactive claims under the FLSA.

Attached is a copy of the Decision of the Comptroller General of the United States, File B-206658, page 4, paragraph 1.