TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

   Department of Transportation

2. MAJOR SUBDIVISION

   Federal Aviation Administration

3. MINOR SUBDIVISION

   Documentation Methods Branch, AMS-140

4. NAME OF PERSON WITH WHOM TO CONFER

   Grace Glass

5. 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.

   28 JAN 1973  
   (Date)  
   (Signature of Agency Representative)  
   Chief, Systems Support Division,  
   AMS-100  
   (Title)

7. ITEM NO.

   1. Forms Numerical Files.

   Case files containing a copy of each form and revision, request for approval and justifications, copies of prescribing directives and related correspondence.
   a. Retain a record set of each form with instructional sheet.
   b. Destroy two years after cancellation or supercession.

   2. Records Disposition Files.

   Documents accumulated by records management activities relating to the destruction and retirement of files, including schedules, authorizations for disposal, transfer documents, and related materials.
   a. Retain all instructional issuances on records management and continuing authorities for the disposal of records.
   b. Destroy when related records destroyed or no longer used in the agency.

   The preceding documents relate to the administrative management of forms and records and have no administrative value to the agency beyond the retention periods specified.

9. SAMPLE OR JOB NO.

   DISPOSAL NOT APPROVED

10. ACTION TAKEN

   DISPOSAL NOT APPROVED