

ORDER

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Eastern Region
Jamaica, NY

EA 1350.6

5/7/90

SUBJ: Eastern Region Records Transfer and Disposition

1. PURPOSE. This order establishes guidelines and procedures for the transfer of records to the Federal Records Center.

2. DISTRIBUTION. This order is distributed to the branch level and above in the Regional Headquarters and to all field offices and facilities.

3. BACKGROUND.

a. Three important objectives of Records Management are:

(1) Preserve records of continuing value.

(2) Dispose of records of temporary value promptly and systematically after they have served the purpose for which they were created.

(3) Remove noncurrent records from office space and filing equipment to cheaper storage facilities, thereby improving the use of the files and reducing maintenance costs.

b. The Eastern Region Records Management Officer in conjunction with the Logistics Division **ensures** that these Records Management objectives are accomplished.

4. DEFINITIONS.

a. Dispose. The action taken with regard to noncurrent records ~~following~~ their appraisal. The action includes transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible repository, destruction, etc.

b. Noncurrent records. The records **no longer** required in the conduct of a current business that can, therefore, be accessioned by an archival repository or destroyed.

c. Retention dates. The disposition or records control schedule.

Distribution: A-XEA-3; FOF-0; AEA-42 (5cys)

Initiated By: AEA-42

5/7/90

d. Accession Number. The procedure involved in **a** transfer **of** legal title and the taking of records **or** papers into the physical custody **of** an archival agency **or** records center.

e. Temporary Storage Area. The facility designed for the low cost and efficient storage and furnishings of reference service on semicurrent records pending their ultimate disposition.

5. ACTION. When noncurrent records **are** removed from office space for transfer to the Federal Records Center, the following procedure shall **be** utilized:

a. Division Managers/Staff Officers shall send the Logistics Division, AEA-50, **a** memorandum listing the contents of each box being transferred and the retention dates in accordance with Order 1350.158, Records Organization, Transfer, and Destruction Standards.

b. The Logistics Division shall:

(1) Complete the SF-135/135A forms (Records Transmittal and Receipt and forward it to the Federal Records Center for the appropriate accession number and location.

(2) Arrange **for** the **boxes** to **be** delivered to the temporary storage **area** and advise each Division Manager/Staff Officer accordingly.

(3) Contact the Management **6** Budget Division, Management Analysis Branch, AEA-42, for verification and inspection of contents of shipment and SF-135 approval.

c. Facility Managers shall:

(1) Complete the SF-135/135A **forms** and forward **them to the** Records Management Officer, AEA-42, for verification and approval.

(2) Forward the approved SF-135/135h **forms** to the Federal Records Center for the appropriate accession number and location.

(3) Send the records to the Federal Records Center in accordance with NARA guidelines.

d. The Records Management Officer shall retain **a** copy of the approved SF-135/135A form for records management.

5/7/90

EA 1350.6

6. DISCREPANCIES. Any discrepancies in the records transfer procedure shall be reported to the Eastern Region Records Management Officer, ABA-42, in writing.

David J. Peterson

David J. Peterson
Regional Administrator