

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-197-82-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/29/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 6A, 7A, 7B, 7C, 7E1, 8, 9A, 9C1, 10A, 10B, 11A, 12, 13, 38, 40A,54A, 55A, B and C, 63A, 64A, 65, 66A, 92A, 111A, 112A, 125A2, 125b2, 126, 128, 133, 134, 135A, 136, 137, 138, 139B, 141, 142B, 146, 151, 154 ,156, 157, 158, 159 160, 161, 162

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The Civil Aeronautics Board was dissolved in 1985.

All temporary records are presumed destroyed or transferred to a successor agency

Items 4, 5, and 91 were withdrawn before approval of the schedule.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Use ~~602814~~

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NCI-194-82-1

1 FROM (AGENCY OR ESTABLISHMENT)
Civil Aeronautics Board

DATE RECEIVED
October 6, 1981

2 MAJOR SUBDIVISION

NOTIFICATION TO AGENCY

3 MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Columbus D. Jude, Sr.

673-5246

12-14-82 *John M. Nantz*
Date Archivist of the United States

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 ~~45~~ ⁴⁶ 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 09-17-81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Columbus D. Jude</i>	E TITLE Director, Office of Administrative Support Operations
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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MASS DATA CHANGE SHEET ATTACHED

This comprehensive records disposition schedule supersedes all previously approved records schedules of the Civil Aeronautics Board. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Records covered by the General Records Schedules are disposable without further authorization.

Sunset Requirement:

In the event that the Civil Aeronautics Board is totally abolished, we request that the records cited in this schedule and records included in the General Records Schedule be retired earlier and held at the FRC for the duration of their retention period.

all changes per D. P. & E. F. of CAB & M. G. of NARS 11/19/82

243 items

115-107
filed
11/21/81

Agency Copy Sent 1-21-83 TP

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 1
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
<u>GENERAL RECORDS</u>			
1.	<p><u>Staff Working Papers.</u> Unless otherwise specified in this schedule, reference documents compiled and used by the staff as aids in completing such records as reports, cases, or studies.</p> <p>Destroy when 5 years old or upon completion of reports, case, or study, whichever is sooner.</p>	NC 197-76-1 item 1	
2.	<p><u>Indices, Log, Journals, and Registers.</u> Unless otherwise specified in this schedule, reference sources and other finding aids maintained for the convenience and use of staff.</p> <p>Destroy when no longer needed for reference.</p>	item 2	
3.	<p><u>Subject Files.</u> Includes all subject files not otherwise specified in this schedule. Contain copies of correspondence, reports, articles, other documents and printed material used for reference.</p> <p>Destroy when 7 years old or when no longer needed, whichever is sooner.</p>	item 3	
4.	<p>Emergency Planning Case Files. Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of records copy of each plan or directive issued, with related background papers.</p> <p>Destroy when superseded or obsolete.</p>	item 4	withDRAWN
5.	<p>Operating Tests Reports. Consist of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p>Destroy when superseded or obsolete.</p>	item 5	withDRAWN

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p>Official Minutes of the Civil Aeronautics Board. Includes ribbon copy of minutes of Board meetings, exhibits with supporting documents, and rulings signed by the members. Rulings involving foreign air carrier rates and routes are signed by the President. Bound and indexed.</p> <p>a. Record copy.</p> <p>PERMANENT. Offer to National Archives 3 years after date of last meeting in volume.</p> <p>b. All other copies, including preliminary minutes of the Board.</p> <p>Destroy when no longer needed for reference.</p>	NC 197-76-1 item 6	
7.	<p>Supplemental Minutes Documents. Documents used by Board members for their general information or in consideration of action taken by them.</p> <p>a. Calendar Memoranda/Memoranda For Board Action. Reports to the Board containing a recommended course of action for consideration at a Board meeting.</p> <p>PERMANENT. Transfer to FRC 1 year after date of meeting. Offer to National Archives 20 years after date of meeting.</p> <p>b. For Information Memoranda. Reports to the Board for background information.</p> <p>PERMANENT. Transfer to FRC 1 year after date of meeting. Offer to National Archives 20 years after date of meeting.</p>	NC1-197-78-2 item 7b	NC 197-76-1 item 7c

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. <u>Agendas.</u> Schedule of items to be taken up at a Board meeting.</p> <p><u>PERMANENT.</u> Offer to National Archives with appropriate minute volumes.</p> <p>d. All other copies of above.</p> <p>Destroy after 5 years or when no longer needed, whichever is sooner.</p> <p>e. <u>Members' Voting (Tally) Sheets.</u> The "ballot" used by Board Members to indicate their votes on matters acted upon by the Notation procedure. Allows members to vote and state views informally on cases prior to formal meetings. (Arranged by meeting. ca. 1 cu. ft./yr.)</p> <p>(1) Record copy -- PERMANENT. Transfer to FRC 1 year after date of meeting. Offer to National Archives 20 years after date of meeting.</p> <p>(2) Duplicates--Destroy when no longer needed for information.</p> <p>f. <u>Listing of Pending Memoranda For Board Action.</u> A daily listing of pending notation memoranda, containing a summary of each pending Notation on which votes are due and entries indicating which Members have returned a tally sheet.</p> <p>(1) Record copy. Transfer to FRC when 2 years old. Destroy 25 years later.</p> <p>(2) Duplicates--Destroy when no longer needed for reference.</p> <p>g. <u>Original Signed Order Issued Under Delegation of Authority.</u> The original order issued under delegated authority, signed by the official acting for the Board.</p>	<p>NC 197-76-1 item 7d</p> <p>item 7e</p> <p>NC1 197-78-2 item 7f</p> <p>item 7g</p> <p>item 7h</p>	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Transfer to FRC 1 year after issuance. Destroy 5 years after issuance.		
8.	<p>Conferences. Transcripts of informal discussions between Board members and other parties to non-docketed complaints.</p> <p>PERMANENT. Transfer to FRC 2 years after date of conference. Offer to National Archives 5 years after date of conference.</p>	NC 197-76-1 item 8	
9.	<p>Docket Files. Official records of the Board's formal proceedings. Include application, petition, complaint or Board order instituting an investigation, any amendment thereto, exhibits, decisions of administrative law judges, transcripts of hearings or conference, copies of all orders affecting the processing and disposition of the case, and any correspondence relating to the case.</p> <p>a. All cases selected for inclusion in the bound volumes of the <u>Civil Aeronautics Board Reports</u>.</p> <p>PERMANENT. Selected cases. Transfer to Federal Records Center 1 year after close of case. Offer to National Archives 10 years after close of case.</p> <p>b. Remaining cases that do not appear in <u>Reports</u>.</p> <p>Transfer to FRC 1 year after close of case. Destroy 10 years after close of case.</p> <p>c. Docketed matters closed by Board action without public hearing.</p> <p>(1) CAB staff selection of cases involving "Grand-fathers," rule making, confidential and classified, and other selected by the staff because of their special significance.</p> <p>PERMANENT. Selected cases. Transfer to FRC 1 year after close of case. Offer to National Archives 10 years after close of case.</p>	<p>NC1 197-76⁷⁹-2 item 9a</p> <p>item 9b</p> <p>item 9c</p>	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) Remaining unselected cases.</p> <p>Transfer to FRC 1 year after close of case. Destroy 10 years after close of case.</p> <p>d. Duplicates of documents found in a., b., and c., including working papers.</p> <p>Destroy 5 years after close of case or when no longer needed for reference, whichever is sooner.</p>		
10.	<p><u>Docket Index.</u> An annotated table of contents which summarizes each document entered into the official dockets, except exhibits and correspondence.</p> <p>a. Record copy.</p> <p><u>PERMANENT.</u> Offer to National Archives when reference has ended.</p> <p>b. Photocopy.</p> <p><u>PERMANENT.</u> Offer to national Archives in 5-year blocks after case is closed.</p>	NC 197-76-1 item 10	
11.	<p><u>Dockets Certified to the Courts.</u> Upon appeal of a Board decision, the docket is certified to the court, becomes part of the court's records, and is retained by the Board at the direction of the court. This file is not included in Item 9.</p> <p>a. Original certified dockets.</p> <p><u>PERMANENT.</u> Final disposition determined by court to which they belong. When released by court, offer to National Archives.</p> <p>b. Duplicate set.</p> <p>Destroy when certified docket has been released by the court.</p>	item 11	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12.	<p>City Cards. Index card file indicating service requested and provided by various air carriers.</p> <p><u>PERMANENT.</u> Offer to the National Archives when no longer needed.</p>	NC 197-76-1 item 12	
13.	<p>Air Carrier Cards. Index card file listing every transaction (application or Board issuance) by carrier that is docketed in the Board.</p> <p><u>PERMANENT.</u> Offer to National ARchives when no longer needed.</p>	item 13	
14.	<p><u>Material Relevant to Civil Aeronautics Board Reports.</u></p> <p>a. Copies of orders in the process of being printed for future volumes.</p> <p>Destroy when appropriate volume is published. Offer the remaining unpublished orders to at Sunset. <i>successor agency</i></p> <p>b. File cards of digests printed and to be printed in the volumes.</p> <p>Destroy when appropriate <u>cumulative</u> volume is published; if cumulatives <u>not</u> published, offer to at Sunset. <i>successor agency</i></p> <p>c. Loose-leaf record books of all orders included in all volumes published.</p> <p>Retain until Sunset, then offer to <i>successor agency</i>.</p> <p>d. Card index of all cases cited in the Reports.</p> <p>Retain until published in book form, then destroy. If not in book form by Sunset, offer to <i>successor agency</i>.</p>		
15.	<p><i>e. see page 6A</i></p> <p>State-Community Files. Document complaints regarding air carrier service and meetings with CAB, carrier, and community representatives.</p>	NC 197-76-1 item 18	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
14.	e. For all the records under 14a - d. At Sunset if successor agency does not want these records or there is no successor agency, transfer records to FRC. Destroy when 5 years old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
19.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer to FRC. Destroy when 5 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
21.	<p><u>Training and Employee Development Files.</u> Documents each training period of 8 hours or more and contains information concerning course content, located of training, cost, etc.</p> <p>a. Information on individual employee. Transfer to respective employee personnel folder.</p> <p>b. Duplicate documents. Destroy when 3 years old or obsolete, whichever is sooner.</p>	NC 197-76-1 item 21	
22.	<p><u>Equal Employment Opportunity Informal Complaint Files.</u> Counselors files-informal employees discrimination complaints.</p> <p>Destroy 1 year after file is closed.</p>	item 22	
23.	<p><u>Civil Rights Coordination Files.</u> Document carrier compliance with civil rights laws.</p> <p>a. Original file. Destroy when 5 years old.</p> <p>b. EEO copy. Destroy when 2 years old.</p>	item 23	
24.	<p><u>EEO Records.</u> Official complaints case files including correspondence, reports, exhibits and decisions resolved in agency.</p> <p>Destroy 4 years after resolution of case.</p>	GRS1, item 26(a)	
25.	<p><u>Upward Mobility Files.</u> Files includes applications, evaluation of applicants for position with upward potential.</p> <p>Destroy when 2 years old.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
26.	<p><u>Merit Promotion File.</u> Employment applications (SF-171) and related records.</p> <p>Destroy upon receipt of OPM inspection report or when 2 years old, whichever is sooner.</p>	GRS 1-15	
27.	<p><u>Title VI Files.</u> Discrimination complaints and investigation of airlines including correspondence, reports and studies.</p> <p>Destroy when 2 years old.</p>		
28.	<p><u>FOIA Request Files.</u> Contains request from the public replies thereto and copies of material requested.</p> <p>a. FOIA granted all requested material. Destroy 2 years after reply.</p> <p>b. FOIA denials in part or all requested material. Destroy 5 ^e years after reply.</p> <p>c. FOIA appeals. Destroy 4 years after final determination by agency or 3 years after court adjudication.</p>	GRS 14-16	
29.	<p><u>Reports Clearance Files.</u> Request to GAO and OMB for clearance as required under the Federal Reports Act. File contains justification for requiring carrier reporting.</p> <p><i>2 years after the report is discontinued.</i></p> <p>Destroy when 5 years old.</p>	GRS 16, item 9	
30.	<p><u>Notification of Personnel Action.</u> SF-50 documenting initial employment, promotions, transfers, separations and other personnel actions exclusive of those in Official Personnel Folders.</p>	GRS 1-14	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Chronological file maintained in Personnel office. Destroy when 2 years old.</p> <p>b. All other copies maintain in Personnel office. Destroy when 1 year old.</p> <p>c. Payroll copies (Fiscal). Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.</p>		
31.	<p><u>Staffing Plans.</u> Listings of all employees in the Board by Bureau/Office including grade, position, salary, series, etc. Destroy when no longer needed for reference.</p>		
32.	<p><u>Employee Record (Service Record Card).</u> SF-7 synopsis of employee record at agency. Destroy 3 years after separation or transfer from the Board.</p>	GRS 1-2	
33.	<p><u>Official Portraits of Senior/Top Officials and Negative if One Exists.</u> Offer to National Archives 3 years after separation from the Board or at Sunset, whichever is sooner.</p>		
34.	<p><u>Strike Files.</u> Correspondence - strike information filed by air carriers. Destroy when 2 years old.</p>		
35.	<p><u>Sunset Files.</u> Recommendations, memoranda, plans, studies, etc. submitted to Congress, the President and other government agencies in reference to the Sunset of CAB. <i>Permanent.</i> Offer to National Archives at abolishment of Board.</p>		

GRS2,
item 11a

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 11
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
36.	<p>Budget Policy and Procedures Correspondence Files. Correspondence files showing CAB policy and procedures governing budget administration, and reflecting expenditures for Board programs.</p> <p><i>Transfer to FRC when 5 years old. Destroy PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 15 years old.</i></p>	NC 197-76-1 item 24	
37.	<p>Budget Estimates Files. Record copies of budget estimates comprising appropriation language sheets, narrative statements, and related schedules and data.</p> <p><i>Transfer to FRC when 5 years old. Destroy PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 15 years old.</i></p>	item 25	
38.	<p>Management Studies. Record copy of each pamphlet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on management projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments.</p> <p><i>(A) at sunset offer to NARS immediately</i></p> <p>PERMANENT. Transfer to FRC when 5 years after date of study. Offer to National Archives when 15 years after date of study or (B) offer to NARS in 5 year blocks when latest records are 5 years old.</p>	item 26	
39.	<p>Management Improvement Reports. As submitted to such central staff agencies as the Office of Management and Budget, and the General Services Administration.</p> <p><i>Transfer to FRC when 5 years old. Destroy PERMANENT. Transfer to FRC 5 years after date of report. Offer to National Archives when 15 years after date of report.</i></p> <p><i>when 10 years old.</i></p>	item 27	
40.	<p>Internal Directives. Issued by or for the head of an agency or any bureau of division thereof together with supporting case files, if any.</p> <p>PERMANENT. Transfer to FRC 5 years after date of cancellation. Offer to National Archives 10 years after date of cancellation.</p>	item 28	

*see revision
P. 11A*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 11A
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
40.	<p><u>Internal Directives.</u> Issued by or for the head of the agency or any bureau or division thereof and supporting case files, if any.</p> <p>a. Issuances related to agency program functions.</p> <p>Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1990).</p> <p>b. Issuances related to routine administrative functions.</p> <p>Destroy when superseded or obsolete.</p> <p>c. Directives case files.</p> <p>Destroy when issuance is superseded or obsolete.</p>	GRS 16/1	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
41.	<p><u>Subsidy Claims and Payment Files.</u> Include claims and supporting lists of records, correspondence, field audit reports, and other documents related to subsidy claims by and payments to air carriers. (Summary of claims and payments published annually by CAB, and reflected in Item 36 and 37.)</p> <p>Transfer to FRC 3 years old. Destroy when 10 years old.</p>	NC 197-76-1 item 29	
42.	<p><u>Financial Reports (Budget).</u> SF 138, SF 225 and other reports on the Status of appropriation accounts and apportionment.</p> <p><i>A. Annual report end of fiscal year.</i> Destroy when 5 years old.</p>	GRS 5-5	
43.	<p><i>B. all other reports. Destroy 3 years after end of fiscal year.</i></p> <p><u>Financial Reference.</u> Apportionments and reapportionments SF-132.</p> <p>Destroy 2 years after the close of the fiscal year.</p>	GRS 5-6	
44.	<p><u>General Ledger.</u> CAB Form 516 include appropriation warrants, allotments summary, expenditures and other accounting documents listing.</p> <p>Destroy 10 years after close of fiscal year involved.</p>		
45.	<p><u>Budget Fact Books.</u> Work paper and data used in preparing budget estimates.</p> <p>Destroy 1 year after the close of the fiscal year covered by the budget.</p>	GRS 5-4	
46.	<p><u>Budget Records.</u> Correspondence and computations pertaining to routine administration and internal procedures.</p> <p>Destroy when 2 years old.</p>	GRS 5-3	
47.	<p><u>Deposits.</u> Record of monies received from carriers and individuals in payment of filing fees, license fees and special services invoices.</p> <p>Destroy 6 years, 3 months after period covered by account.</p>	GRS 6-1	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
48.	<p>Obligations. Original SF-1080, SF-1081, SF-789, SF-224, etc., posted schedules paid schedules, cash receipts and disbursement registers, vouchers, etc. maintained for site audit by GAO auditors.</p> <p>Destroy 6 years, 3 months after period covered by account.</p>	GRS 6-1	
49.	<p>Tax Files. IRS Form W-4 and various State tax exemption forms.</p> <p>Destroy when 3 years old <i>4 years after form is superseded or obsolete.</i></p>	GRS 2-18	
50.	<p>Allotment Ledger. Records showing status of obligations and allotments under each authorized appropriation.</p> <p>Destroy 10 years after close of fiscal year involved.</p>	GRS 7-2	
51.	<p>Journal Vouchers. SF-1017, records used as posting and control purpose.</p> <p><i>A. Original records. Destroy when 3 years old.</i></p> <p><i>B. Copies. Destroy when 2 years old.</i></p>	GRS 7-4	
52.	<p>Payroll Change Slips. SF-1126 copy used in GAO audit.</p> <p>Destroy when records are audited by GAO or when 3 years old, whichever is sooner.</p>	GRS 2-15	
53.	<p>Payroll Printouts. Computer printouts of employees pay and deductions and related certifications sheets.</p> <p>a. Payroll copy.</p> <p>Destroy after GAO audit or when 3 years old, whichever is earlier.</p> <p>b. Other copies.</p> <p>Destroy when new printout is received.</p>	GRS 2-3	
54.	<p>Reading Files. Copies of letters sent from the Board.</p>	NC 197-76-1 item 30	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Chairman's reading file.</p> <p><u>PERMANENT.</u> Transfer to FRC when 5 years after date of correspondence. Offer to National Archives when 15 years after date of correspondence.</p> <p>b. All other reading files.</p> <p>Destroy 2 years after date of correspondence.</p>		
55.	<p>Publications. Unless otherwise specified in this schedule, this item includes publications, posters, charts, directives, regulations, booklets, volumes, speeches, reports to Congress, press releases, other similar material, and available indices thereto.</p> <p>a. Complete record set.</p> <p><u>PERMANENT.</u> Transfer to FRC when 2 years old. Offer to National Archives when 10 years old.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed for reference.</p>	<p>NC 197-76-1 item 31</p> <p><i>see revision P. 14A</i></p>	
56.	<p><u>Forms Files.</u> One copy of each form with data showing the inception and scope of the form, the program or administrative purpose of the form, and the related procedures instituted, revised, superseded, or canceled.</p> <p><i>Destroy 5 years after related form is discontinued, superseded or cancelled.</i></p>	<p>item 32</p> <p><i>4 GRS 14/4</i></p>	
57.	<p><u>Security Violation Files.</u> Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies.</p> <p>Destroy 5 years after close of case.</p>	item 33	
58.	<p><u>Mileages.</u> Computer printouts and looseleaf binders containing mileage between service points (domestic and international) as reported by military and commercial carriers.</p> <p>Destroy when superseded or when no longer needed.</p>	item 34	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
59.	<p><u>Schedules.</u> Printed schedule filed by various air carriers, with related correspondence.</p> <p>a. Certificated carrier flight schedules and commuter flight schedules.</p> <p>Transfer to FRC 5 years after date of schedule. Destroy 10 years after date of schedule.</p> <p>b. Correspondence.</p> <p>Destroy when 2 years old.</p>	NC 197-76-1 item 36	
60.	<p><u>Records Disposition Files.</u> Descriptive inventories, disposal authorizations, schedules for retirement of records, and correspondence or memoranda relating to revisions.</p> <p>Destroy when no longer needed.</p>	item 37	
61.	<p><u>Procurement Files.</u> Contracts, purchase orders leases, bonds, requisitions and surety records including correspondence and related papers pertaining to award.</p> <p>a. Transaction of more than \$10,000.</p> <p>Destroy 6 years after final payment.</p> <p>b. Transaction of \$10,000 or less.</p> <p>Destroy 3 years after final payment.</p>	GRS ³ / ₄	
62.	<p><u>Excess Real Property Reports.</u> Reports of real property with related papers.</p> <p>Transfer to GSA at Sunset.</p>	NC 197-76-1 item 38	
63.	<p>Legislative Files. Document preparation and processing of legislation proposed by or in the interest of the Board.</p>	item 39	<i>see revision P. 16A</i>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Drafts of legislation, reports to committees on introduced legislation, and comments on legislative proposals.</p> <p><u>PERMANENT.</u> Transfer to FRC 3 years after proposal is enacted into law or killed. Offer to National Archives 10 years after bill is enacted or killed.</p> <p>b. Copies of related documents.</p> <p>Destroy when no longer needed for reference.</p>		
64.	<p><u>Litigation Files.</u> Document cases filed with courts of appeals against Board decisions. Contain correspondence memoranda, Board orders, research papers, court decision, and other documents.</p> <p>a. Files selected by Board staff.</p> <p><u>PERMANENT.</u> Transfer to FRC when 5 years after close of case. Offer to National Archives when 20 years after close of case.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 5 years after close of case. Destroy 10 years after close of case.</p>		NC 197-76-1 item 40
65.	<p><u>Legal Opinion Files.</u> Copies of letters regarding significant legal opinions selected by the General Counsel. Indexed.</p> <p><u>PERMANENT.</u> Transfer record copy to FRC when 5 years old. Offer to National Archives when 20 years old.</p>		item 41
66.	<p><u>Slip Opinions.</u> Board-printed text of decision of courts of appeals.</p> <p>a. Record set.</p>		item 42

*see revision
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
63.	<p><u>Legislative case files.</u> Arranged by Congress and thereunder by bill number.</p> <p>A. Case files for bills directly concerning the aviation industry and CAB policy on aviation matters.</p> <p style="padding-left: 40px;">Permanent. Transfer closed case files to FRC when 3 years old. Offer to NARS in 5 year blocks when 10 years old.</p> <p>B. All other legislative case files.</p> <p style="padding-left: 40px;">Destroy closed case files when 5 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>PERMANENT.</u> Offer to National Archives 10 years after close of case.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p>		
67.	<p><u>Economic Rulemaking Proceedings.</u> Consist of work papers and other documents regarding economic rules cases (Generally docketed).</p> <p>Destroy 10 years after close of proceeding or when no longer needed, whichever is sooner.</p>	NC 197-76-1 item 43	
68.	<p><u>Non-Economic Rulemaking Proceedings.</u> Consist of work papers and other documents regarding new or amended Rules of Procedure of the Board's activities, i.e., Special Regulations, Organization Regulations, and Policy Statements.</p> <p>Destroy when no longer needed for reference.</p>	item 44	
69.	<p><u>Rate Cases.</u> Work papers, statistical reports, and other related documents regarding (a) Passenger, (b) Cargo and (c) International Air Transport Association rate cases.</p> <p>Destroy 5 years after case is closed or when no longer needed for reference, whichever is sooner.</p>	item 45	
70.	<p><u>Foreign and Domestic Air Carrier Route Cases.</u> Contain briefs, decisions, work papers, copies of documents and other supporting material.</p> <p>Destroy when 7 years old or when no longer needed for reference, whichever is sooner.</p>	item 46	
71.	<p><u>Agreements, Interlocks, and Merger-Case Files.</u> Contain memoranda, and copies of documents found in dockets.</p> <p>Destroy when 7 years old or when no longer needed for reference, whichever is sooner.</p>	item 47	

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
72.	<p><u>Legal Research Files.</u> Contain a variety of accumulated material used as research tools for Board business or court cases.</p> <p>Destroy when no longer needed for reference.</p>	NC 197-76-1 item 48	
73.	<p><u>Special Economic Studies.</u> Special one-time studies regarding such topics as changes in route authorizations, and passengers denied boarding. Includes work papers, supporting documents, reports, evidence of any Board action.</p> <p>Destroy 5 years after date of report or when no longer needed for reference, whichever is sooner.</p>	item 50	
74.	<p><u>Applications for Authority to Conduct Scheduled Air Services.</u> Copies of applications, supporting documents, work papers, and evidence of Board action (Official copy of which is filed in the appropriate docket).</p> <p>Destroy 6 months after Board action.</p>	item 51	
75.	<p><u>Applications, Notices, and Reports.</u> Copies of various such documents, including any supporting materials, not otherwise specified in this schedule that are filed with the Board (Official copies of which are filed in the appropriate dockets).</p> <p>Destroy 5 years after Board action or when no longer needed for reference, whichever is sooner.</p>	item 52	
76.	<p><u>Stock Ownership Reports.</u> Annual reports filed by directors and officers of each air carrier.</p> <p>Destroy 5 years after filing.</p>	item 53	
77.	<p><u>Inter-Carrier Agreements.</u> Applications, contracts, correspondence, staff reports, and copies of Board decisions regarding agreements between carriers involving control relationships, interlocking relationships, mergers, and various other matters affecting air transportation. (Significant agreements are docketed.)</p>	item 54	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Transfer to FRC 2 years after Board action. Destroy 10 years after Board action.		
78.	<u>Applications for Waiver of Charter Regulations.</u> Applications, supporting documents, and evidence of Board action.	NC 197-76-1 item 55	
	Transfer to FRC 2 years after Board action. Destroy 5 years after Board action.		
79.	<u>Air Carrier Surety and Insurance Files.</u> Documents compliance with surety and insurance requirements.	item 58	
80.	<i>A.</i> Destroy 5 years after expiration or cancellation of surety bond or insurance. <i>see B+C on p. 19A</i> <u>Air Taxi Registrations.</u> Registration forms, certificates of insurance, and correspondence. Continued by annual registration.	item 59	
81.	<i>A.</i> Transfer to FRC 2 years after expiration of registration period. Destroy 5 years after end of registration period. <i>see B+C on p. 19A</i> <u>Foreign Aircraft Charter Permits.</u> One-time only applications, charter contracts, and evidence of Board action (Part 375 of CAB regulations).	item 61	
	Transfer to FRC 1 year after filing. Destroy 5 years after filing.		
82.	<u>Blind-Sector Authorizations for Foreign Air Carriers.</u> Generally one-time applications, and evidence of Board action (Section 216 of CAB regulations).	item 62	
	Transfer to FRC 1 year after filing. Destroy 5 years after filing.		
83.	<u>Emergency Charter Reports.</u> Reports of substitute transportation in emergencies on charter flights and reports of emergency commercial charters for other direct carries.	item 63	
	Destroy 1 year after flight date.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
79.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer to FRC. Destroy when 5 years old.</p>		
80.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer to FRC. Destroy when 5 years old.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 20
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
84.	<p><u>Overseas Military Personnel Charter Applications.</u> Applications, supporting documents, correspondence, staff memos, and evidence of Board action.</p> <p>Transfer to FRC 1 year after filing. Destroy 5 years after filing.</p>	NC 197-76-1 item 65	
85.	<p><u>Public One-Stop Inclusive Tour, Special Event and Advance Booking Charter Files.</u> Tour prospectus, promotional material, charter contracts, surety bond, depository agreements, related documents, and correspondence for one season only.</p> <p>Transfer to FRC when 2 years old. Destroy when 2³ years old.</p>	item 67	
86.	<p><u>Air Freight Forwarder Registrations.</u> Registration form, supporting documents and correspondence.</p> <p>Transfer to FRC 2 year after effective date. Destroy 7 years after effective date.</p>		
87.	<p><u>Commuter Registration.</u> Registration form, insurance form and other documents.</p> <p>Transfer to FRC 2 years after effective date. Destroy 7 years after effective date.</p>		
88.	<p><u>Waiver Files.</u> File consists of carrier application to file tariff publications in a manner contrary to that required by the Board's regulations, staff working papers and evidence of final Board action.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p>	NC1 197-77-1 item 1	
89.	<p><u>Trade Agreements.</u> File consists of air carrier contracts to exchange air transportation for advertising goods and services.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p>	item 2	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
90.	<p><u>Statements of Authorizations for Charters by Foreign Air Carriers.</u> One-time only applications, charter contracts, and evidence of Board action (Section 212 of CAB regulations).</p> <p>Transfer to FRC 1 year after filing. Destroy 5 years after filing.</p>	NC 197-76-1 item 70	
91.	<p>International Special Project Studies. Document the justification of U.S. civil aviation positions to other countries. Staff recommendations made to the Board which approves and forwards them to the Department of State.</p> <p>a. Original documents and supporting material selected by Board staff and a representative of the Archivist of the United States.</p> <p>PERMANENT. Select closed studies. Transfer to FRC 5 years after close of file. Offer to National Archives 10 years after close of file.</p> <p>b. Staff working papers.</p> <p>Destroy after study is completed.</p>	item 73	<i>withdrawn</i>
92.	<p><u>Classified Bilateral Files.</u> Document the modifications of aviation contracts between the United States and other countries. Also contain reports from civil aviation attaches at foreign posts that pass through the Department of State to the Board.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p>PERMANENT. Select closed files in 5 year blocks. Transfer to FRC 5 years after close of file. Offer to national Archives 10 ²⁰ years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 5 years after close of file. Destroy 10 years after close of file.</p>	item 74	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
93.	<p><u>Foreign Air Briefs File.</u> Studies of economic, political, and other factors affecting air transportation in various foreign countries. Prepared from Department of State reports, record copies of which are retained by that agency.</p> <p>Destroy when 3 years old or when no longer needed for reference, whichever is sooner.</p>	NC 197-76-1 item 75	
94.	<p><u>International Policy Statements.</u> Public statements of the President regarding U.S. international civil aviation policy.</p> <p>Destroy when no longer needed for reference.</p>	item 76	
95.	<p><u>International Agreements File.</u> Copies of civil aviation agreements between carriers or between carriers and countries.</p> <p><i>A. Destroy after agreement has ended or superseded.</i></p>	item 77	
96.	<p><i>SEE B+C on p. 23A</i></p> <p><u>State Department Message File.</u> Messages from diplomatic and consular missions regarding civil air transportation. Routed to the Board via the Department of State.</p> <p>Originally, but no longer separated from other international affairs files series.</p> <p>a. Separated series.</p> <p>Destroy when 5 years old.</p> <p>b. Filed within international files.</p> <p>Dispose with larger series.</p>	item 78	
97.	<p><u>International Organizations Files.</u> Document U.S.-CAB participation in various international civil aviation associations and organizations.</p> <p>Transfer to FRC when 3 years old. Destroy when 6 years old.</p>	item 79	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
98.	<u>Foreign Air Freight Forwarder.</u> Application under Part 297. <i>A</i> Destroy 5 years after cancellation.		
99.	<i>SEE B+C ON P. 23A</i> <u>Foreign Air Carrier Insurance.</u> Documents compliance with surety and insurance requirements. <i>A</i> Destroy 5 years after expirations or cancellation of surety bond or insurance. <i>SEE B+C ON P. 23A</i>		
100.	<u>Authorizations Under Terms of 402 Permits.</u> One-time only applications and evidence of Board action. Transfer to FRC 1 year after filing. Destroy 5 years after filing.		
101.	<u>Tariff Publications and Transmittal Letters.</u> a. Tariff publications, printed schedules and other supporting data of current rates published by domestic and foreign carriers. Transfer to FRC 1 year after being superseded. Destroy 5 years after supersession. b. Transmittal letters: cover letter with tariff publications. Transfer to FRC 2 years after receipt of letter. Destroy 5 years after date of receipt.	NC 197-76-1 item 82	<i>SEE REVIEW OF A ON P. 23A</i>
102.	<u>Tariff Memoranda Files.</u> Contains copies of memoranda and related staff working papers in connection with description of tariffs filed with the Board. Destroy 5 years after date of memoranda.	item 83	
103.	<u>Complaints, Protests, and Petitions File.</u> Contains copies of formal documents (duplication of official docket) arising out of actions taken by carriers in protest against tariffs, staff working papers, memoranda related thereto. Destroy 2 years after date of document or when no longer needed for reference, <i>whichever is sooner.</i>	item 84	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
95.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer these records to FRC. Destroy when 5 years old.</p>		
98.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer these records to FRC. Destroy when 5 years old.</p>		
99.	<p>B. At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>C. At Sunset, if CAB's function in this area terminates with no successor agency, transfer these records to FRC. Destroy when 5 years old.</p>		
101.	<p>A. Tariff publications: printed schedules and other supporting data of current rates published by domestic and foreign carriers.</p> <p>(1) Transfer to FRC 3 years after schedule is superseded or obsolete. Destroy 5 years after superseded or obsolete.</p> <p>(2) At Sunset, if CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>(3) At Sunset, if CAB's function in this area terminates with no successor agency, destroy immediately.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
104.	<p><u>Tariff Rejection Notice File.</u> Copies of notices sent to carriers rejecting tariff.</p> <p>Destroy 2 years after date of notice.</p>	NC 197-76-1 item 85	
105.	<p><u>Free and Reduced Rate Transportation File.</u> Documents required by economic relations to enforce statutory prohibition insuring nondiscriminatory rates.</p> <p>a. Copies of carrier's rules and lists of officials authorized to issue passes.</p> <p>Destroy 5 years after cancellation.</p> <p>b. Free transportation requests issued by designated agencies for use by employees performing authorized duties.</p> <p>Transfer to FRC 1 year after filing. Destroy 5 years after filing.</p>	item 86	
106.	<p><u>Applications to Furnish Free or Reduced Rate Transportation.</u> Carrier's applications, staff working papers, correspondence, and evidence of Board action.</p> <p>Transfer to FRC 2 years after close of files. Destroy 7 years after close of files.</p>	item 87	
107.	<p><u>Special Tariff Permission Files.</u> Carrier applications for various special tariff actions, staff working papers, and evidence of final Board action.</p> <p>Transfer to FRC 2 years after close of case. Destroy 7 years after close of case.</p>	item 88	
108.	<p><u>Mail Rate Case Files.</u> Copies of formal documents, staff analyses, memoranda, and other similar materials not in official docket in mail rate cases. Docketed.</p> <p>Transfer to FRC 2 years after close of case. Destroy 7 years after close of case.</p>	item 90	

*see revision of A
on p 24A*

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
105.	<p>A. Copies of carrier's rules and lists of officials authorized to issue passes.</p> <p>(1) Destroy 5 years after cancellation.</p> <p>(2) At Sunset, If CAB's function in this area is transferred to another agency, transfer these records to the successor agency.</p> <p>(3) At Sunset, if CAB's function in this area terminates with no successor agency, destroy immediately.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
109.	<p><u>Subsidy Mail Rate Files.</u> Case files, formal documents, material used in determining subsidy need, staff analyses, memoranda, work papers relating to subsidy payments to local service carriers under various individual and class rates, and also relating to studies and recommendations involving subsidy policy or administration.</p> <p>Transfer to FRC 2 years after close of case. Destroy 7 years after close of case.</p>	NC 197-76-1 item 91	
110.	<p><u>Guaranteed Loan Files.</u> Working papers, reports to and evidence of Board action on DOT requests for Board comments on air carrier applications for government guarantee of loans to finance aircraft purchases.</p> <p>Transfer to FRC 2 years after close of file. Destroy 7 years after close of file.</p>	item 93	
111.	<p><u>Court Enforcement Cases.</u> Cases that are initiated by the Department of Justice at the instance of the Board for action before Federal District Courts.</p> <p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Transfer to FRC 2 years after close of case. Offer to National Archives 12 years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 2 years after close of case. Destroy 10 years after close of case.</p> <p>c. Duplicate documents.</p> <p>Destroy 2 years after close of case.</p>	item 94	
112.	<p><u>Formal Enforcement Case Files.</u> Investigatory files regarding reported violations of Board rules and standards by air carriers.</p>	item 95	

*see revision
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>a. Files selected by Board staff and a representative of the Archivist of the United States.</p> <p>PERMANENT. Transfer to FRC 2 years after close of file. Offer to National Archives 12 years after close of file.</p> <p>b. Remaining unselected files.</p> <p>Transfer to FRC 2 years after close of case. Destroy 10 years after close of case.</p> <p>c. Duplicate documents.</p> <p>Destroy 2 years after close of case.</p>		
113.	<p><u>Closed Informal Enforcement Cases.</u></p> <p>a. Initial complaint on all investigative material.</p> <p>Transfer to FRC 2 years after close of case. Destroy 7 years after close of case.</p> <p>b. Duplicate documents.</p> <p>Destroy when 4 years old or when no longer needed, whichever is sooner.</p>	NC 197-76-1 item 96	
114.	<p><u>Audit Files.</u> Records relating to periodic audit of air carriers.</p> <p>a. Reports, related correspondence, and memoranda.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p> <p>b. Staff working papers.</p> <p>Transfer to FRC 2 years after close of case. Destroy 5 years after audit.</p>	item 97	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
111.	<p>A. Cases that set a major legal precedent and/or have a major economic impact on the aviation industry.</p> <p>Permanent. Transfer closed cases to FRC when 2 years old. Offer to NARS in 5 year blocks when 10 years old.</p> <p>B. All other cases.</p> <p>Transfer closed cases to FRC when 2 years old. Destroy when 10 years old.</p> <p>C. Duplicate documents. Destroy 2 years after close of case.</p>		
112.	<p>A. Cases that set a major legal or CAB policy precedent and/or have a major impact on the aviation industry.</p> <p>Permanent. Transfer closed cases to FRC when 3 years old. Offer to NARS in 5 year blocks when 10 years old.</p> <p>B. All other cases.</p> <p>Transfer closed cases to FRC when 3 years old. Destroy when 10 years old.</p> <p>C. Duplicate documents.</p> <p>Remove from case file when case is closed. Destroy immediately.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
115.	<p><u>Primary Financial and Operating Carrier Report Files and Related Correspondence.</u> Contains reports filed by Air Carriers. Includes, but not limited to, reports filed by certificated, commuter, scheduled all-cargo, foreign, MAC charter, air freight forwarders, and Alaskan carriers. Submitted monthly, quarterly and/or annually.</p> <p>a. Original.</p> <p>Transfer to FRC when 3 years old. Destroy when 20 years old.</p> <p>b. All other copies.</p> <p>Destroy when 3 years old or when no longer needed, whichever is sooner.</p>	NC 197-76-1 item 99	
116.	<p><u>Supplemental Formal Reports Files.</u> Statistical reports providing information supplemental to that reports in Item 115. Should include, but not be limited to, reports of freight loss and damage claims, scheduled arrival performance, unaccommodated passengers, passengers denied confirmed spaces, deep discount and passengers carried from gateway to coupon destination.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>	item 100	
117.	<p><u>Special Reports Files and Related Correspondence.</u> Contain formal and supplemental reports filed by air carriers on a one-time basis to meet a specific need of the Board.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p>	item 101	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
118.	<p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p> <p><u>Temporary or Voluntary Recurrent Reports Files and Related Correspondence.</u> Reports filed on a temporary recurrent basis pursuant to a Board requirement or under a voluntary program administered by the Board. Should include, but not be limited to, origin and destination of passenger traffic reports and any temporary reports required by Board orders.</p> <p>a. Original.</p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. All other copies.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>	NC 197-76-1 item 102	
119.	<p><u>Commissions to Travel Agents Reports.</u> Form 253 compensation for the sale of transportation originating in the United States.</p> <p>Transfer to FRC when 3 years old. Destroy when 5 years old.</p>		
120.	<p><u>Credit to Candidate Reports.</u> Form 183, carrier submission of Extension of Credit to Political Candidates.</p> <p>Transfer to FRC 2 years after the election in which credit was extended. Destroy 10 years after the election in which credit was extended.</p>		
121.	<p><u>Part 245 Reports.</u> Report of owners of more than 5 percent of any class of capital stock or capital of an air carrier.</p> <p>Transfer to FRC 2 years after filing. Destroy 5 years after filing.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
122.	<p><u>ADP Planning Documents Files.</u> Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity.</p> <p>PERMANENT. Offer to National Archives with related materials upon completion of program and/or project.</p>	<p>NC 197-76-1 item 103</p>	
123.	<p><u>ADP Standardizations Files.</u> Consist of data elements and codes, standardization requests, and justification for all data systems developed by or for the Civil Aeronautics Board.</p> <p><i>Dispose of in accordance with the disposition of the related data file.</i></p> <p>PERMANENT. Offer to National Archives with related materials upon completion of program and/or project.</p>	<p>item 105</p>	
124.	<p><u>ADP Data Systems Planning Files.</u> Documents containing definition of system.</p> <p><i>Dispose of in accordance with the disposition of the related data file.</i></p> <p>PERMANENT. Offer to National Archives with related materials upon completion of program and/or project.</p>	<p>item 106</p>	
125.	<p><u>ADP Economic Statistics Master Files.</u></p> <p>a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time.</p> <p>PERMANENT. Offer to National Archives with related materials upon completion of program and/or project.</p> <p>b. Magnetic media containing noncumulative recurring periodic surveys.</p> <p>PERMANENT. Offer to National Archives with related materials upon completion of program and/or project.</p>	<p>item 108</p> <p><i>see revision</i></p>	
126.	<p><u>ADP valid Transaction.</u> Magnetic tapes containing valid files of items used in additional statistical analysis.</p> <p>Offer to NARS for possible retention when active agency use ceases. If offer is not accepted, the records may be destroyed immediately.</p>	<p>NC1 197-76-2 item 109</p> <p><i>see revision</i></p>	

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
127.	<p>ADP Summary Data File. Magnetic media substantially unpublished such as tapes containing data that are disclosure free.</p> <p>Offer to NARS for possible retention when active agency use ceases. If offer is not accepted, the records may be destroyed immediately.</p>	<p>NC1 197-76-2 item 110</p>	<p><i>see revision</i></p>
128.	<p>ADP Publication Tape File. Magnetic media which are reproduced and disseminated as publication or used for reproducing a printed publication.</p> <p>Offer to NARS for possible retention when active agency use ceases. If offer is not accepted, the records may be destroyed immediately.</p>	<p>item 111</p>	<p><i>see revision</i></p>
129.	<p>ADP Sample and Subsample Data Files. Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies.</p> <p>Offer to NARS for possible retention when active agency use ceases. If offer is not accepted, the records may be destroyed immediately.</p>	<p>item 112</p>	<p><i>see revision</i></p>

*revisions of items 125-129
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
125.	<p style="text-align: center;"><u>MACHINE-READABLE DATA FILES</u></p> <p><u>Service Segment Data, Data Bank 23 (ER-586)</u></p> <p>Monthly totals of passenger and cargo ton enplanements and deplanements for each pair of points served or scheduled to be served by a single stage of at least one flight within the reported time period. Each record contains information regarding the reporting carrier, aircraft flown, classification of cargo flown, and points served subsequent to the segment reported in the record. Beginning October, 1980, data relating to smaller carriers no longer is included in this file, but may be found in the T-9 Nonstop Market Report, Data Bank 26 (see item 126). At the end of each calendar year, monthly data for the year is placed on a single file for that year, arranged by month.</p> <p>a. <u>July, 1970 - September, 1980</u></p> <p>Volume: 55 reels of magnetic tape (Annual File).</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1) Monthly File: DISPOSABLE. DESTROY immediately. 2) Annual File: PERMANENT. Transfer to the National Archives immediately. <p>b. <u>October, 1980 - (ongoing)</u></p> <p>Current volume: 10 reels of magnetic tape. Annual accumulation: 5 reels (Annual File).</p> <p>Disposition:</p> <ol style="list-style-type: none"> 1) Monthly File: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when Annual File is transferred to the National Archives. 2) Annual File: PERMANENT. Transfer to the National Archives when record copy is available for public distribution. 		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
126.	<p><u>T-9 Nonstop Market Report, Data Bank 26</u> October, 1980 - (ongoing)</p> <p>This monthly file is similar in content to the Service Segment Data (see item 125a), except that it covers small carriers only. Larger carriers continue to be covered in the Service Segment Data file. Unlike the Service Segment Data file, however, there is no annual file, so the data must be transferred to the National Archives in monthly increments.</p> <p>Estimated current volume: ³ reels of magnetic tape. Annual accumulation: 1 reel. 1 reel.</p> <p>Disposition: PERMANENT. Transfer to the National Archives when record copy is available for public distribution.</p>		
127.	<p><u>Combined T-9 Nonstop Market Report and ER-586 Service Segment Data (Non-Restricted) Data Bank 27</u> August, 1981 - (ongoing)</p> <p>Monthly totals of passengers enplaned and transported for each pair of points served or scheduled to be served by a single stage of at least one flight within the reporting period. Each record contains information regarding the reporting carrier, aircraft type flown, and revenue class of service flown. This is a public use version of the Service Segment and T-9 data files.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
128.	<p><u>Commuter Air Carrier Statistics - Online Origin and Destination</u> October, 1969 - (ongoing)</p> <p>Quarterly data on the number of passengers and amount of mail and cargo transported by commuter air carriers between city pairs in scheduled service. Each record contains information regarding the reporting carrier, origin and destination airports, and revenue passengers, cargo, and mail transported.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
128. (cont'd)	<p>Estimated current volume: 1 reel of magnetic tape. Annual accumulation: less than one reel (this is a cumulative file).</p> <p>Disposition: PERMANENT. Transfer to the National Archives when cumulative updated record copy is available for public distribution.</p>		
129.	<p><u>Competition Among Domestic Air Carriers (Detail)</u> 1962 - 1967</p> <p>Totals of tickets sold for the same class of service for journeys which include a segment performed by the reporting carrier from the record (online) origin to the record destination (outbound tickets), and from the record destination to the record origin (inbound tickets) and where the directional origin, destination, class and carrier count, as well as the preceding and succeeding connecting points and carriers are identical.</p> <p>a. Annual File b. Quarterly File</p> <p>Disposition both files: DISPOSABLE. DESTROY immediately.</p>		
130.	<p><u>Competition Among Domestic Air Carriers (Summary)</u> 1962 - 1967</p> <p>Totals of local and connecting passengers for each reporting carrier between all city pairs reported, regardless of direction. Local passengers are those whose directional origin and destination coincide with the online origin and destination in the Competition Among Domestic Air Carriers (Detail) file (see Item 129). All other passengers are connecting passengers.</p> <p>a. Annual File b. Quarterly File</p> <p>Disposition both files: DISPOSABLE. DESTROY immediately.</p>		
131.	<p><u>Unused Route Authority Survey</u> January, 1979 - February, 1979</p> <p>Monthly survey of city pairs (routes) that a carrier has unused (dormant) authority over. Under current</p>		

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131. (cont'd)	<p>legislation, a route is dormant if the carrier did not provide service of at least five round trips a week for thirteen weeks in a period of twenty-six weeks ending on the first Saturday of each month.</p> <p>Disposition: DISPOSABLE. DESTROY when five years old.</p>		
132.	<p><u>Domestic Air Freight (DAFRI)/Priority Air Freight (PRAFRI)</u> 1976 - 1978</p> <p>A one-time survey taken to provide data for an investigation of air freight rates. The survey was based on a 10% sample of all domestic air freight (DAFRI) shipments moved at domestic tariff rates between July 1976 and February 1978, and all priority air freight (PRAFRI) shipments moved at domestic tariff rates between July 1976 and June 1977. Congress altered the Civil Aeronautics Board's authority to regulate domestic air transportation of property prior to implementation of the findings. Data includes the carrier code, origin station, date, volume, weight, and number of containers, transport revenue, excess value revenue, basis for the rate, and the commodity code.</p> <p>Volume: 2 reels of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
133.	<p><u>On-time Performance</u> January, 1969 - August, 1991 August, 1991</p> <p>This monthly file provides information on the reporting carrier's arrival performance (flights scheduled, flights cancelled, flights on-time) on scheduled passenger flights between any of the 200 top ranking pairs of points in terms of revenue passenger volume.</p> <p>Estimated current volume: 2 reels of magnetic tape. Annual accumulation: 1 reel NONE.</p> <p>Disposition: PERMANENT. Transfer to the National Archives when updated record copy is available for public distribution.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
134.	<p><u>Denied Boarding</u> January, 1978 - (ongoing)</p> <p>This monthly file provides information on the number of passengers denied boarding on domestic and international flights by reporting carrier. Data includes the reason for denied boarding and total compensation paid by the carrier.</p> <p>Estimated current volume: one reel of magnetic tape. Annual accumulation: less than one reel.</p> <p>Disposition: PERMANENT. Transfer to the National Archives when updated record copy is available for public distribution.</p> <p>PASSENGER ORIGIN AND DESTINATION SURVEYS</p>		
135.	<p><u>Ticket Origin and Destination, Data Bank 1</u> 1968 - (ongoing)</p> <p>This file is a 10% sample of all passengers' itineraries as represented by tickets collected by all certified air carriers in scheduled passenger service for the quarter of the file date. Each record contains the number of passengers between the origin and destination airports by a specific originating airline through specific originating airports. Up to 25 points can be shown for each routing. Data also includes city/airport codes, the distance between airports, the number of passengers flown between those airports during the quarter by the reporting carrier, and the number of passengers in the sample who flew an identical itinerary.</p> <p>Estimated current volume: 150 reels of magnetic tape. Annual accumulation: 12 reels (3 reels per quarter).</p> <p>Disposition:</p> <p>a. First Quarter 1968 - 3rd Quarter 1979: PERMANENT. Transfer to the National Archives immediately.</p> <p>b. After 3rd Quarter 1979: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
136.	<p><u>Ticket Dollar Value Origin and Destination, Data Bank 1A</u> 4th Quarter 1979 - (ongoing)</p> <p>This file is a modified version of Data Bank 1 (see Item 135), with the additional data field of "Dollar Value of Ticket."</p> <p>Estimated current volume: 24 reels of magnetic tape. Annual accumulation: 12 reels (3 reels per quarter).</p> <p>Disposition: PERMANENT. Transfer to the National Archives when quarterly record copy is available for public distribution.</p>		
137.	<p><u>Directional Origin and Destination (U.S. Flag Cross-posted)</u> March, 1962 - 1967</p> <p>Semiannual outbound and inbound passenger totals for total traffic (both one-way and round trip) for routings involving U.S. carriers serving at least one foreign point. Data includes base and reference city and sequential carriers and connecting points.</p> <p>Volume: 10 reels of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
138.	<p><u>Directional Origin and Destination (Foreign Flag Cross-posted)</u> June, 1962 - 1967</p> <p>Semiannual outbound and inbound passenger totals for total traffic (both one-way and round trip) for routings involving foreign carriers serving a U.S. point. Data includes base and reference city and sequential carriers and connecting points. This is a companion file to the Directional Origin and Destination (U.S. Flag Cross-posted) (see Item 137).</p> <p>Estimated volume: 10 reels of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
139.	<p><u>Directional Origin and Destination (International/Territorial), Data Bank 2A</u> 1968 - (ongoing)</p> <p>This file contains quarterly outbound and inbound passenger totals for the quarter of the file date and the three immediately preceding quarters, for all pairs of cities in the world included in international routings which have been classified as unidirectional by applying trip breaking criteria to all ticketed routings. Data includes city/airport codes, number of downline points, intermediate carriers, world area codes, and ticketed origin and destination. This is a successor file to Directional Origin and Destination (U.S. Flag and Foreign Flag Cross-posted), (See items 137 and 138).</p> <p>Estimated current volume: 70 reels of magnetic tape. Annual accumulation: six reels (1-2 reels per quarter).</p> <p>Disposition:</p> <p>a. 1st, 2nd, and 3rd quarter files: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p> <p>b. 4th quarter file: PERMANENT. Transfer to the National Archives when record copy is available for public distribution.</p>		
140.	<p><u>Directional Origin and Destination (Domestic), Data Bank 2B</u> 1968 - 1971</p> <p>This file contains quarterly passenger totals broken down into component segments of all domestic itineraries that are considered roughly one-directional. Data includes inbound and outbound passengers for the reporting quarter and each of seven preceding quarters, city/airport codes, carrier codes, and intermediate stops.</p> <p>Disposition: DISPOSABLE. DESTROY immediately.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
141.	<p><u>Directional Origin and Destination (Domestic Crossposted)</u> 1961 - 1967</p> <p>Quarterly outbound and inbound passenger totals for total traffic (both one-way and round trip) for domestic routings and domestic portions of international journeys by all U.S. carriers. Data includes base and reference city and sequential carriers and connecting points.</p> <p>Estimated volume: 28 reels of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
142.	<p><u>Directional Origin and Destination (Modified Domestic), Data Bank 2C</u> 1968 - (ongoing)</p> <p>This file contains quarterly outbound and inbound passenger totals for the quarter of the file date and the three immediately preceding quarters, for all pairs of cities in the U.S. included in domestic routings and the domestic portions of international routings which have been classified as unidirectional by applying trip breaking criteria to all ticketed routings. Data includes city/airport codes, number of downline points, intermediate carriers, and ticketed origin and destination. This is a successor file to Directional Origin and Destination (Domestic Crossposted), (see item 141), and a companion file to Data Bank 2A (see item 139).</p> <p>Estimated volume: 188 reels of magnetic tape. Annual accumulation: 13 reels (4-5 reels per quarter).</p> <p>Disposition:</p> <p>a. 1st, 2nd, and 3rd quarter files: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p> <p>b. 4th quarter file: PERMANENT. Transfer to the National Archives when record copy is available for public distribution.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
143.	<p><u>Coupon Origin and Destination (International/Territorial),</u> <u>Data Bank 3A</u> 1968 - (ongoing)</p> <p>Quarterly outbound and inbound passenger totals for each city/airport pair worldwide, for each coupon segment during the quarter of the file date. Data includes city/airport codes, world area codes, carrier codes, class of international service, and passenger totals for the reporting and three previous quarters.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
144.	<p><u>Coupon Origin and Destination (Domestic), Data Bank 3B</u> 1968 - (ongoing)</p> <p>This file is identical to Data Bank 3A (see item 143), except that data covers classes of domestic services only.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
145.	<p><u>Online Origin and Destination, Data Bank 4</u> 1968 - (ongoing)</p> <p>This file contains quarterly passenger and passenger-mile totals for all online segments (segments on which the same carrier serves all contiguous coupon segments) for all U.S. airlines serving all pairs of cities in the world. Data is divided between outbound and inbound, and local and connecting passenger traffic.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when record copy is available for public distribution. DESTROY when active reference use ceases.</p>		

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146.	<p><u>City/Airport Nomenclature, Data Bank 5</u> 1968 - (ongoing)</p> <p>This quarterly file contains city/airport alphabetic and numeric codes, full name spelling (up to 30 characters), abbreviated name spelling (up to 20 characters), and geographic coordinates for all cities in flight itineraries reported in the Passenger Origin and Destination Surveys.</p> <p>Estimated current volume: 56 reels of magnetic tape. Annual accumulation: 4 reels (One reel per quarter).</p> <p>Disposition: PERMANENT. Transfer to the National Archives when record copy is available for public distribution.</p>		
147.	<p><u>Origin and Destination City Pair Summary, Data Bank 6</u> March 1962 - (ongoing)</p> <p>This file provides data on passengers and passenger-miles flown between each pair of cities in the world served by U.S. airlines for the reporting quarter and three immediately preceding quarters. Data includes city/airport identification codes, passengers and passenger-miles broken down by total and those relating to domestic portions of international journeys, and the number of passengers and passenger-miles generated at the base and reference cities.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when quarterly record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
148.	<p><u>U.S. Passenger Origin and Destination Survey, Canadian Extract, Data Bank 7</u> 1968 - (ongoing)</p> <p>This file is a quarterly extract of the Ticket Origin and Destination file, Data Bank 1 (See item 135) of routings which contain a Canadian city or a Canadian airline. This data is furnished to the Canadian government by the CAB in exchange for similar data from the Canadian Origin and Destination files regarding U.S. cities and U.S. airlines.</p>		

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148. (cont'd)	Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when quarterly record copy is available for public distribution. DESTROY when active reference use ceases.		
149.	<p><u>Canadian Origin and Destination Survey, U.S. Extract, Data Bank 8</u> 1969 - (ongoing)</p> <p>This file is a quarterly extract from Canadian Origin and Destination data files of routings which contain a U.S. city or a U.S. airline. Data is furnished to the CAB by the Canadian government in exchange for similar data from the U.S. Passenger Origin and Destination Survey regarding Canadian cities and Canadian airlines.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when quarterly record copy received from the Canadian government is available for public distribution. DESTROY when active reference use ceases.</p>		
150.	<p><u>U.S.-Canada Transborder Directional Origin and Destination Survey, Data Bank 9</u> 1972 - 1974</p> <p>This file provides outbound and inbound quarterly passenger totals for the quarter of the file date and the three immediately preceding quarters, for U.S.-Canada transborder routings. Ticketed origin and destination, as well as all downline points in the directional routing, are identified.</p> <p>Disposition: DISPOSABLE. DESTROY immediately.</p> <p>FORM 41 TRAFFIC AND FINANCIAL REPORTS</p>		
151.	<p><u>Schedules T-1, T-1(A), T-2</u> January, 1961 - June, 1970</p> <p>This file provides monthly traffic statistics such as revenue passenger-miles and revenue ton-miles transported, and capacity statistics such as available seat-miles, available ton-miles, aircraft hours flown and aircraft miles flown for all U.S. airlines. On</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
151. (contd)	<p>schedule T-1 the statistics show details in scheduled and non-scheduled flight categories; schedule T-1(A) shows the same detailed data for domestic and international/territorial operations; schedule T-2 shows the same statistics (in scheduled service only) for first class, coach, and combined service.</p> <p>Volume: One reel of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
152.	<p><u>Schedule T-1</u> April, 1968 - (ongoing)</p> <p>This file provides monthly totals of traffic and capacity data for the reporting U.S. carrier, including departures, passenger and cargo traffic, and available seat and cargo capacity.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when cumulative updated record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
153.	<p><u>Schedule T-2</u> March, 1968 - (ongoing)</p> <p>This file provides quarterly totals for aircraft type flown by each reporting carrier, and includes data on traffic (revenue passenger and ton-miles for all classes of passengers and cargo), capacity (available seat and ton-miles), and aircraft statistics, such as aircraft hours.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when cumulative updated record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
154.	<p><u>Schedule T-3 (Discontinued)</u> September, 1962 - June, 1970</p> <p>This file provides quarterly data for each airline by aircraft type. Data includes revenue passenger-miles, revenue ton-miles transported, available seat-miles and</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
154. (contd)	<p>ton-miles, departures, aircraft hours flown and aircraft miles flown. The file is a companion file to Schedule T-1, T-1(A), T-2 (Item 151).</p> <p>Volume: One reel of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
155.	<p><u>Schedule T-3</u> September, 1970 - (ongoing)</p> <p>This file provides quarterly totals for the reporting carrier, for each airport served, of departures and passenger and cargo traffic enplaned, in both scheduled and non-scheduled service, as well as departures by each aircraft type that served the airport.</p> <p>Disposition: DISPOSABLE. Transfer to the Center for Machine-Readable Records when updated record copy is available for public distribution. DESTROY when active reference use ceases.</p>		
156.	<p><u>Schedule T-4</u> September, 1962 - June, 1970</p> <p>This file provides quarterly data concerning departures, passenger enplanements, and cargo-ton originations for each aircraft type of each airline for each airport served.</p> <p>Volume: One reel of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		
157.	<p><u>Schedule T-6, Charter Data</u> 1968 - (ongoing)</p> <p>This file contains monthly data on all charter flights operated by U.S. airlines and charter flights to and from the U.S. operated by foreign airlines. For the period 1968-1975, the file provides the total number of charter flights of the same type flown by a carrier during the reporting period that had identical itineraries. In 1976 the file expanded to provide carrier,</p>		

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157. (contd)	<p>aircraft type, capacity contracted for, traffic carried, carrier revenue, type of charter, and distance data for all charter group flight legs moving on a specific flight number. Between 1968 and 1975, the file was cut off annually. After 1975, it is cut off at irregular intervals.</p> <p>Estimated current volume: 10 reels of magnetic tape. Estimated accumulation: One reel for every three years of data.</p> <p>Disposition: PERMANENT. Transfer to the National Archives when new record copy is available for public distribution.</p>		
158.	<p><u>Schedule B-1</u> September, 1957 - (ongoing)</p> <p>This file provides quarterly financial balance sheet data, by account number, from the accounting reports of all U.S. airlines.</p> <p>Current volume: One reel of magnetic tape. Annual accumulation: less than one reel (cumulative updates of the file are produced at irregular intervals).</p> <p>Disposition: PERMANENT. Transfer to the National Archives when cumulative updated record copy is available for public distribution.</p>		
159.	<p><u>Schedules P-1, P-3, P-3(A), P-6</u> March, 1960 - (ongoing)</p> <p>This file provides quarterly profit and loss data for operation of each U.S. airline during the reporting period. Schedule P-1 is the income statement; schedule P-3 is a breakdown of revenues; schedule P-3(A), is a breakdown of income tax data; and schedule P-6 is a breakdown of expense items.</p> <p>Current volume: Two reels of magnetic tape. Annual accumulation: less than one reel (cumulative updates of the file are produced at irregular intervals).</p>		

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159. (contd)	Disposition; PERMANENT. Transfer to the National Archives when cumulative updated record copy is available for public distribution.		
160.	<p><u>Schedule P-5</u> March, 1968 - (ongoing)</p> <p>This file provides a quarterly detailed breakdown of the flying operations, maintenance, and depreciation and amortization accounts reported for each aircraft type by each U.S. airline.</p> <p>Current volume: Two reels of magnetic tape. Annual accumulation: less than one reel (cumulative updates of the file are produced at irregular intervals).</p> <p>Disposition: PERMANENT. Transfer to the National Archives when cumulative updated record copy is available for public distribution.</p>		
161.	<p><u>Schedules P-7, P-8</u> March, 1962 - (ongoing)</p> <p>This file provides a quarterly detailed breakdown of the general services and administration account for each reporting U.S. airline.</p> <p>Disposition: PERMANENT. Transfer to the National Archives when cumulative updated record copy is available for public distribution.</p>		
162.	<p><u>Schedule P-9</u> December, 1961 - September, 1979</p> <p>This file provides a quarterly detailed breakdown, by city/airport, of the ground servicing expenses account for each U.S. airline.</p> <p>Volume: Three reels of magnetic tape.</p> <p>Disposition: PERMANENT. Transfer to the National Archives immediately.</p>		

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163.	<p>Records for the following non-permanent items: 1, 2, 3, 22, 23b, 25, 31, 34, 54b, 76, 83, and 104.</p> <p>At the close of CAB this disposition of this item 163 for immediate disposal supersedes the disposition instructions for each of the above listed non-permanent items.</p> <p>At close of CAB destroy immediately.</p>		