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)
U.S. Department of Transportation
Federal Aviation Administration
Headquarters, Regions, Centers

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Jim Westerkamp

5 TELEPHONE EXT
(202)267-9899

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  box is attached, or box is unnecessary

B DATE C SIGNATURE OF AGENCY REPRESENTATIVE D TITLE
7/15/86 FAA Records Officer AMS-410

7 ITEM NO

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

9 GR S OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

1. 4630 INVENTORY CONTROL RECORDS

   (1) Inventory files. Documents maintained to provide
   replenishment, stock control, and property maintenance data.

   (a) Inventory lists.

      1 Annual inventories. Destroy 2 years from
      date of list.

      2 Triennial inventories. Destroy 5 years from
      date of list.

   2 Items