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, field

4. NAME OF PERSON WITH WHOM TO CONFER
   Phillip Leach
   Tel. Ext. 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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention period(s) specified.

   □ A Request for immediate disposal.
   □ B Request for disposal after a specified period of time or request for permanent retention.

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<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Loss and theft files. Reports, loss statements, receipts, and other papers relating to loss and found articles.</td>
<td>FAA Order 1350.15A Item 1600(6)</td>
<td>Destroy 1 year after case is closed.</td>
</tr>
</tbody>
</table>

Justification. We have cases that are still under investigation. Some of these cases are over two years old, pertaining to missing or stolen property. Therefore, we feel we need to retain these records for at least four years.

NO MASS DATA CHANGE

Agency sent 6-22-83 by Dnw.