REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)
U.S. Department of Transportation

MAJOR SUBDIVISION
Federal Aviation Administration

MINOR SUBDIVISION
Headquarters, Regions, Centers

NAME OF PERSON WITH WHOM TO CONFER
Jim Westerkamp

TELEPHONE EXT DATE
(202)267-9899

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 ☐ is attached, or ☐ is unnecessary

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>1.</td>
<td>4630 INVENTORY CONTROL RECORDS</td>
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<tr>
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<td>(1) Inventory files. Documents maintained to provide replenishment, stock control, and property maintenance data.</td>
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<td>(a) Inventory lists.</td>
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<tr>
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<td>1 Annual inventories. Destroy 2 years from date of list.</td>
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<td></td>
<td>2 Triennial inventories. Destroy 5 years from date of list.</td>
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