REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS  
(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  
HQ., Regions  

4. NAME OF PERSON WITH WHOM TO CONFER  
Fae B. Screws  

5. 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 periods specified.  

3/3/77  
(Signature of Agency Representative)  

Chief, Documentation Methods Branch  

TO DISPOSE OF RECORDS  

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIVIL AVIATION SECURITY RECORDS</td>
<td>1350.15</td>
<td>4/2/77</td>
</tr>
<tr>
<td></td>
<td>Operation's Liaison Files. Documents relating to the collection, evaluation and dissemination of Civil Aviation Security information such as hijacking, sabotage, terrorism, bomb threats, attempts to board with concealed weapons and related incidents. Included are statistical and summary data, reports, and related indices. Microfilm and destroy the original paper record after the film is determined to be an adequate substitute. Microfilm to be made in accordance with FPMR 101-11.5. Destroy microfilm after fifty years old.</td>
<td>1650(3)</td>
<td>RTB</td>
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<td>Microfilm will be kept on file in ACS-20, to be used for research and analysis programs in connection with a semi-annual report made to Congress and statistics which are published semi-annually. Duplicate will be made and stored separately.</td>
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<td>RTB</td>
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1 item