REQUEST FOR RECORD 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

4. NAME OF PERSON WITH WHOM TO CONFER
   Fae 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.

   □ A Request for immediate disposal.

   ☑ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   6-30-78

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Fae Screws

E. TITLE
   FAA Records Mgmt Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO.</th>
<th>10. ACTION TAKEN</th>
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<tbody>
<tr>
<td>1.</td>
<td>State Files. Case files, arranged by state, maintained by airport district offices, relating to airports under their jurisdiction. Includes correspondence; construction progress reports; inspection and test reports on aircraft, runways, and buildings; flight landing and take-off patterns with related instructions; photographs and blueprints of airport structures and facilities; and related materials.</td>
<td>1350.15A 5000(4)</td>
<td>Destroy when four years old.</td>
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<tr>
<td></td>
<td>a. Case files without zoning ordinances: Destroy when four years old.</td>
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<td>b. Case files with zoning ordinances: Destroy when superseded.</td>
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