

**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

4. NAME OF PERSON WITH WHOM TO CONFER

Fae Screws

5. TEL EXT.

426-8735

LEAVE BLANK	
JOB NO	
DATE RECEIVED	<b>NC1 287 78 4</b>
NOTIFICATION TO AGENCY	<b>JUN 26 1978</b>
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<u>6-30-78</u> <i>James B. Thode</i> Archivist of the United States

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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>6-20-78</u>	<i>Fae B. Screws</i>	<i>FAA Records Mgmt Officer</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>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.</p> <p>a. Case files without zoning ordinances: Destroy when four years old.</p> <p>b. Case files with zoning ordinances: Destroy when superseded.</p>	1350.15A 5000(4)	<i>2 items</i>

*Copy to AII FRO, FAA, NINT  
7-6-78 M91*