

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-237-83-4
DATE RECEIVED	6-8-83
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-10-83 Date	<i>Robert M. Ward</i> Archivist of the United States

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

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 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 <i>6/6/83</i> 11/3/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Phillip A. Leach</i>	E. TITLE Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Loss and theft files.</u> Reports, loss statements, receipts, and other papers relating to loss and found articles.</p> <p>Destroy when by <i>1 year after case is closed.</i></p> <p><u>Justification.</u> 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.</p> <p>NO MASS DATA CHANGE</p>	<p>FAA Order 1350.15A Item 1600(6)</p>	<p><i>change per MG of NARS & PL of FAA 6-9-83 M.G.</i></p> <p><i>1 item</i></p>

Agency sent 6-22-83 by DMW.