

**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)

Dept. of Transportation, Fed. RR Administration

2. MAJOR SUBDIVISION

THE ALASKA RAILROAD, Pouch 7-2111, Anchorage, AK 99510

3. MINOR SUBDIVISION

Budget & Accounting Branch

4. NAME OF PERSON WITH WHOM TO CONFER

A. Louise Bremner

907/

5. TEL. EXT.

265-2690

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 25 MAY 1978	JOB NO. NC 1 522 78 1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-16-78 James P. O'Neil (Date) <i>acting</i> Archivist of the United States	

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 ~~two~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

(w/attachment)

5/18/78

Date

A. Louise Bremner

(Signature of Agency Representative)

Records Management Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ALASKA RAILROAD FISCAL RECORDS SCHEDULE (GAO Site Audit Records) (Revised schedule to reflect current statute of limitations, approved by GAO per attached copy of letter dated 4/21/78) <u>Schedules of Collection</u> (control 78): ARR form 1877, SF 1081, and supporting papers. TRANSFER to FRC authorized when 1 year old; DESTROY records created prior to 7/1/75 after 10 years, 3 months <i>old.</i> DESTROY records created ^{on or} after 7/1/75 after ^{when} 6 years, 3 mos. <i>old.</i> <i>SC 6-16-78</i>		
2	<u>Schedules of Disbursement</u> (control 84-3): SF 1017, SF 1166, SF 1034, SF 1081, and supporting papers. TRANSFER to FRC authorized when 1 year old; DESTROY records created prior to 7/1/75 after 10 years, 3 months <i>old.</i> DESTROY records created ^{on or} after 7/1/75 after ^{when} 6 years, 3 mos. <i>old.</i> <i>SC 6-16-78</i>		
3	<u>Agents' Balance Sheets</u> (control 96): Also referred to as passenger and freight agents' monthly reports. These reports generally contain the following forms or their equivalents: ARR 1083 Agents' Periodic Account ARR 533A Ticket Redemption		<i>8 items</i>

Copies to Agency and 10 NC Pla 6/20/78

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ARR 521 Local Ticket Sales ARR 238 Abstract of Waybills Forwarded ARR 239 Abstract of Waybills Received ARR 398 Station Relief Claims ARR 294 Report of Excess Baggage Collections</p> <p>The reporting and filing procedures followed by different agent cashiers causes some variance in the type of material contained in each report. This is due, in part, to lack of standardization and, in part, to the combination of functions, i.e. freight and passenger; or freight, passenger and dock; or a separate freight agent and separate passenger agent report. These reports reflect the agents' accounting for all revenue received at the station, passenger or freight.</p> <p>TRANSFER to FRC authorized when 1 year old; DESTROY records created prior to 7/1/75 after 10 years, 3 months <i>old</i>. DESTROY records created ^{on or} after 7/1/75 ^{when} after 6 years, 3 months <i>old</i>. SC 6-16-78</p>		
4	<p><u>Claims - Jackets</u> (control 253) containing the following loss/damage data:</p> <ol style="list-style-type: none"> 1. Paid freight bill 2. Letter of claim 3. Invoices 4. Transmittal form ARR 1152 5. Special Agents' reports 6. Work sheets 7. Copies of bills for collection 8. Settlement sheet, form ARR-1773 <p>Claim is paid on basis of approved settlement sheet.</p> <p>TRANSFER to FRC authorized when 1 year old; DESTROY records created prior to 7/1/75 after 10 years, 3 months <i>old</i>. DESTROY records created ^{on or} after 7/1/75 ^{when} after 6 years, 3 months <i>old</i>. SC 6-16-78</p>		