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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. NI-398-86-3 | DATE RECEIVED 8-14-86 |
| 1. FROM (Agency or establishment) DOT/Office of the Secretary | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION | | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3. MINOR SUBDIVISION Departmental Office of Civil Rights | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER External Programs Division | | 5. TELEPHONE EXT. Katie J. Young | DATE 1-30-87 |
| 6. CERTIFICATE OF AGENCY REPRESENTATIVE | | ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i> | |

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. is attached; or is unnecessary.

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| B. DATE 8/11/86 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> Carol Sutton | D. TITLE OST Records Management Officer |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
| 1. | <p>Departmental Office of Civil Rights</p> <p>Pursuant to 49 CFR Part 23, the Departmental Office of Civil Rights has the responsibility to investigate/review appeals of denials of certification filed by disadvantaged, minority and women-owned business enterprises against the U.S. Department of Transportation or a recipient of DOT financial assistance.</p> <p><u>Certification Appeals Files.</u> Files consist of the appellant's letter, documentation from the State or recipient, hearing transcripts, interviews certification application and the Department's final decision on certification.</p> <p>Transfer to Federal Records Center one year after final decision. Destroy 4 years after final decision.</p> | | |

1 series/item

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DOT, NNF, NCF-222
2/4/87