

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-398-86-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1: Disposal at agency is assumed.

Item 2: Superseded by N1-398-93-001 item 1.

Date Reported: 5/12/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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. N1-398-86-4	DATE RECEIVED 9-30-86
1. FROM (Agency or establishment) DOT/Office of the Secretary		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Assistant Secretary for Admin.		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of Administrative Svcs. and Prop. Mgmt.		ARCHIVIST OF THE UNITED STATES	
4. NAME OF PERSON WITH WHOM TO CONFER Richard Bradley	5. TELEPHONE EXT. 366-9731	DATE 3-31-86	<i>James A. Burns</i>
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; 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.

B. DATE 9/26/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> Carol A. 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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p>Office of Administrative Services and Property Management</p> <p>-DOT Employee Fitness Center-</p> <p>The Employee Fitness Center was established by DOT as a health maintenance facility concentrating primarily on programs for cardiovascular endurance and neuromuscular strength and flexibility. The center, authorized by Public Law 79-658 (5 U.S.C. 7901) provides programs to prevent health problems and to improve physical fitness.</p>		
1.	<p>Employee Fitness Files (1978-1980). Files consist of Pre-Test screening form, Medical History Form, Physicians and Personal Consent Forms, Blood Test Results, Neuromuscular Test Results, EKG Stress Test Strips, Data Sheets, and Summary Sheets.</p> <p>Destroy immediately.</p>		
2.	<p>Employee Fitness Files (1981-Current on). Files consist of Fitness Evaluation Form, Personal Consent Form, Medical Questionnaire Form, and Summary Sheets.</p> <p>Destroy one year after employee is separated from DOT.</p>		