

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>N1-398-86-4</b>	DATE RECEIVED <b>9-30-86</b>
1. FROM (Agency or establishment) <b>DOT/Office of the Secretary</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <b>Office of the Assistant Secretary for Admin.</b>			
3. MINOR SUBDIVISION <b>Office of Administrative Svcs. and Prop. Mgmt.</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Richard Bradley</b>	5. TELEPHONE EXT. <b>366-9731</b>	DATE <b>3-31-86</b>	ARCHIVIST OF THE UNITED STATES <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 <b>9/26/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> <b>Carol A. Sutton</b>	D. TITLE <b>OST Records Management Officer</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Office of Administrative Services and Property Management</p> <p style="text-align: center;">-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> <p>Employee Fitness Files (1978-1980). Files consist of Pre-Test screening form, Medical History Form, Physicans 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>		