

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-398-88-2*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

*9/12/88*

1. FROM (Agency or establishment)

Department of Transportation/OST

2. MAJOR SUBDIVISION

Office of the General Counsel

3. MINOR SUBDIVISION Assistant General Counsel for

Regulations & Enforcement

4. NAME OF PERSON WITH WHOM TO CONFER

Robert C. Ashby

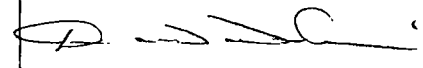
5. TELEPHONE EXT.

366-9306

DATE

*2/2/89*

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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

9-8-88

C. SIGNATURE OF AGENCY REPRESENTATIVE

*David H. Parker, Sr.*  
David H. Parker, Sr.

D. TITLE

OST Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

REGULATORY FILES

Files in this schedule consist of drafts of rules, comments about rules from within DOT, proposed and final rules as published in the Federal Register, and other correspondence and legal documents pertaining to the rulemakings. For purposes of these files, the date from which retention and retirement dates are calculated is the date of publication of a final rule on a subject. That is, if a proposed rule is published in 1986 and a final rule is published in 1988, 1988 is the base year for record retention and retirement.

This schedule is not applicable to documents pertaining to regulations except those generated or received by the Office of the Assistant General Counsel for Regulation and Enforcement. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

1. Significant Rules. Documents pertaining to rulemakings categorized as significant under the DOT Regulatory Policies and Procedures (including Administrative Conference of the United States recommendations).

Transfer to the Records Center when three years old. Destroy when 10 years old.

2. Non-significant rules. Documents pertaining to rulemakings categorized as non-significant under the DOT Regulatory Policies and Procedures.

Transfer to the Records Center when two years old. Destroy when six years old.

*Copies sent to NCF, NNT, Agency*

*2/6/89*