

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-39891-1
1. FROM (Agency or establishment) U.S. Department of Transportation		DATE RECEIVED	3-6-91
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of DAFIS Development and Implementation		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Janie Morton	5. TELEPHONE EXT. 366-5644	DATE 7/13/91	ARCHIVIST OF THE UNITED STATES 
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 \_\_\_\_\_ 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 2-25-91	C. SIGNATURE OF AGENCY REPRESENTATIVE David H. Parker, Sr. 	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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><b><u>OFFICE OF DAFIS DEVELOPMENT AND IMPLEMENTATION</u></b></p> <p>The Office of DAFIS Development and Implementation develops and implements Departmentwide administrative systems, which include the Departmental Accounting and Financial Information System (DAFIS) and the Integrated Personnel/Payroll System (IPPS). These systems provide timely, accurate and useful financial information to DOT financial managers, central agencies, and other external organizations, such as Congress.</p> <p><b><u>OFFICE ADMINISTRATIVE FILES.</u></b></p> <p>A. <del>General Subject Files.</del> Correspondence memoranda, and other documents accumulated by the office that relate to internal administration such as travel and transportation, correspondence management, personnel and general housekeeping records.</p> <p style="text-align: center;"><del>Destroy when three years old</del></p> <p>Apply appropriate General Records Schedule authorities, especially GRS 23, item 1-Office Administrative Files and GRS 3, item 3, Routine Procurement Files.</p> <p style="font-style: italic;">Copies sent to agency, NCF 7/23/91</p>		5 items

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	<p>B. <u>Reading or Chron Files.</u> Copies of correspondence used solely as a reading or reference file.</p> <p>Destroy when three years old or when reference value has been exhausted.</p>		
2	<p><u>REPORT FILES.</u> Official files of studies, reports or projects conducted in-house or by contract.</p> <p>A. Reports, studies, or projects relating to the development, implementation, and maintenance of administrative systems to ensure development of new or improved policies, practices, procedures, and systems made to evaluate Departmental programs and proposed programs.</p> <p>(1) Final Report/Study.</p> <p>DESTROY [REDACTED]. One copy of final report, study, or project. Transfer to Federal Records Center five years after study or report is completed. [REDACTED] years after study or report is completed.</p> <p>( [REDACTED] )</p> <p>(2) Case Files. Background and working.</p> <p>Destroy five years after study or report is completed.</p>	Destroy	20
3	<p><u>ADMINISTRATIVE SYSTEMS DEVELOPMENT FILES.</u> Records relating to the development (including budgetary requests), implementation, and maintenance of Departmental systems such as integrated financial systems, personnel/payroll systems, procurement management systems, and administrative systems improvements.</p> <p>Transfer to FRC when five years old. FRC destroy when eight years old.</p>		